Recertification Audit Checklist

Documents can be saved as Microsoft® word, excel, powerpoint, pdf and jpeg files. Outlook emails cannot be attached and must be copied and saved into one of the above formats.

Category Description	Acceptable Proof
Professional Development ☐ IIBA® Chapter Event (meetings, events, presentations, BA Professional Days, Study Groups). ☐ IIBA® Live webinar, BBC Conference (key notes, tracks, workshops). ☐ IIBA® Endorsed Education Provider (EEP) course. ☐ Other courses, events, conferences.	☐ Receipt of purchase or ☐ Image of email confirming attendance or ☐ Certificate of completion and ☐ *If non-EEP provider*, a link to the full course description that describes the content.
Professional Activities ☐ Sub-category A & B: Author or co-author of a business analysis article published in a refereed journal or a non-refereed journal. ☐ Sub-category C & D: Speaker/Instructor/ Member/ Moderator on business analysis at a conference, symposium, workshop, formal course or IIBA® chapter meeting. ☐ Sub-category E: Author or co-author of a business analysis textbook. ☐ Sub-category F: Developer of content for a structured business analysis learning program.	☐ Link to or a copy of the article ☐ Image of the email confirming engagement or a link to the event confirming your role. ☐ Link to where the book is. ☐ A link to the full course description that describes the content or if internal to your organization a description including learning objectives.
Volunteer Service ☐ Earned by giving back to the business analysis profession through volunteer service to IIBA®, or an IIBA® Chapter, and/or to a non-employer community or charitable group.	☐ Image of email or ☐ Certificate from the organization acknowledging the work and dates of your volunteer activity.
Formal Academic Education ☐ Academic courses offered for degree credit and directly related to business analysis.	☐ Email confirming completion or ☐ Email confirming attendance or ☐ Certificate of completion and ☐ *If it's not an IIBA Academic member endorsed* course/program, a link to the full course description that describes the content.