

IIBA Certification and Recertification Terms and Conditions

CCBA[®] and CBAP[®] - Certification Application and Fee:

I agree to the terms and conditions listed below for submission and payment of an application:

- This application is the property of International Institute of Business Analysis™ (IIBA[®]) and is protected by copyright. Once the application is complete, it is confidential.
- By creating an account with IIBA and submitting my online application, I understand that IIBA may contact me regarding my account and online application.
- I consent to IIBA collecting and storing the foregoing information, in accordance with the [Privacy Policy](#), and contacting my stated references and contacts to confirm any or all information in my online application.
- I understand that the **application fee is non-transferable between products and individuals and non-refundable**, and that if my application is approved, I have one year from the time my approval email is sent by IIBA to take the exam before my application lapses. If my application lapses, I must reapply and repay the application fee.
- I am aware that IIBA will send me email reminders before my application lapses.

ECBA[™], CCBA, CBAP, IIBA[®]-AAC, IIBA[®]-CBDA, IIBA[®]-CCA, IIBA[®]-CPOA - Exam and Exam Rewrite Fees:

I agree to the terms and conditions listed below regarding the payment of exam and exam rewrite fees:

- If I wish to cancel or reschedule my exam, I must do so **at least 48 hours in advance** to avoid forfeiting the exam fee.
- I understand that exam candidates have **30 days from the date IIBA receives the exam or exam rewrite fee to request a refund**. After this period, the payment becomes non-refundable, and I will forfeit my payment.
- I am aware of the refund process within the **30-day eligibility period**:
 - Any fees required to cancel the exam still apply, as outlined on the [Exam Information](#) webpage.
 - To receive a refund, I must first cancel my scheduled exam and then email my refund request to certification@iiba.org.
- If I miss my scheduled exam without canceling or rescheduling in advance and paying the necessary fee, as per the policy on the [Exam Information](#) webpage, I will be considered a no-show. In this case, I will forfeit the exam fee or exam rewrite fee

already paid (unless there is an extenuating circumstance) and will need to repay the exam fee or exam rewrite fee to reschedule.

- If I do not present acceptable identification, and the **first name** and **last name** on the identification do not match exactly in three places (the identification, IIBA, and PSI) at the time of exam check-in, **I will not be allowed to sit the exam** and will forfeit the fee.
- If my name does not match the identification, **I must notify** certification@iiba.org at least **1 week in advance** to make the necessary changes, or **I will not** be permitted to sit the exam.
- I am aware that IIBA will send me email reminders before my exam expires.

ECBA, CCBA, CBAP, IIBA-AAC, IIBA-CBDA, IIBA-CCA, IIBA-CPOA - Marks:

Recipients in good standing (i.e., those who successfully pass the exam and recertify when required on time) are granted a limited, non-exclusive, and revocable license and permission to use the following marks and trademarks (collectively "ECBA/CCBA/CBAP/IIBA-AAC/IIBA-CBDA/IIBA-CCA/IIBA-CPOA Marks") for the term that the recipient is in good standing in accordance with the terms and conditions and, that as a recipient, I agree:

- to use the ECBA/CCBA/CBAP/IIBA-AAC/IIBA-CBDA/IIBA-CCA/IIBA-CPOA Marks in accordance with the standards set out in the [IIBA Terms of Use](#); and
- to terminate the use of the ECBA/CCBA/CBAP/IIBA-AAC/IIBA-CBDA/IIBA-CCA/IIBA-CPOA Marks in the event the certificate/certification is revoked, or the recipient is no longer in good standing.
- that IIBA reserves the right to revoke the license herein at its sole discretion at any time.

CCBA, CBAP, IIBA-AAC, IIBA-CBDA – Recertification Application/Fee:

I agree to the terms and conditions listed below for submission and payment of a recertification application:

- This application is the property of International Institute of Business Analysis (IIBA) and is protected by copyright. Once the application is complete, it is confidential.
- By submitting my online application, I understand that IIBA may contact me regarding my account and online application.
- I consent to IIBA collecting and storing the foregoing information, in accordance with the [Privacy Policy](#), and contacting my stated contacts to confirm any or all information in my online application.
- I am aware that IIBA will send me reminder emails before my certification status lapses.
- I understand that the **recertification fee is non-transferable between products and individuals and non-refundable.**

Definitions:

- Entry Certificate in Business Analysis (ECBA)
- Certification of Capability in Business Analysis (CCBA)
- Certified Business Analysis Professional (CBAP)
- Agile Analysis Certification (IIBA-AAC)
- Certification in Business Data Analytics (IIBA-CBDA)
- Certificate in Cybersecurity Analysis (IIBA-CCA)
- Certificate in Product Ownership Analysis (IIBA-CPOA)