Core BA Certification Handbook

Your IIBA® guide to pursuing the ECBA™, CCBA® and CBAP® designations.

February 8, 2019

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1.0   Introduction

Welcome to the IIBA® Core Business Analysis (BA) Certification Handbook. This handbook describes the process for attaining IIBA certification for our core BA levels listed below and where information is already on our website, will direct the individual to the specific webpage.

The IIBA® multi-level competency-based core BA certification program recognizes your knowledge and skills and supports your lifelong business analysis career progression.

Each level includes its own eligibility requirements, and competency-based assessment (i.e. exam), and is aligned to *A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)* .

Level 1
Individuals entering the BA field.

ECBA™ Entry Certificate in Business Analysis™

[Click here for ECBA requirements & exam information](#)

Level 2
Recognizes BA professionals who have 2-3 years of BA experience.

CCBA® Certification of Capability in Business Analysis™

[Click here for CCBA requriements & exam information](#)

Level 3
Recognizes BA professionals who lead and have over 5 years of BA experience.

CBAP® Certified Business Analysis Professional™

[Click here for CBAP requirements & exam information](#)

2.0   Certification Process

Step 1 - Log YOUR hours on IIBA Portal

Work history and professional development hours must be logged in your account on the IIBA portal in order to be included in your application. You can log your hours before you pay the application fee as well as after you've paid the application fee. You will not be able to see the application though until you pay for it.

For your work experience and professional development hours, document these in the My Work History and My PD Hours respectively under the Certification tab on the website. To find out what qualifies as PD hours, please review the criteria in the Certification FAQs – note that the criteria is different for ECBA™ compared to CCBA® and CBAP®.

Step 2 – Pay Application Fee

In order to view your application in the IIBA portal, you must pay the application fee first. Please note: the application fee is non-refundable and non-transferable. Once you pay, you will see your application and the requirements (or goals) listed within it. Any hours you already documented in Step 1 above will be included in your application if they meet the eligibility requirements.

References required for CCBA® and CBAP® can either be a CBAP® recipient, a career manager or a client (internal or external). Ideally at least one of your two references will have known you for at least 6 months.

Step 3 – Complete and Submit Application

Complete any missing information from within your application. Once all your requirements (or goals) are met, you will be able to submit your application.

In order to complete the submission of your application, you will need to agree to both the **Terms and Conditions** and the **Code of Conduct**.

After you submit your application, you will be notified via email if your application is Approved or Approved Pending Audit. The latter means your application is being audited...for more information on this, go to section 4.0 below.

For step by step instructions on how to complete the above steps, please refer to the following CCBA and CBAP Application Process.

Step 4 – Pay Exam Fee

Once your application is approved, you will receive an email confirming this. You have 1 year from the date on your approval email to take your exam. It is your responsibility to ensure you do not let your application lapse. Otherwise, you will have to reapply to take the exam.

You may request for an application extension if you have an extenuating circumstance.

Step 5 – Schedule and Take Exam

You can schedule your exam at any time. We recommend sooner than later to ensure you get your preferred date and time and, so you have a lot of time to take it again if you are not successful on your first attempt.

For exam process details including the scheduling process and identification (ID) requirements, click on this link **e**xam **p**reparation. You can take the exam up to 3 times within your 1-year application period at any time. Once you've taken it 3 times, you must wait until your application expires, and reapply to take it again.

3.0   You may also like:

Summary of Certification Fees
Refund policy under Cancellation, Reschedule, Missed or Late Policy
Certification FAQs
Certification Registries
Recertification

4.0   Audits

If your application is "approved pending audit", this means your application has been randomly selected for audit.

It is the applicant's responsibility to obtain and provide verification of any information in the application.

If your application audit is a pass, your application will be approved and you will receive an email confirming your approval and instructing you to proceed to paying your exam fee.

If your audit does not pass, IIBA will provide further details on the reason via email and your application will not be approved.   All fees paid will be forfeited. You may reapply after you have remedied the reasons for the audit not passing. You may also appeal the decision by contacting IIBA at certification@iiba.org.

5.0   Appeal Process

If an application audit fails, you have the right to appeal by sending an e-mail to certification@iiba.org.

IIBA will have up to 90 days to review the appeal and make a binding decision regarding the validity of your application. You may be contacted by IIBA for any

further information and/or clarification that are deemed necessary to validate information. A final decision will then be emailed to you.

6.0　Suspending or withdrawing certification

IIBA reserves the right to revoke the ECBA™, CCBA®, or CBAP® certification at any time after review of a reported professional misconduct or for a misuse of the ECBA™, CCBA®, or CBAP® logo or trademarks.

IIBA also reserves the right to conduct random post-certification audits.

All fees paid shall be forfeited in the event of a revoked or suspended certification. Those certification recipients whose certification has been revoked will not be allowed to reapply for the ECBA™, CCBA®, or CBAP® for a period of time to be decided at the discretion of IIBA.