# IIBA®-AAC Recertification Process Guide

# 1.0 Introduction

Credential holders maintaining the Agile Analysis Certification (IIBA®-AAC) have access to two helpful resources for the recertification process:

|  | The AAC Recertification Handbook | The AAC Recertification Process Guide **(this document)** |
|---|---|---|
| Purpose | Provides program overview, policies, requirements, and categories under which hours can be recorded. | Provides step-by-step guidance on how to enter activities into the BA Development Log and submit the recertification application. |

As a credential holder, you are:
- Required to read the AAC Recertification Handbook in its entirety
- Encouraged to refer to this AAC Recertification Process Guide throughout the recertification process

To recertify, credential holders must earn a **minimum of 20 Continuing Development Units (CDUs) during each 1-year cycle**.  The five steps of certification maintenance are:
1. Earn a minimum of **20 Continuing Development Units**
2. Enter hours into the **BA Development Log**
3. Pay recertification fee
4. Submit recertification application
5. Receive confirmation email from IIBA – Congratulations! You are Recertified!

# 2.0 Enter Your CDUs

## 1. Login to Your IIBA Account

Login with your IIBA credentials.

**Note**: If you are in **Suspended status**, refer to section **5.0 Suspended Status** for an important overview before completing these steps.
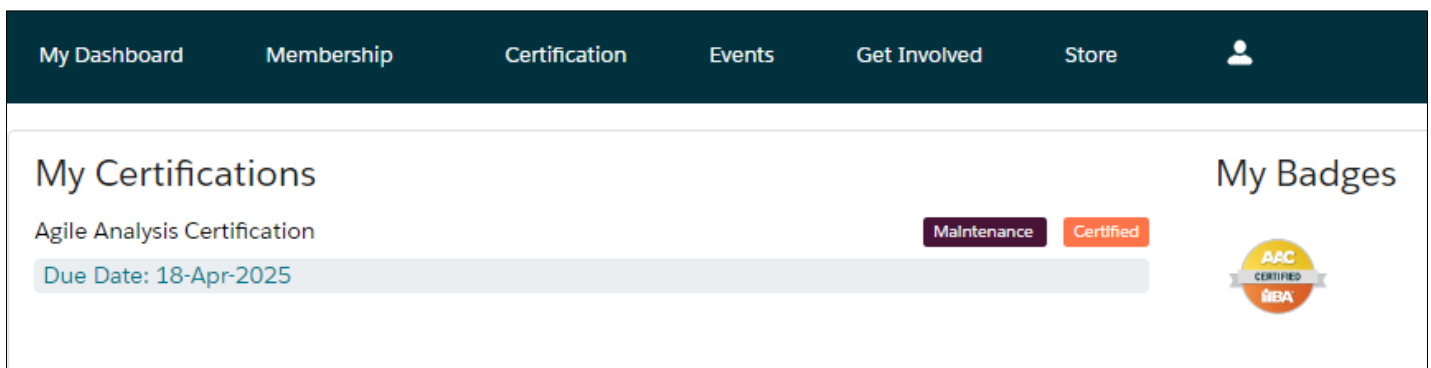


## 2. Access the Certification Summary Page

After logging in, click on your name in the top menu bar and click on **My Dashboard**.

You will see the maintenance due date for your AAC.



Click on **Maintenance**.

This will take you to the **Certification Summary Page**. Select **AAC** to get started.



A list of goals and certification maintenance requirements appears.

As you work to complete your application, this screen will update to monitor your progress.

The system will translate your hours into CDUs.

| RECERTIFICATION REQUIREMENTS | | | | Met |
| --- | --- | --- | --- | --- |
| REQUIREMENT NAME | CDUs EARNED | CDUs MAX ALLOWED | CDUs MET | |
| Learning Stream (Minimum 10CDUs required) | | | | |
| Professional Development: | 0 | 10 | 0 | |
| Formal Academic Education: | 0 | 10 | 0 | |
| Self-Directed Learning: | 0 | 5 | 0 | |
| Learning Stream Total | 0 | Unlimited | | |
| Applying Stream | | | | |
| Work History: | 0 | 10 | 0 | |
| Professional Activities (CDUs): | 0 | 10 | 0 | |
| Volunteer Service: | 0 | 10 | 0 | |
| Applying Stream Total | 0 | 10 | | |
| Transfered CDUs: | | | | |
| Total | 0 | Less than 20 | | |
| Transfer of CDUs per cycle: | | 5 | | |

**20 Continuing Education Units** (CDUs) are required **each year** in both Learning and Applying activity streams. You may report any combination of categories that meets this required total, but there is a minimum of 10 CDUs required in the Learning Stream.

| Learning | Applying |
| --- | --- |
| ▪ Professional Development | ▪ Work History |
| ▪ Formal Academic Education | ▪ Professional Activities |
| ▪ Self-Directed Learning | ▪ Volunteer Service |

For credential holders who record more than 20 CDUs in the final 4 months of their current 1-year cycle, up to 5 CDUs will be transferred to the next 1-year cycle.

Refer to the AAC Recertification Handbook for complete information about qualifying activities and CDU values within each Continuing Development category.

## 3. Enter 20 Continuing Development Units

Let's imagine that you have completed the following activities over the past year, all aligned with the Agile Extension to the BABOK® Guide:

| Activity | Stream | Category |
|---|---|---|
| Completed a **4-hour online course** | Learning | Professional Development |
| Contributed to a **200-hour project at work** | Applying | Work History |
| **Moderated a panel discussion** at an IIBA Conference | Applying | Professional Activities |
| **Volunteered for 4 hours** on IIBA Editorial Committee | Applying | Volunteer Service |
| Spent **5 hours reading articles** in the IIBA Knowledge Hub | Learning | Self-Directed Learning |
| Completed a **1-credit college course** | Learning | Formal Education |

Let's enter each of these activities in your **BA Development Log**.

In your Goals list, click **Get Started** to begin entering your 20 CDUs.



The BA Development Log is shown on your screen.

**Note that entries cannot be changed after 7 days**. Make changes prior to the 7<sup>th</sup> day or complete the entries just before you submit your application.
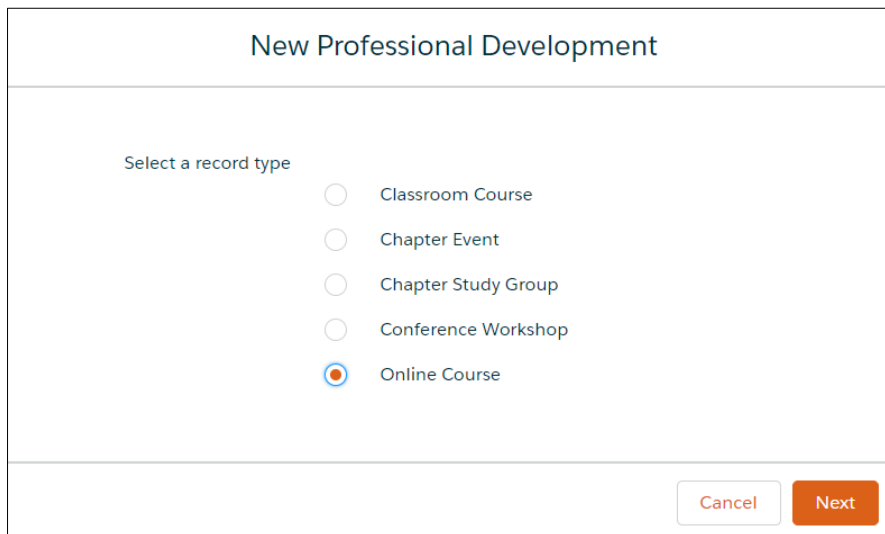
## Enter Professional Development

On the Professional Development category click **New.**



Select **Online Course** and click **Next** to enter the course you completed.

Complete the required fields. Enter 4 hours and select the relevant Agile domain. Click **Save**.

## New Professional Development: Online Course

\* = Required Information

Training completed through Endorsed and other providers and live webinars.

\* Activity Title
Delivery Horizon

\* Organization Name
Agile Professional Development

Description

Organization Website

\* Contact First Name
Training

\* Contact Last Name
Provider

\* Contact Email
provider@agilepd.com

\* Start Date
15/06/2024

\* End Date
16/06/2024

\* Hours
4.00

\* Knowledge Area/Domain

Available

- Requirements Life Cycle Management - KA3
- Strategy Analysis - KA4
- Requirements Analysis & Design Definition - KA5
- Solution Evaluation - KA6
- Business Analysis Knowledge - KA7
- Agile Mindset - KA8
- Strategy Horizon - KA9
- Initiative Horizon - KA10
- Identify Research Questions - KA12
- Source Data - KA13

Chosen

Delivery Horizon - KA11

**Select a Knowledge Area (KA) from the "Available" field and use the arrow to move it to the "Chosen" field.**

Select as many KAs as pertain to your work activity including any, or all, of the ones for Agile:

- Agile Mindset - KA8
- Strategy Horizon - KA9
- Initiative Horizon - KA10
- Delivery Horizon - KA11

Cancel    Save & New    Save

| KA/Domain Name | KA/Domain # |
|---|---|
| Agile Mindset | KA8 |
| Strategy Horizon | KA9 |
| Initiative Horizon | KA10 |
| Delivery Horizon | KA11 |

Your entry is saved in the Log.



| Professional Development (1) | | |
|---|---|---|
| **PD Number** | **Activity Type** | **Hours** |
| PD-221808 | Online Course | 4.00 |

Select **See Progress on My Certifications** where the system tracks CDUs Earned, CDUs Max Allowed, and CDUs Met.



Use the refresh link (upper left) to view your updated progress.



Then click on **AAC**.

Progress on meeting the Requirements is shown.

| REQUIREMENT NAME | CDUs EARNED | CDUs MAX ALLOWED | CDUs MET |
|---|---|---|---|
| **Learning Stream** (Minimum 10CDUs required) | | | |
| Professional Development: | 4 | 10 | 4 |

## Enter Work History

In your Goals list, click **Get Started** to continue entering your CDUs.

On the Work History category of your BA Development Log, click **New**.

📖 Work History (0)                                                    New

Complete the required fields.

> **Please ensure that each required field is filled in accurately and completely.**
>
> **Enter only work email address for your Supervisor's contact email.**
>
> **Gmail and Outlook personal addresses will not be accepted.**
>
> **Inaccurate and/or incomplete information will be flagged upon audit.**

### New Work History

\* = Required Information

Record hours worked. See Certification & Recertification Handbooks for details.

Work History

\*BA Development Log ⓘ

| AAC Credential-Holder | ✕ |

Information

\*Organization Name ↺

| Agile Organization |

Organization Website

Work Description

\*Start Date ⓘ ↺

| 11/03/2024 | 📅 |

\*End Date ⓘ ↺

| 17/05/2024 | 📅 |

\*Contact First Name ↺

| Managing |

\*Contact Last Name ↺

| Director |

\*Contact Email ↺

| director@ao.com |

Contact Phone ↺

| 333-444-5555 |

Enter the 200 hours you worked, broken down by Agile domain. Click **Save**.

## Work Hours

| Work History 1 (hrs) ⟲ | WH Knowledge Area 1 ⟲ |
|---|---|
| 20.00 | 📋 KA8 - Agile Mindset (AAC) ✕ |

| Work History 2 (hrs) ⟲ | WH Knowledge Area 2 ⟲ |
|---|---|
| 40.00 | 📋 KA9 - Strategy Horizon (AAC) ✕ |

| Work History 3 (hrs) ⟲ | WH Knowledge Area 3 ⟲ |
|---|---|
| 70.00 | 📋 KA10 - Initiative Horizon (AAC) ✕ |

| Work History 4 (hrs) ⟲ | WH Knowledge Area 4 ⟲ |
|---|---|
| 70.00 | 📋 KA11 - Delivery Horizon (AAC) ✕ |

| Work History 5 (hrs) | WH Knowledge Area 5 |
|---|---|
|  | Search WH Knowledge Areas... 🔍 |

| Work History 6 (hrs) | WH Knowledge Area 6 |
|---|---|
|  | Search WH Knowledge Areas... 🔍 |

Cancel    Save & New    Save

Your entry is saved in the Log.

## 📖 Work History (1)

| WH Number | Organization Name | Total Working Hours |
|---|---|---|
| WH-184721 | Agile Organization | 200.00 |

As described on **p. 9**, select  See Progress on My Certifications

Use the refresh link  **Click Here**  ↻

And click on **AAC** to view your updated progress.

Progress on meeting the Requirements is shown.

As stated in the AAC Recertification Handbook:

200 hours of business analysis work experience = 1 CDU

Therefore, your 200 hours = 1 CDU

| REQUIREMENT NAME | CDUs EARNED |
| --- | --- |
| **Learning Stream** (Minimum 10CDUs required) | |
| Professional Development: | 4 |
| Formal Academic Education: | 0 |
| Self-Directed Learning: | 0 |
| **Learning Stream Total** | 4 |
| **Applying Stream** | |
| Work History: | 1 |
| Professional Activities (CDUs): | 0 |
| Volunteer Service: | 0 |
| **Applying Stream Total** | 1 |
| Transfered CDUs: | |
| **Total** | 5 |

## Enter Professional Activities

In your Goals list, click **Get Started** to continue entering your CDUs.

On the Professional Activities category of your BA Development Log, click **New**.

| Professional Activities (0) | New |
|---|---|

Complete the required fields. Select Panel Member/Moderator for Professional Activity Type. Click **Save**.

### New Professional Activities

**Information**

*Activity Title
Continuous Delivery Panel Discussion

*Organization Name
IIBA

*Professional Activity Type
Panel Member/Moderator at Conference, works...

Organization Website

Description

*BA Development Log
AAC Credential-Holder

*Start Date
19/07/2024

*End Date
19/07/2024

*Contact First Name
IIBA

*Contact Last Name
Coordinator

*Contact Email
coordinator@iiba.org

Contact Phone

**Knowledge Domain**

*Knowledge Area/Domain

Available
- Business Analysis Planning & Monitoring - KA1
- Elicitation and Collaboration - KA2
- Requirements Life Cycle Management - KA3
- Strategy Analysis - KA4
- Requirements Analysis & Design Definition - KA5
- Solution Evaluation - KA6

Chosen
- Delivery Horizon - KA11
- Agile Mindset - KA8

Cancel    Save & New    Save

Your entry is saved in the Log.

Note that for moderating or serving on a conference panel, 5 CDUs are earned regardless of the clock time.

| Professional Activities (1) | |
|---|---|
| **PA Number** | **CDUs** |
| PA-011981 | 5.00 |

As described on **p. 9**, select [ See Progress on My Certifications ]

Use the refresh link **Click Here** ↻

And click on **AAC** to view your updated progress.

Progress on meeting the Requirements is shown.

| REQUIREMENT NAME | CDUs EARNED |
|---|---|
| **Learning Stream** (Minimum 10CDUs required) | |
| Professional Development: | 4 |
| Formal Academic Education: | 0 |
| Self-Directed Learning: | 0 |
| **Learning Stream Total** | 4 |
| **Applying Stream** | |
| Work History: | 1 |
| Professional Activities (CDUs): | 5 |
| Volunteer Service: | 0 |
| **Applying Stream Total** | 6 |
| Transfered CDUs: | |
| **Total** | 10 |

## Enter Volunteer Service

In your Goals list, click **Get Started** to continue entering your CDUs.

On the Volunteer Service category of your BA Development Log, click **New**.

| 🖐 Volunteer Service (0) | New |
| --- | --- |

Complete the required fields and click **Save**.



New Volunteer Service

Information

*Activity Title ↺
Volunteer on Editorial Committee

Description

*Hours ⓘ
4.00

*Organization Name
IIBA

Organization Website

*Contact First Name ⓘ
IIBA

*Contact Last Name ⓘ
Coordinator

Contact Phone

*Contact Email ⓘ
coordinator@iiba.org

*Start Date ⓘ
04/10/2024

*End Date ⓘ
25/10/2024

*BA Development Log ⓘ
AAC Credential-Holder

*Knowledge Area Domain ⓘ

Available

Business Analysis Planning & Monitoring - KA1

Elicitation and Collaboration - KA2

Requirements Life Cycle Management - KA3

Strategy Analysis - KA4

Requirements Analysis & Design Definition - KA5

Chosen

Strategy Horizon - KA9

Cancel      Save & New      Save

Your entry is saved in the Log.

| Volunteer Service (1) | | |
| --- | --- | --- |
| **VS Number** | **Organization Name** | **Hours** |
| VS-009462 | IIBA | 4.00 |

As described on **p. 9**, select  See Progress on My Certifications

Use the refresh link  **Click Here**  ↻

And click on **AAC** to view your updated progress.

Progress on meeting the Requirements is shown.

| REQUIREMENT NAME | CDUs EARNED |
| --- | --- |
| **Learning Stream** (Minimum 10CDUs required) | |
| Professional Development: | 4 |
| Formal Academic Education: | 0 |
| Self-Directed Learning: | 0 |
| **Learning Stream Total** | 4 |
| **Applying Stream** | |
| Work History: | 1 |
| Professional Activities (CDUs): | 5 |
| Volunteer Service: | 4 |
| **Applying Stream Total** | 10 |
| Transfered CDUs: | |
| **Total** | 14 |

## Enter Self-Directed Learning

In your Goals list, click **Get Started** to continue entering your CDUs.

On the Self-Directed Learning category of your BA Development Log, click **New**.

Self-Directed Learning (0)                                                   New

Complete the required fields and click **Save**.

### New Self-Directed Learning

**Information**

*Title

Read Journal Articles

Description

Read articles (in IIBA Knowledge Hub, BA Times, and Modern Analyst e-Journal) on Agile epics, user story mapping, and acceptance criteria.

*Start Date

01/08/2024

*End Date

15/08/2024

*Hours

5.00

*Knowledge Areas/Domains

| Available | | Chosen |
|---|---|---|
| Business Analysis Knowledge - KA7 | ▶ | Agile Mindset - KA8 |
| Identify Research Questions - KA12 | | Strategy Horizon - KA9 |
| Source Data - KA13 | ◀ | Initiative Horizon - KA10 |
| Analyze Data - KA14 | | Delivery Horizon - KA11 |
| Interpret and Report Results - KA15 | | |
| Use Results to Influence Business Decision Maki... | | |

Cancel        Save & New        Save

Your entry is saved in the Log.



As described on **p. 9**, select  [ See Progress on My Certifications ]

Use the refresh link  **Click Here**  ↻

And click on **AAC** to view your updated progress.

Progress on meeting the Requirements is shown.

| RECERTIFICATION REQUIREMENTS | |
| --- | --- |
| **REQUIREMENT NAME** | **CDUs EARNED** |
| **Learning Stream** (Minimum 10CDUs required) | |
| Professional Development: | 4 |
| Formal Academic Education: | 0 |
| Self-Directed Learning: | 5 |
| **Learning Stream Total** | 9 |
| **Applying Stream** | |
| Work History: | 1 |
| Professional Activities (CDUs): | 5 |
| Volunteer Service: | 4 |
| **Applying Stream Total** | 10 |
| Transfered CDUs: | |
| **Total** | 19 |

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## Enter Formal Academic Education

In your Goals list, click **Get Started** to continue entering your CDUs.

On the Formal Academic Education category of your BA Development Log, click **New**.

| | |
|---|---|
| 📧 Formal Academic Education (0) | New |

Complete the required fields and click **Save**.

### New Formal Academic Education

Information

* School/Institution ↺
College University

* Course Title ↺
Agile Business Analysis Techniques

Description ⓘ

* Course Hours ⓘ
3.00

* Start Date ⓘ
20/05/2024

* End Date ⓘ
28/06/2024

Knowledge Area/Domain ⓘ

Available

| Available |
|---|
| Business Analysis Planning & Monitoring - KA1 |
| Elicitation and Collaboration - KA2 |
| Requirements Life Cycle Management - KA3 |
| Strategy Analysis - KA4 |
| Requirements Analysis & Design Definition - KA5 |
| Solution Evaluation - KA6 |

Chosen

| Chosen |
|---|
| Agile Mindset - KA8 |
| Strategy Horizon - KA9 |
| Initiative Horizon - KA10 |
| Delivery Horizon - KA11 |

* Contact First Name
Univ

* Contact Last Name ↺
Prof

Contact Phone

School/Institution Website

* Contact Email ↺
prof@collegeu.edu

Cancel    Save & New    **Save**

Your entry is saved in the Log.

| Formal Academic Education (1) | | | |
|---|---|---|---|
| **FAE Number** | **Course Title** | **School/Institution** | **Course Hours** |
| FA-014199 | Agile Business Analysis Techniques | College University | 3.00 |

As described on , select  [ See Progress on My Certifications ]

Use the refresh link  **Click Here** ⟳

And click on **AAC** to view your updated progress.

Progress on meeting the Requirements is shown.

You have 10 earned CDUs in Learning and 10 earned CDUs in Applying.

A checkmark shows that the Goal of 20 Continuing Development Units is Complete!

| GOALS | Status | |
|---|---|---|
| 20 Continuing Development Units | Complete | ✓ |

**RECERTIFICATION REQUIREMENTS**

| REQUIREMENT NAME | CDUs EARNED | CDUs MAX ALLOWED | CDUs MET |
|---|---|---|---|
| **Learning Stream** (Minimum 10CDUs required) | | | |
| Professional Development: | 4 | 10 | 4 |
| Formal Academic Education: | 1 | 10 | 1 |
| Self-Directed Learning: | 5 | 5 | 5 |
| **Learning Stream Total** | 10 | Unlimited | 10 |
| **Applying Stream** | | | |
| Work History: | 1 | 10 | 1 |
| Professional Activities (CDUs): | 5 | 10 | 5 |
| Volunteer Service: | 4 | 10 | 4 |
| **Applying Stream Total** | 10 | 10 | 10 |
| Transfered CDUs: | | | |
| **Total** | 20 | | 20 ✓ |

To enable the **Get Started** button for your next Goal, use the refresh link  **Click Here** ⟳

# 3.0 Pay and Submit Recertification Application

NOTE: The AAC recertification fee is non-refundable and non-transferable.

## 1. Begin Payment Process

In your Goals list, click **Get Started** to Pay & Submit Recertification.

Candidate Name: AAC Credential-Holder

∨ AAC - Agile Analysis Certification - Certified

Status: Certified    Term Start Date: April 18, 2024    Term End Date: April 18, 2025

| GOALS | Status | |
|---|---|---|
| 20 Continuing Development Units | Complete | ✓ |
| Pay & Submit Recertification | Incomplete | Get started |

Store
IIBA Agile Analysis Recertification Fee

◂ Results

USD 50.00 DEFAULT

Quantity
1    Add to Order

AAC CERTIFIED IIBA®

Description
AAC Recertification Fee: Payment to recertify for one year.

Click **Add to Order.**

A Forms page will appear.

0. Forms

Submitting Your Recertification Application
**Attestations**

Please read the following documents and provide your agreement below:
Code of Ethical Conduct and Professional Standards
Recertification Terms and Conditions
Recertification Handbook

☐ *I agree to the code, terms, and handbook as above.

☐ *I attest that the information provided in this application is true and accurate.

**Certified Professional Directory**

Do you consent to having the following information made publicly available on our international public registry, located within the Certified Professional Directory section of the IIBA website, and used for statistical purposes by IIBA for affiliated chapters and organizations: 1. Certification achieved, 2. First and last names, 3. City, state/province and country. 4. Certification date.

☐ I consent to the above statement.

If you wish to change your directory consent, please visit your profile.

Add to Cart

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## 2. Complete Forms Page

### Agree to the Attestations

Before you Submit your Recertification Application, you will be asked to read and abide by:
- ☐ Code of Ethical Conduct and Professional Standards
- ☐ IIBA Recertification Terms and Conditions
- ☐ AAC Recertification Handbook

### Opt In or Out of the Certified Professional Directory

Check the box to provide your consent if you would like your name to appear in the Certified Professional Directory.

The information will include your:
- ☐ Certification achieved and date
- ☐ Full name
- ☐ City, state/province, and country

If you prefer to opt out, leave the consent box unchecked.

If you consent now but decide to opt out of the directory in the future, follow these steps:
1. Login with your IIBA credentials.
2. Click on the Profile icon in the top menu bar. Select Profile.
3. Scroll down the page to Agreements. Click **Change**.
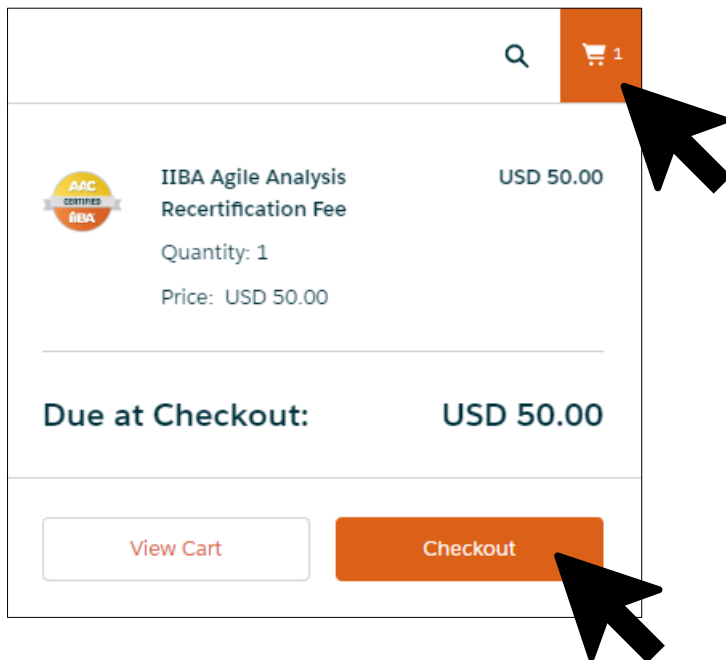4. De-click the Cert Directory Consent option and **Save**.

### Click Add to Cart When Your Forms Page is Complete

After completing the Forms page, click **Add to Cart**.

## 3. Complete Payment

Next, **click on the item in your cart** and **click Checkout** to pay the Recertification Fee.



Complete your payment information and click **Process Payment**.
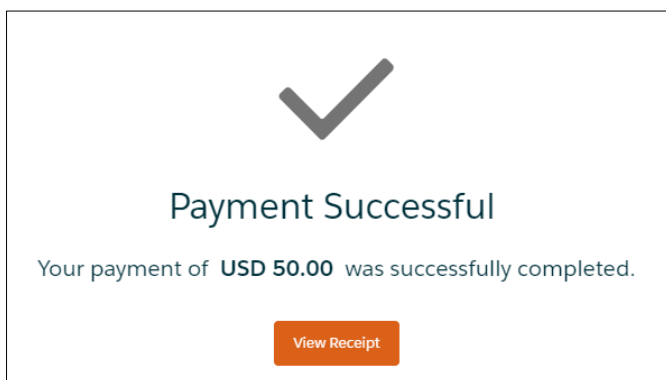


**The Payment Successful message confirms that your Recertification Application was submitted.**

A receipt will be generated once the payment is processed. To see your receipt, click **View Receipt**.

# 4.0 View Your Updated Certification Status

Go to **My Dashboard** to view your updated Certification Status.



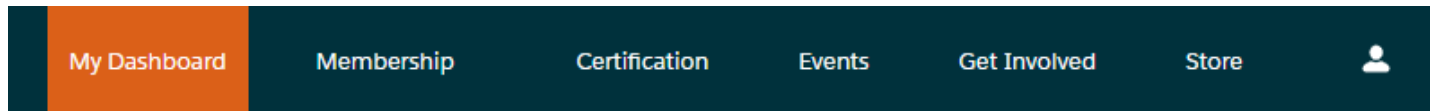Your status will now be **Certified** (for the new maintenance term) or **Recertification in Audit** (if randomly selected for an audit).

This status will appear on the **Certification Summary Page** and in an email sent to you from IIBA. If applicable, instructions will be included for proceeding through the audit process.

Refer to the AAC Recertification Handbook and emails from IIBA for certification maintenance requirements in your new 1-year cycle as a Certified AAC credential holder.

Note the term end date, shown as your recertification **Due Date.** Here is an example:
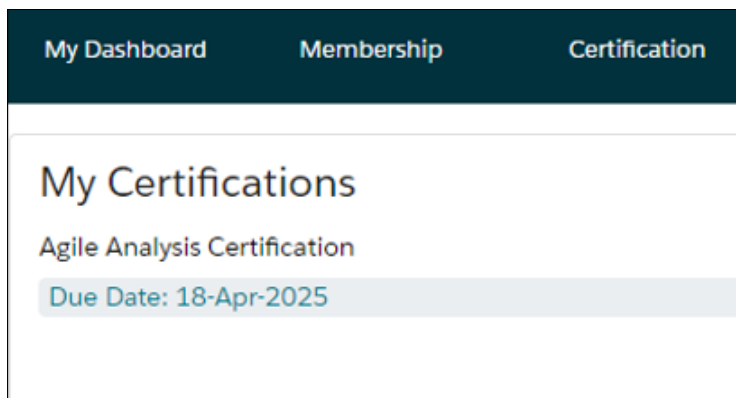
# 5.0 Suspended Status

To enter CDUs while in Suspended status, login with your IIBA credentials.

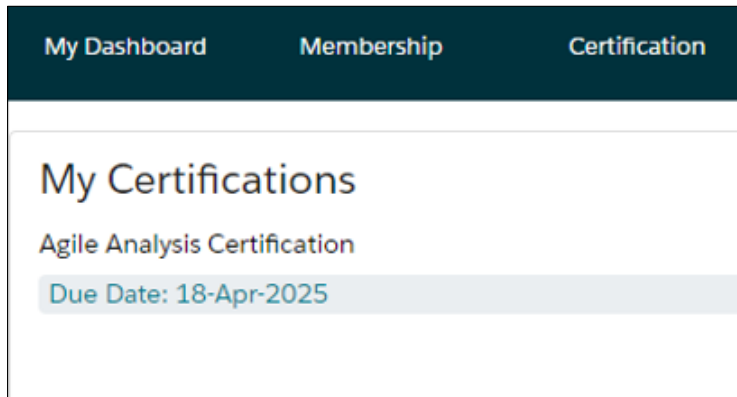Click on your name in the top menu bar and click on **My Dashboard.**

Note your term end date, shown as your recertification **Due Date**.



Navigate to your **BA Development Log**, as described in section **2.0** of this Guide.

Select your CDU Activity categories and complete the information.

**For activities with start dates after your recertification Due Date** (noted above), do the following:

1. In the **Activity Title** field, after the activity name, enter in parentheses the actual start date and end date for the activity.
2. In the **Start Date** field, enter a date that is 1 day **before** the last day of the term.
   This is a crucial step. You must enter 1 day prior to the maintenance Due Date in order for the system to accept your entry.
3. In the **End Date** field, enter the activity end date.

**In this Example:**

The term that is now in suspension ran from April 18, 2024 to April 18, 2025.

The credential holder in Suspended status is entering CDUs earned from May 10, 2025 to May 11, 2025.

**Activity Title:** Activity abc (May 10, 2025 to May 11, 2025)

**Start Date:** April 17, 2025

**End Date:** May 11, 2025

The recertification date of the credential holder's next 1-year cycle **remains the same** regardless of whether the holder went into Suspended status (i.e. the suspension period overlaps the first 4 months of the next 1-year cycle.)

Any CDUs earned during the suspension period and applied to recertification **may not be applied again** to the next 1-year cycle.

Credential holders who do not recertify on time will be given a **4-month grace period** to record their CDUs, pay the recertification fee and submit the application without penalty.

Credential holders who do not meet the requirements within the 4-month suspension period become **Uncertified**.

Uncertified candidates can only reinstate within 2 years of the original certification date or the last successful recertification date.

To reinstate and pay fees, contact certification@iiba.org.

After this time period, reinstatement is **not** allowed, and candidates will be required to re-apply for certification and re-take the exam.

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