

IIBA®-CBAP Recertification Process Guide

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1.0 Introduction

Credential holders maintaining the Certified Business Analysis Professional (CBAP®) designation have access to two helpful resources for the recertification process:

	The CBAP Recertification Handbook	The CBAP 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 [CBAP Recertification Handbook](#) in its entirety
- Encouraged to refer to this CBAP Recertification Process Guide throughout the recertification process

To recertify, credential holders must earn a **minimum of 60 Continuing Development Units (CDUs) during each 3-year cycle**. The five steps of certification maintenance are:

1. Earn a minimum of **60 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.

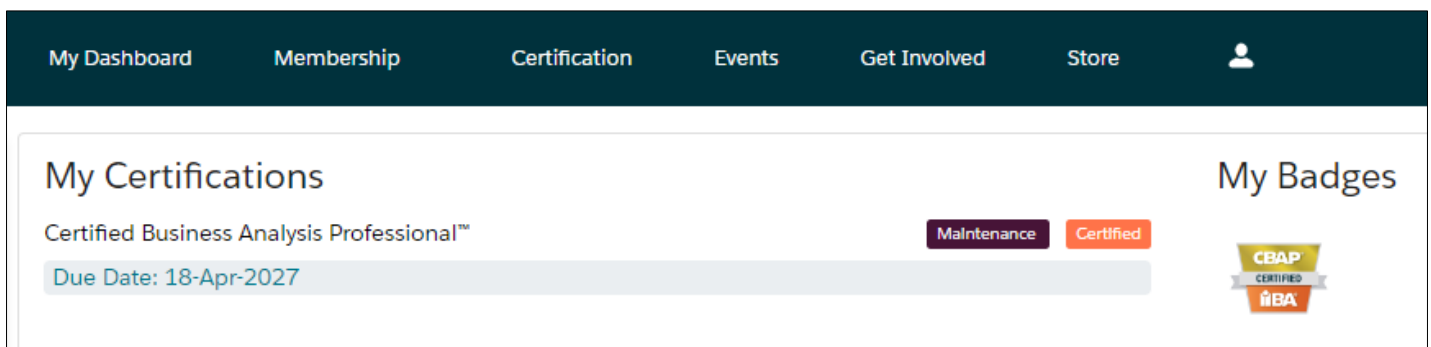


The login form features the IIBA logo at the top left. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. An orange 'Log in' button is positioned below these fields. To the left of the button are links for 'Forgot your password?' and 'Sign up here'. Below the button, a note states: 'Your username is in the format of an email. If you have trouble accessing your account, contact info@iiba.org or call 1-866-789-4422'. A 'Cancel' link is at the bottom right of the form area.

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 CBAP.



The screenshot shows the 'My Dashboard' page. The top navigation bar includes links for 'My Dashboard', 'Membership', 'Certification', 'Events', 'Get Involved', 'Store', and a user profile icon. The main content area is titled 'My Certifications' and displays 'Certified Business Analysis Professional™'. Below this, it shows 'Due Date: 18-Apr-2027'. To the right of the due date are two buttons: 'Maintenance' (dark purple) and 'Certified' (orange). On the far right, under the heading 'My Badges', there is a 'CBAP CERTIFIED' badge with the IIBA logo.

Click on **Maintenance**.

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


IIBA® International Institute of Business Analysis™
 My Dashboard

Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below.

Log My Hours
Exam Results

Once you update your goals please refresh the page - [Click Here](#)

Candidate Name: CBAP Credential-Holder

- > CBAP - Certified Business Analysis Professional™ - Certified
- > AAC - Agile Analysis Certification
- > CBDA - Certification in Business Data Analytics

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.

Candidate Name: CBAP Credential-Holder

- ▼ [CBAP - Certified Business Analysis Professional™ - Certified](#)

Status: Certified **Term Start Date:** April 18, 2024 **Term End Date:** April 18, 2027

GOALS	Status
60 Continuing Development Units	Incomplete Get started
Pay and Submit Recertification Application	Incomplete

RECERTIFICATION REQUIREMENTS				Met
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET	
Professional Development:	0	30	0	
Formal Academic Education:	0	30	0	
Self-Directed Learning:	0	15	0	
Work History:	0	25	0	
Professional Activities (CDUs):	0	30	0	
Volunteer Service:	0	30	0	
Transferred CDUs:				
Total	0		Less than 60	
Transfer of CDUs per cycle:		20		

60 Continuing Education Units (CDUs) are required **every 3 years**.

Credential holders may achieve CDUs in any combination of categories. They are not required to record CDUs in all categories but must record CDUs in more than one category and adhere to category maximums.

Category	Category Maximum	Category	Category Maximum
▪ Professional Development	30 CDUs	▪ Work History	25 CDUs
▪ Formal Academic Education	30 CDUs	▪ Professional Activities	30 CDUs
▪ Self-Directed Learning	15 CDUs	▪ Volunteer Service	30 CDUs

For credential holders who record more than 60 CDUs in the final year of their current 3-year cycle, **up to 20 CDUs will be transferred** to the next 3-year cycle.

Refer to the [CBAP Recertification Handbook](#) for complete information about qualifying activities and CDU values within each Continuing Development category.

3. Enter 60 Continuing Development Units

Let's imagine that you have completed these activities, all aligned with the [BABOK Guide](#):

Activity	Category
Completed a 10-hour online course	Professional Development
Contributed to a 1,000-hour project at work	Work History
Member of a panel discussion at an IIBA Conference	Professional Activities
Volunteered for 18 hours on IIBA Editorial Committee	Volunteer Service
Spent 7 hours reading articles in the IIBA Knowledge Hub	Self-Directed Learning
Completed a 15-credit college course	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 60 CDUs.


GOALS	Status
60 Continuing Development Units	Incomplete Get started

The BA Development Log is shown on your screen and displays what you entered for your initial certification.


Note that entries cannot be changed after 7 days. Make changes prior to the 7th day or complete the entries just before you submit your application.


BA Development Log
 CBAP Credential-Holder


Before you log your hours, read the applicable handbook to determine the requirements for each category.
 Create your entry **ONLY** after you have completed the activity so it can be counted towards your certification. **Note that entries are locked after 7 days**



Professional Development (1)


PD Number	Activity Type	Hours	Start Date
PD-221811	Online Course	36.00	05/06/2023



Work History (1)

WH Number	Organization Name	Total Working Hours	Start Date
WH-184724	Advanced BA Services	7,600.00	02/02/2015


Professional Activities (0)



Volunteer Service (0)


Self-Directed Learning (0)



Formal Academic Education (0)

Enter Professional Development

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


BA Development Log
CBAP Credential-Holder

Before you log your hours, read the applicable handbook to determine the requirements for each category.
Create your entry **ONLY** after you have completed the activity so it can be counted towards your certification. **Note that entries are locked after 7 days**


Professional Development (1)

New

PD Number	Activity Type	Hours	Start Date
PD-221811	Online Course	36.00	05/06/2023

View All

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

New Professional Development

Select a record type

☐ Classroom Course
☐ Chapter Event
☐ Chapter Study Group
☐ Conference Workshop
☒ Online Course

Cancel

Next

Complete the required fields. Enter 10 hours and select the relevant domain(s). Click **Save**.

New Professional Development: Online Course

* = Required Information

Training completed through Endorsed and other providers and live webinars.

* Activity Title

Virtual Elicitation and Collaboration

* Organization Name

BA PD

Description

Organization Website

* Contact First Name

Awesome

* Contact Last Name

Instructor

* Contact Email

instructor@bapd.com

* Start Date

01/04/2024

* End Date

29/04/2024

* Hours

10.00

* Knowledge Area/Domain

Available

Business Analysis Planning & Monitoring - KA1

Requirements Life Cycle Management - KA3

Strategy Analysis - KA4

Requirements Analysis & Design Definition - KA5

Solution Evaluation - KA6

Chosen

Elicitation and Collaboration - KA2

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


Cancel

Save & New


Save


KA/Domain Name	KA/Domain #
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


Your entry is saved in the Log.

 Professional Development (2)		
PD-221828	Online Course	10.00

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



International Institute of Business Analysis™

My Dashboard
Membership
Certification
Events
Get Involved
Store



 BA Development Log
CBAP Credential-Holder

See Progress on My Certifications

Before you log your hours, read the applicable handbook to determine the requirements for each category.
Create your entry **ONLY** after you have completed the activity so it can be counted towards your certification. **Note that entries are locked after 7 days**

 Professional Development (2)

New





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

Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below options below.

Log My Hours

Once you update your goals please refresh the page - Click Here 



Then click on **CBAP**.

Progress on meeting the Requirements is shown.

RECERTIFICATION REQUIREMENTS			
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET
Professional Development:	10	30	10

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 (1)

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 ⓘ

CBAP Credential-Holder X

Information

* Organization Name ⓘ ↺

Capability Consultants

Organization Website

Work Description

* Start Date ⓘ ↺

03/06/2024 📅

* End Date ⓘ ↺

20/12/2024 📅

* Contact First Name ⓘ ↺

Managing

* Contact Last Name ⓘ ↺

Director

* Contact Email ⓘ ↺

director@cc.com

Contact Phone ⓘ ↺

333-444-5555

Enter the 1,000 hours you worked, broken down by the relevant KAs. Click **Save**.

Work Hours

Work History 1 (hrs) ⓘ ↶

100.00

Work History 2 (hrs) ⓘ ↶

150.00

Work History 3 (hrs) ⓘ ↶

225.00

Work History 4 (hrs) ⓘ ↶

200.00

Work History 5 (hrs) ⓘ ↶

125.00

Work History 6 (hrs) ⓘ ↶

200.00

WH Knowledge Area 1 ⓘ ↶

KA1 - Business Analysis Planning & Monitoring ⓘ

×

WH Knowledge Area 2 ⓘ ↶

KA2 - Elicitation and Collaboration (CORE) ⓘ

×

WH Knowledge Area 3 ⓘ ↶

KA3 - Requirements Life Cycle Management (C ⓘ

×

WH Knowledge Area 4 ⓘ ↶

KA4 - Strategy Analysis (CORE) ⓘ

×

WH Knowledge Area 5 ⓘ ↶

KA5 - Requirements Analysis & Design Definitio ⓘ

×

WH Knowledge Area 6 ⓘ ↶

KA6 - Solution Evaluation (CORE) ⓘ

×

Cancel

Save & New

Save

Your entry is saved in the Log.

Work History (2)		
WH-184735	Capability Consultants	1,000.00

As described on [p. 9](#), select [See Progress on My Certifications](#)

Use the refresh link [Click Here](#) 

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

Progress on meeting the Requirements is shown.

As stated in the [CBAP Recertification Handbook](#):

200 hours of business analysis work experience = 1 CDU

Therefore, your 1,000 hours = 5 CDUs

RECERTIFICATION REQUIREMENTS	
REQUIREMENT NAME	CDUs EARNED
Professional Development:	10
Formal Academic Education:	0
Self-Directed Learning:	0
Work History:	5
Professional Activities (CDUs):	0
Volunteer Service:	0
Transferred CDUs:	
Total	15

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 ↶

Leveraging AI in Business Analysis

* Professional Activity Type ⓘ ↶

Panel Member/Moderator at Conference, works... ▼

Description

* Start Date ↶

19/07/2024 📅

* Contact First Name ⓘ ↶

IIBA

* Contact Email ⓘ ↶

coordinator@iiba.org

* Organization Name ↶

IIBA

Organization Website

* BA Development Log ⓘ

CBAP Credential-Holder ✕

* End Date ↶

19/07/2024 📅

* Contact Last Name ⓘ ↶

Coordinator

Contact Phone

Knowledge Domain

* Knowledge Area/Domain ⓘ ↶

Available

Business Analysis Planning & Monitoring - KA1
Elicitation and Collaboration - KA2
Strategy Analysis - KA4

Chosen

Requirements Life Cycle Management - KA3
Requirements Analysis & Design Definition - KA5
Solution Evaluation - KA6

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-011984	5.00

As described on [p. 9](#), select [See Progress on My Certifications](#)

Use the refresh link [Click Here](#) 

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

Progress on meeting the Requirements is shown.

RECERTIFICATION REQUIREMENTS	
REQUIREMENT NAME	CDUs EARNED
Professional Development:	10
Formal Academic Education:	0
Self-Directed Learning:	0
Work History:	5
Professional Activities (CDUs):	5
Volunteer Service:	0
Transferred CDUs:	
Total	20

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 ⓘ

18.00

* Organization Name ⓘ

IIBA

Organization Website

* Contact First Name ⓘ

IIBA

* Contact Last Name ⓘ

Coordinator

Contact Phone

* Contact Email ⓘ

coordinator@iiba.org

* Start Date ⓘ

03/02/2025

* End Date ⓘ

14/11/2025

* BA Development Log ⓘ

CBAP Credential-Holder

* Knowledge Area Domain ⓘ

Available

Requirements Life Cycle Management - KA3

Solution Evaluation - KA6

Business Analysis Knowledge - KA7

Agile Mindset - KA8

Strategy Horizon - KA9

Initiative Horizon - KA10

Delivery Horizon - KA11

Identify Research Questions - KA12

Source Data - KA13

Analyze Data - KA14

Chosen

Business Analysis Planning & Monitoring - KA1

Elicitation and Collaboration - KA2

Strategy Analysis - KA4

Requirements Analysis & Design Definition - KA5

Cancel


Save & New

Save

Your entry is saved in the Log.

 Volunteer Service (1)		
VS Number	Organization Name	Hours
VS-009467	IIBA	18.00

As described on [p. 9](#), select [See Progress on My Certifications](#)

Use the refresh link [Click Here](#) 

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

Progress on meeting the Requirements is shown.

RECERTIFICATION REQUIREMENTS	
REQUIREMENT NAME	CDUs EARNED
Professional Development:	10
Formal Academic Education:	0
Self-Directed Learning:	0
Work History:	5
Professional Activities (CDUs):	5
Volunteer Service:	18
Transferred CDUs:	
Total	38

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 Business Analysis Digest) with a focus on new, innovative, and creative techniques to capture requirements.

* Start Date ⓘ ↶

04/01/2027

* End Date ⓘ ↶

08/02/2027

* Hours ⓘ ↶

7.00

* Knowledge Areas/Domains ⓘ ↶

Available

Business Analysis Planning & Monitoring - KA1

Elicitation and Collaboration - KA2

Strategy Analysis - KA4

Chosen

Requirements Life Cycle Management - KA3

Requirements Analysis & Design Definition - KA5

Cancel

Save & New

Save

Your entry is saved in the Log.

Self-Directed Learning (1)		
SDL Number	Title	Hours
SL-055991	Read Journal Articles	7.00

As described on [p. 9](#), select [See Progress on My Certifications](#)

Use the refresh link [Click Here](#) ↺

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

Progress on meeting the Requirements is shown.

RECERTIFICATION REQUIREMENTS	
REQUIREMENT NAME	CDUs EARNED
Professional Development:	10
Formal Academic Education:	0
Self-Directed Learning:	7
Work History:	5
Professional Activities (CDUs):	5
Volunteer Service:	18
Transferred CDUs:	
Total	45

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


<p>* School/Institution</p> <p>College University</p>	<p>* Contact Email</p> <p>professor@collegeu.edu</p>																						
<p>* Course Title</p> <p>Big Data and Data Governance</p>	<p>* BA Development Log ⓘ</p> <p>CBAP Credential-Holder</p>																						
<p>Description ⓘ</p> <p></p>	<p>Knowledge Area/Domain ⓘ</p> <table border="1"> <thead> <tr> <th>Available</th> <th>Chosen</th> </tr> </thead> <tbody> <tr> <td>Business Analysis Knowledge - KA7</td> <td>Business Analysis Planning & Monitoring - KA1</td> </tr> <tr> <td>Agile Mindset - KA8</td> <td>Elicitation and Collaboration - KA2</td> </tr> <tr> <td>Strategy Horizon - KA9</td> <td>Requirements Life Cycle Management - KA3</td> </tr> <tr> <td>Initiative Horizon - KA10</td> <td>Strategy Analysis - KA4</td> </tr> <tr> <td>Delivery Horizon - KA11</td> <td>Requirements Analysis & Design Definition - KA5</td> </tr> <tr> <td>Identify Research Questions - KA12</td> <td>Solution Evaluation - KA6</td> </tr> <tr> <td>Guide Company-level Strategy for Business Anal...</td> <td>Source Data - KA13</td> </tr> <tr> <td>Cybersecurity Overview and Basic Concepts - KA...</td> <td>Analyze Data - KA14</td> </tr> <tr> <td>Enterprise Risk - KA19 (CCA)</td> <td>Interpret and Report Results - KA15</td> </tr> <tr> <td>Cybersecurity Risks and Controls - KA20 (CCA)</td> <td>Use Results to Influence Business Decision Making - ..</td> </tr> </tbody> </table>	Available	Chosen	Business Analysis Knowledge - KA7	Business Analysis Planning & Monitoring - KA1	Agile Mindset - KA8	Elicitation and Collaboration - KA2	Strategy Horizon - KA9	Requirements Life Cycle Management - KA3	Initiative Horizon - KA10	Strategy Analysis - KA4	Delivery Horizon - KA11	Requirements Analysis & Design Definition - KA5	Identify Research Questions - KA12	Solution Evaluation - KA6	Guide Company-level Strategy for Business Anal...	Source Data - KA13	Cybersecurity Overview and Basic Concepts - KA...	Analyze Data - KA14	Enterprise Risk - KA19 (CCA)	Interpret and Report Results - KA15	Cybersecurity Risks and Controls - KA20 (CCA)	Use Results to Influence Business Decision Making - ..
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Cybersecurity Risks and Controls - KA20 (CCA)	Use Results to Influence Business Decision Making - ..																						
<p>* Course Hours ⓘ</p> <p>45.00</p>																							
<p>* Start Date ⓘ</p> <p>17/08/2026</p>																							
<p>* End Date ⓘ</p> <p>07/12/2026</p>																							
<p>* Contact First Name</p> <p>Professional</p>																							
<p>* Contact Last Name</p> <p>Professor</p>																							

Cancel


Save & New

Save

Your entry is saved in the Log.

 Formal Academic Education (1)			
FAE Number	Course Title	School/Institution	Course Hours
FA-014202	Big Data and Data Governance	College University	45.00

As described on [p. 9](#), select [See Progress on My Certifications](#)


Use the refresh link [Click Here](#) 


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

Progress on meeting the Requirements is shown.

You have earned 60 CDUs.

A checkmark shows that the Goal of 60 Continuing Development Units is Complete!

GOALS	Status
60 Continuing Development Units	Complete 

RECERTIFICATION REQUIREMENTS			
REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET
Professional Development:	10	30	10
Formal Academic Education:	15	30	15
Self-Directed Learning:	7	15	7
Work History:	5	25	5
Professional Activities (CDUs):	5	30	5
Volunteer Service:	18	30	18
Transferred CDUs:			
Total	60		60 

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 CBAP 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: CBAP Credential-Holder


✓ [CBAP - Certified Business Analysis Professional™ - Certified](#)

Status: Certified Term Start Date: April 18, 2024 Term End Date: April 18, 2027

GOALS	Status	
60 Continuing Development Units	Complete	✓
Pay & Submit Recertification	Incomplete	Get started

Results Store

CBAP Recertification Fee



USD 120.00 DEFAULT

Quantity: 1 **Add to Order**

Description
Payment required to recertify for another three years.

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

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](#)
- ☐ [CBAP 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**.



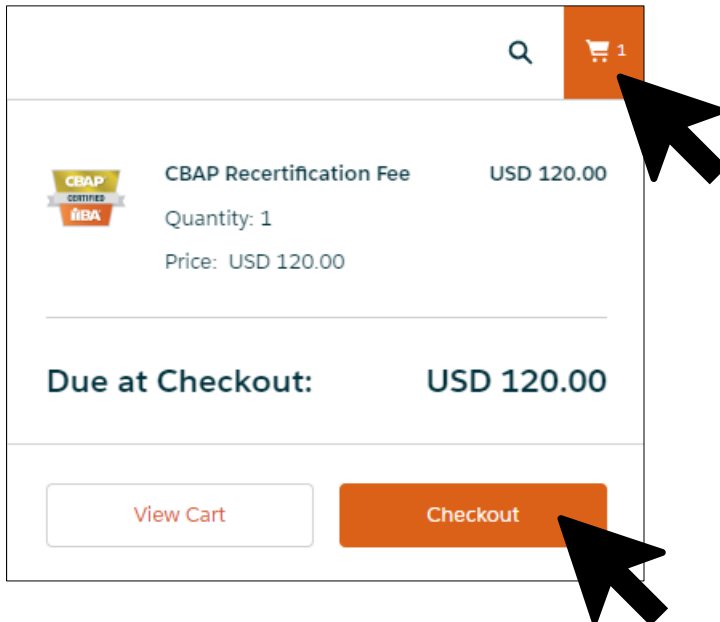
Click Add to Cart When Your Forms Page is Complete

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

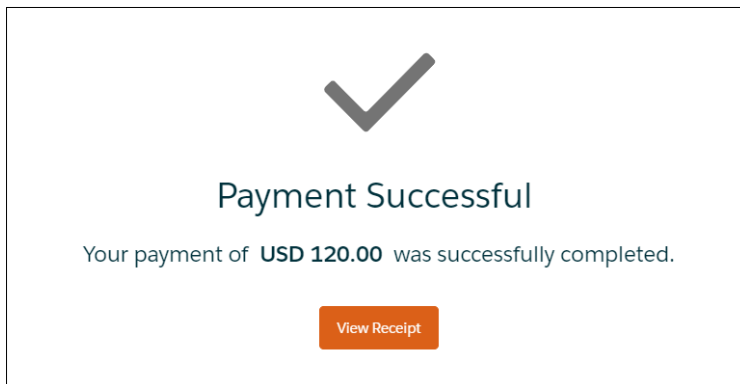
An orange rectangular button with the text "Add to Cart" in white, centered within a dark teal horizontal bar.

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**.

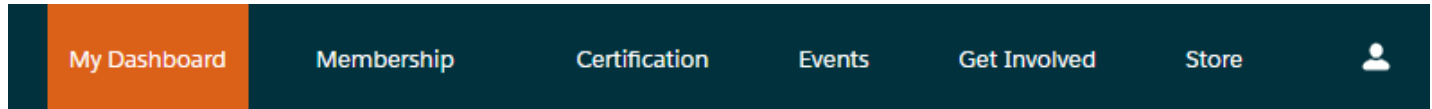


The Payment Successful message confirms that your Recertification Application was submitted.

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.

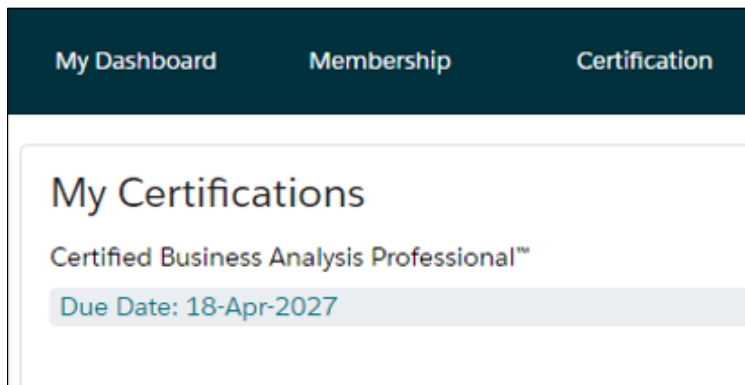


Your status will now be **Certified** (for the new maintenance term) or **Recertification in Audit** (if randomly selected for an audit).

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 [CBAP Recertification Handbook](#) and emails from IIBA for certification maintenance requirements in your new 3-year cycle as a CBAP credential holder.

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

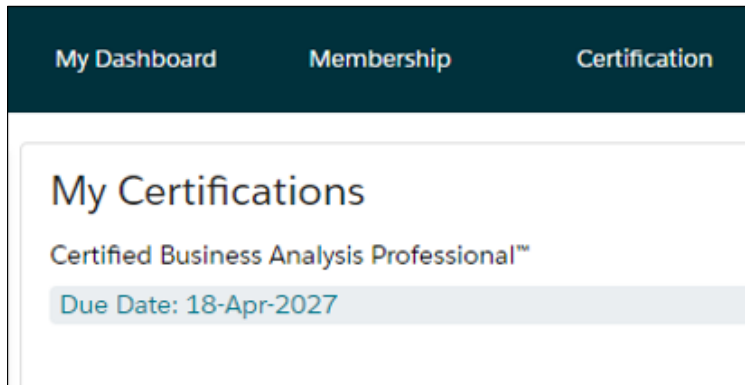


5.0 Suspended Status

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, 2027.

The credential holder in Suspended status is entering CDUs earned from May 10, 2027 to May 11, 2027.

Activity Title: Activity abc (May 10, 2027 to May 11, 2027)

Start Date: April 17, 2027

End Date: May 11, 2027

The recertification date of the credential holder's next 3-year cycle **remains the same** regardless of whether the holder went into Suspended status (i.e. the suspension period overlaps the first year of the next 3-year cycle.)

Any CDUs earned during the suspension period and applied to recertification **may not be applied again** to the next 3-year cycle.

Credential holders who do not recertify on time will be given a **1-year grace period** to record their CDUs, pay the recertification fee and submit the application without penalty.

Credential holders who do not meet and submit their CDU requirements within the 1-year suspension period will **become Uncertified**.

Uncertified candidates who wish to reinstate their certification can do so within **5 years** of their original certification date or 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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