

IIBA®-CBDA Recertification Process Guide

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1.0 Introduction

Credential holders maintaining the Certification in Business Data Analytics (IIBA®-CBDA) have access to two helpful resources for the recertification process:

	The CBDA Recertification Handbook	The CBDA 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 [CBDA Recertification Handbook](#) in its entirety
- Encouraged to refer to this CBDA 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.

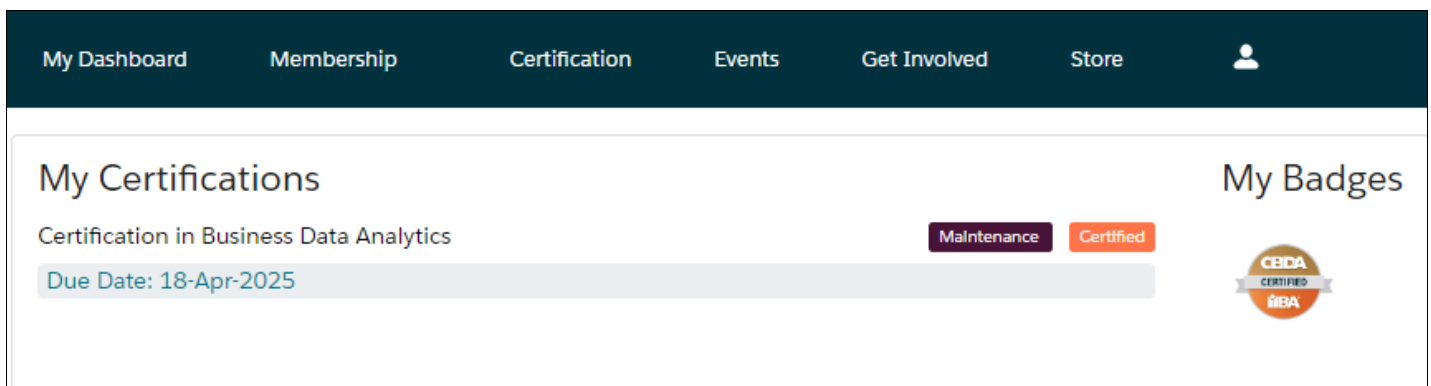


The login form features the IIBA logo at the top. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. An orange 'Log in' button is positioned below the password field. To the left of the button are links for 'Forgot your password?' and 'Sign up here'. A note 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.

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 CBDA.



The dashboard has a dark teal header with navigation links: 'My Dashboard', 'Membership', 'Certification', 'Events', 'Get Involved', 'Store', and a user profile icon. The main content area is white. On the left, under 'My Certifications', it shows 'Certification in Business Data Analytics' with a progress bar indicating 'Due Date: 18-Apr-2025'. Above the progress bar are 'Maintenance' and 'Certified' buttons. On the right, under 'My Badges', there is a circular 'CBDA CERTIFIED IIBA' badge.

Click on **Maintenance**.

This will take you to the [Certification Summary Page](#). Select **CBDA** 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: CBDA Credential-Holder

> CBDA - Certification in Business Data Analytics - Certified

> AAC - Agile Analysis Certification

> CBAP - Certified Business Analysis Professional[™]

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: CBDA Credential-Holder

▼ [CBDA - Certification in Business Data Analytics - Certified](#)

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

GOALS	Status
20 Continuing Development Units	Incomplete <div>Get started</div>
Pay & Submit Recertification	Incomplete

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	
Transferred 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 [CBDA 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 [Guide to Business Data Analytics®](#), [IIBA's Introduction to Business Data Analytics: A Practitioner's View](#), and [IIBA's Introduction to Business Data Analytics: An Organizational View](#).

Activity	Stream	Category
Completed a 6-hour online course	Learning	Professional Development
Contributed to a 400-hour project at work	Applying	Work History
Member of a panel discussion at an IIBA Conference	Applying	Professional Activities
Volunteered for 3 hours on IIBA Editorial Committee	Applying	Volunteer Service
Spent 3 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.


GOALS	Status	
20 Continuing Development Units	Incomplete	Get started

The BA Development Log is shown on your screen.


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.

 International Institute
of Business Analysis™


[My Dashboard](#)
[Membership](#)
[Certification](#)

 BA Development Log
CBDA 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 (0)


New

 Work History (0)


New

 Professional Activities (0)


New

 Volunteer Service (0)

New

 Self-Directed Learning (0)

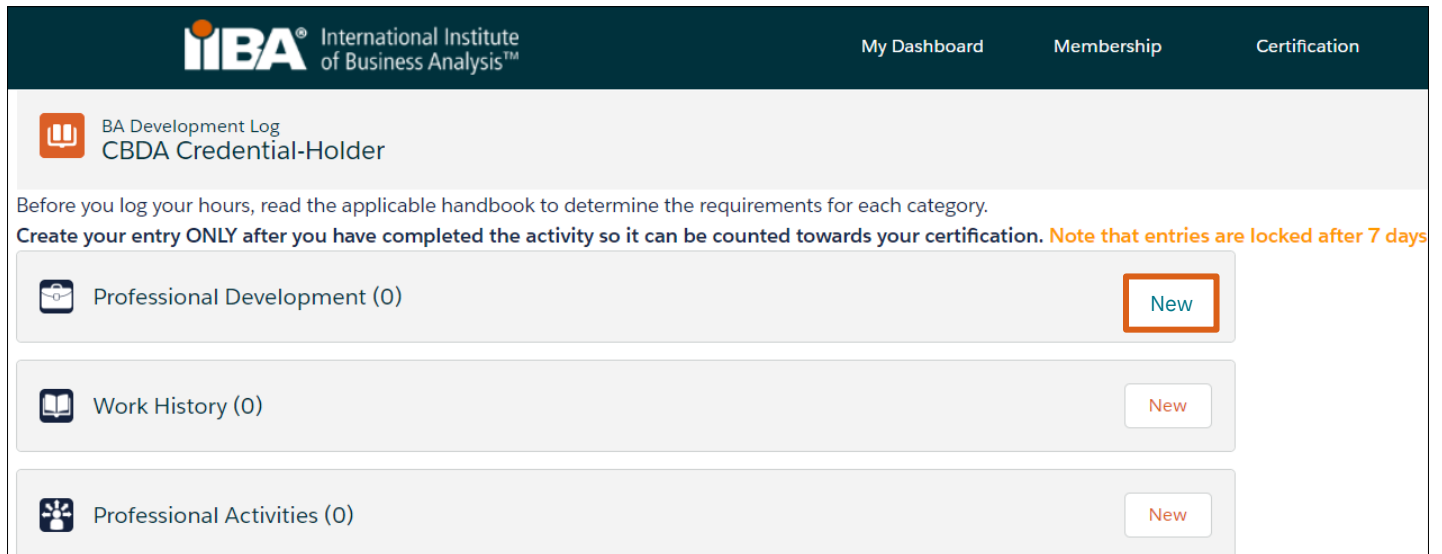
New

 Formal Academic Education (0)

New

Enter Professional Development

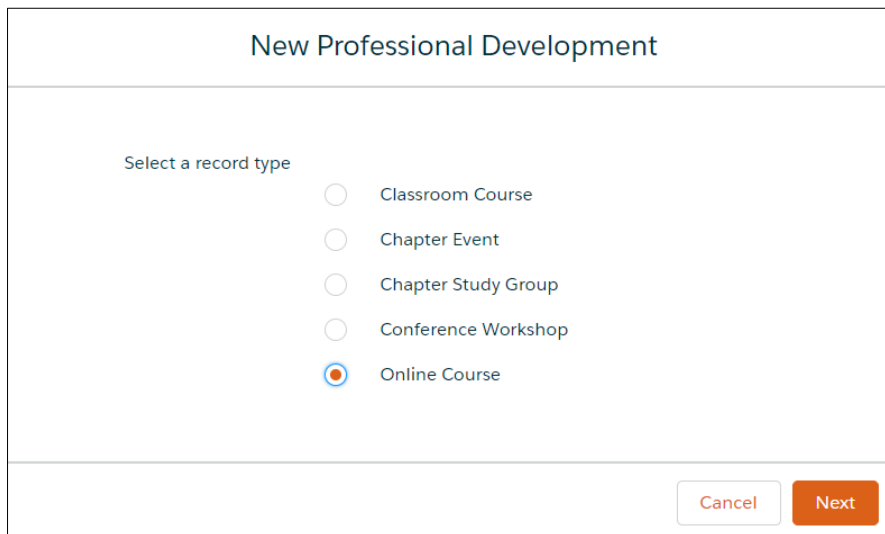
On the Professional Development category click **New**.



The screenshot shows the IBA Professional Development Log interface. At the top, there is a dark blue header with the IBA logo and the text "International Institute of Business Analysis™". To the right of the header are three links: "My Dashboard", "Membership", and "Certification". Below the header, there is a section titled "BA Development Log" and "CBDA Credential-Holder". A note states: "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". Below this note, there are three categories listed, each with a "New" button:

- Professional Development (0)**: The "New" button is highlighted with an orange border.
- Work History (0)**: The "New" button is highlighted with an orange border.
- Professional Activities (0)**: The "New" button is highlighted with an orange border.

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



The screenshot shows the "New Professional Development" form. The title "New Professional Development" is at the top. Below the title, there is a section titled "Select a record type" with five radio button options:

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

At the bottom right of the form, there are two buttons: "Cancel" and "Next".

Complete the required fields. Enter 6 hours and select the relevant CBDA domains. Click **Save**.

New Professional Development: Online Course

* = Required Information

Training completed through Endorsed and other providers and live webinars.

* Activity Title

From Results to Insights to Action

* Organization Name

Data Analytics PD

Description

Organization Website

* Contact First Name

Awesome

* Contact Last Name

Instructor

* Contact Email

instructor@dapd.com

* Start Date

15/06/2024

* End Date

23/06/2024

* Hours

6.00

* Knowledge Area/Domain

Available

- Identify Research Questions - KA12
- Source Data - KA13
- Analyze Data - KA14
- Cybersecurity Overview and Basic Concepts - KA...
- Enterprise Risk - KA19 (CCA)
- Cybersecurity Risks and Controls - KA20 (CCA)
- Securing the Layers - KA21 (CCA)
- Data Security - KA22 (CCA)
- User Access Control - KA23 (CCA)
- Solution Delivery - KA24 (CCA)
- ...

Chosen

- Interpret and Report Results - KA15
- Use Results to Influence Business Decision Making - ...
- Guide Company-level Strategy for Business Analytic...

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

Cancel

Save & New

Save


NOTE: Only Business Data Analytics KAs may be used for CBDA Recertification.


KA/Domain Name	KA/Domain #	KA/Domain Name	KA/Domain #
Identify Research Questions	KA12	Interpret and Report Results	KA15
Source Data	KA13	Use Results to Influence Business Decision Making	KA16
Analyze Data	KA14	Guide Organization-level Strategy for Business Analytics	KA17

Your entry is saved in the Log.

Professional Development (1)		
PD Number	Activity Type	Hours
PD-221809	Online Course	6.00

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


My Dashboard
Membership
Certification
Events
Get Involved
Store


BA Development Log
CBDA 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 (1)				New
PD Number	Activity Type	Hours	Start Date	
PD-221809	Online Course	6.00	05/03/2024	

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 **CBDA**.

Progress on meeting the Requirements is shown.

REQUIREMENT NAME	CDUs EARNED	CDUs MAX ALLOWED	CDUs MET
Learning Stream (Minimum 10CDUs required)			
Professional Development:	6	10	6

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 ⓘ

CBDA Credential-Holder X

Information

* Organization Name ⓘ

Analytics Organization

Organization Website

Work Description

* Start Date ⓘ

11/03/2024

* End Date ⓘ

12/06/2024

* Contact First Name ⓘ

Managing

* Contact Last Name ⓘ

Director

* Contact Email ⓘ

director@ao.com

Contact Phone ⓘ

333-444-5555

Enter the 400 hours you worked, broken down by the relevant CBDA KAs. Click **Save**.

Work Hours

Work History 1 (hrs) ⓘ ↶

30.00

Work History 2 (hrs) ⓘ ↶

70.00

Work History 3 (hrs) ⓘ ↶

120.00

Work History 4 (hrs) ⓘ ↶

80.00

Work History 5 (hrs) ⓘ ↶

60.00

Work History 6 (hrs) ⓘ ↶

40.00

WH Knowledge Area 1 ⓘ ↶

KA12 - Identify Research Questions (CBDA) ×

WH Knowledge Area 2 ⓘ ↶

KA13 - Source Data (CBDA) ×

WH Knowledge Area 3 ⓘ ↶

KA14 - Analyze Data (CBDA) ×

WH Knowledge Area 4 ⓘ ↶

KA15 - Interpret and Report Results (CBDA) ×

WH Knowledge Area 5 ⓘ ↶

KA16 - Use Results to Influence Business Decis ×

WH Knowledge Area 6 ⓘ ↶

KA17 - Guide Company-level Strategy for Busin ×

Cancel

Save & New

Save

Your entry is saved in the Log.

Work History (1)		
WH Number	Organization Name	Total Working Hours
WH-184722	Analytics Organization	400.00

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

Use the refresh link [Click Here](#) 

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

Progress on meeting the Requirements is shown.

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

200 hours of business analysis work experience = 1 CDU

Therefore, your 400 hours = 2 CDUs

REQUIREMENT NAME	CDUs EARNED
Learning Stream (Minimum 10CDUs required)	
Professional Development:	6
Formal Academic Education:	0
Self-Directed Learning:	0
Learning Stream Total	6
Applying Stream	
Work History:	2
Professional Activities (CDUs):	0
Volunteer Service:	0
Applying Stream Total	2
Transferred CDUs:	
Total	8

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

Data-driven Decision-making

* Professional Activity Type ⓘ

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

Description

Panel Member at Conference

* Start Date

19/07/2024

* Contact First Name ⓘ

IIBA

* Contact Email ⓘ

coordinator@iiba.org

* Organization Name

IIBA

Organization Website

* BA Development Log ⓘ

CBDA Credential-Holder ✕

* End Date

19/07/2024

* Contact Last Name ⓘ

Coordinator

Contact Phone

Knowledge Domain

* Knowledge Area/Domain ⓘ

Available

Initiative Horizon - KA10
Delivery Horizon - KA11
Identify Research Questions - KA12
Source Data - KA13

Chosen

▶

Use Results to Influence Business Decision Making -...

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-011982	5.00

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

Use the refresh link [Click Here](#) 

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

Progress on meeting the Requirements is shown.

REQUIREMENT NAME	CDUs EARNED
Learning Stream (Minimum 10CDUs required)	
Professional Development:	6
Formal Academic Education:	0
Self-Directed Learning:	0
Learning Stream Total	6
Applying Stream	
Work History:	2
Professional Activities (CDUs):	5
Volunteer Service:	0
Applying Stream Total	7
Transferred CDUs:	
Total	13

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 ⓘ

3.00

* Start Date ⓘ

04/10/2024

* Organization Name ⓘ

IIBA

* End Date ⓘ

14/10/2024

Organization Website

* BA Development Log ⓘ

CBDA Credential-Holder

* Contact First Name ⓘ

IIBA

* Knowledge Area Domain ⓘ

Available

Delivery Horizon - KA11
Identify Research Questions - KA12
Source Data - KA13
Analyze Data - KA14
Interpret and Report Results - KA15
Use Results to Influence Business Decision Maki...

Chosen

Guide Company-level Strategy for Business Analytic...

* Contact Last Name ⓘ

Coordinator

Contact Phone

* Contact Email ⓘ


coordinator@iiba.org

Cancel


Save & New

Save

Your entry is saved in the Log.

 Volunteer Service (1)		
VS Number	Organization Name	Hours
VS-009463	IIBA	3.00

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

Use the refresh link [Click Here](#) 

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

Progress on meeting the Requirements is shown.

REQUIREMENT NAME	CDUs EARNED
Learning Stream (Minimum 10CDUs required)	
Professional Development:	6
Formal Academic Education:	0
Self-Directed Learning:	0
Learning Stream Total	6
Applying Stream	
Work History:	2
Professional Activities (CDUs):	5
Volunteer Service:	3
Applying Stream Total	10
Transferred CDUs:	
Total	16

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, Journal of Business Analytics, and the International Journal of Business and Data Analytics) on performance models, data design, and predictive analytics.

* Start Date ⓘ ↺

07/09/2024

* End Date ⓘ ↺

22/09/2024

* Hours ⓘ ↺

3.00

* Knowledge Areas/Domains ⓘ ↺

Available

Initiative Horizon - KA10
Delivery Horizon - KA11
Cybersecurity Overview and Basic Concepts - KA...
Enterprise Risk - KA19 (CCA)
Cybersecurity Risks and Controls - KA20 (CCA)
Securing the Layers - KA21 (CCA)

Chosen

Identify Research Questions - KA12
Source Data - KA13
Analyze Data - KA14
Interpret and Report Results - KA15
Use Results to Influence Business Decision Making -...
Guide Company-level Strategy for Business Analytic...

Cancel

Save & New

Save

Your entry is saved in the Log.

Self-Directed Learning (1)		
SDL Number	Title	Hours
SL-055988	Read Journal Articles	3.00

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

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

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

Progress on meeting the Requirements is shown.

REQUIREMENT NAME	CDUs EARNED
Learning Stream (Minimum 10CDUs required)	
Professional Development:	6
Formal Academic Education:	0
Self-Directed Learning:	3
Learning Stream Total	9
Applying Stream	
Work History:	2
Professional Activities (CDUs):	5
Volunteer Service:	3
Applying Stream Total	10
Transferred CDUs:	
Total	19

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 ⓘ

Data Visualization

Description ⓘ

* Course Hours ⓘ

3.00

* Start Date ⓘ

13/05/2024

* End Date ⓘ

28/06/2024

Knowledge Area/Domain ⓘ

Available

Initiative Horizon - KA10
Delivery Horizon - KA11
Identify Research Questions - KA12
Source Data - KA13
Use Results to Influence Business Decision Maki...
Guide Company-level Strategy for Business Anal...

Chosen

Analyze Data - KA14
Interpret and Report Results - KA15

* Contact First Name

Punctual

* Contact Last Name

Professor

Contact Phone

School/Institution Website

* Contact Email ⓘ


professor@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-014200	Data Visualization	College University	3.00

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

Use the refresh link [Click Here](#) 


And click on **CBDA** 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:	6	10	6
Formal Academic Education:	1	10	1
Self-Directed Learning:	3	5	3
Learning Stream Total	10	Unlimited	10
Applying Stream			
Work History:	2	10	2
Professional Activities (CDUs):	5	10	5
Volunteer Service:	3	10	3
Applying Stream Total	10	10	10
Transferred 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 CBDA 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: CBDA Credential-Holder


▼ CBDA - Certification in Business Data Analytics - 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

Results
Store

CBDA Recertification Fee



USD 50.00 DEFAULT

Quantity: 1 Add to Order

Description
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

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](#)
- ☐ [CBDA 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**.



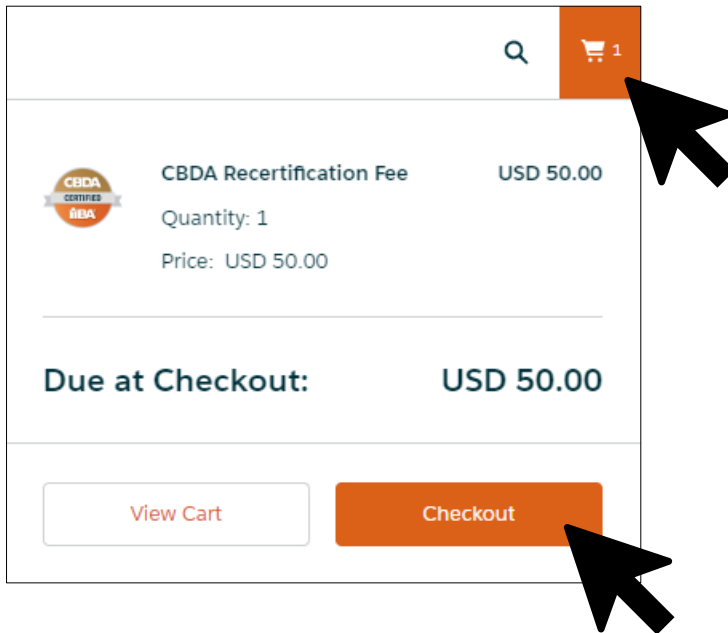
Click Add to Cart When Your Forms Page is Complete

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

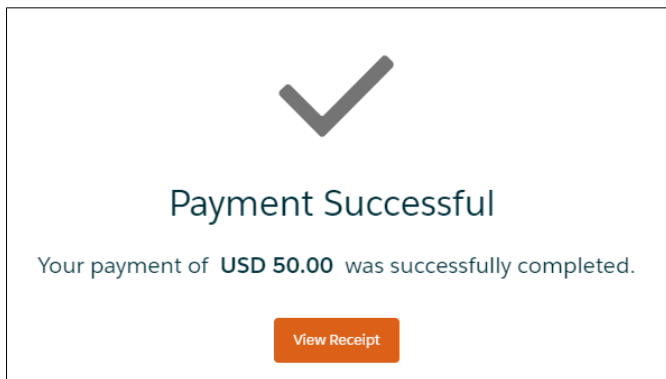
An orange rectangular button with the text "Add to Cart" in white, centered within a dark teal horizontal bar.

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**.

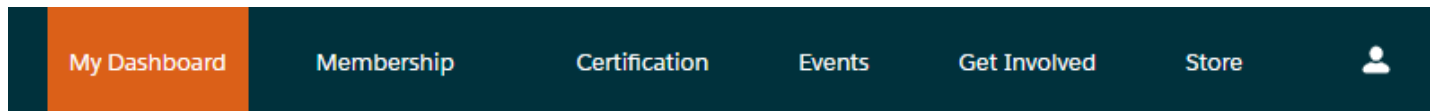


The Payment Successful message confirms that your Recertification Application was submitted.

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.

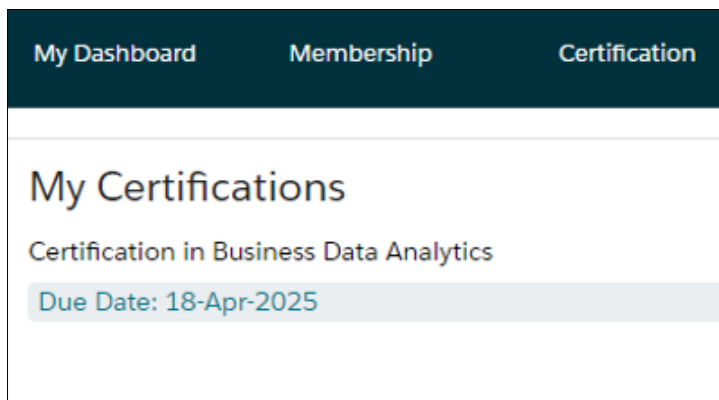


Your status will now be **Certified** (for the new maintenance term) or **Recertification in Audit** (if randomly selected for an audit).

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 [CBDA Recertification Handbook](#) and emails from IIBA for certification maintenance requirements in your new 1-year cycle as a CBDA credential holder.

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

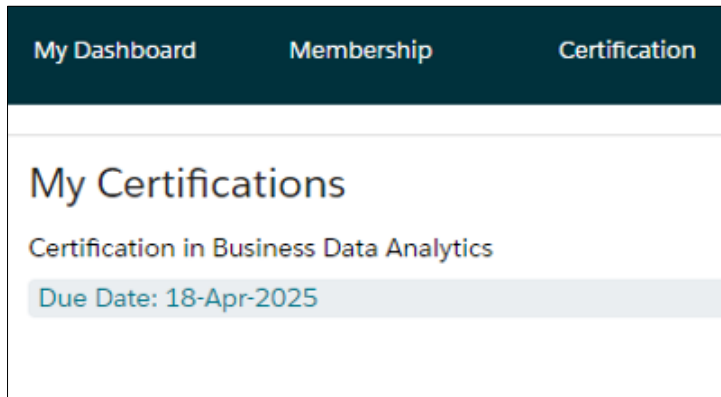


5.0 Suspended Status

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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