

IIBA®-CCBA Recertification Process Guide

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1.0 Introduction

Credential holders maintaining the Certification of Capability in Business Analysis (CCBA®) have access to two helpful resources for the recertification process:

	The CCBA Recertification Handbook	The CCBA 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 <u>CCBA Recertification Handbook</u> in its entirety
- Encouraged to refer to this CCBA Recertification Process Guide throughout the recertification process

To recertify, credential holders must earn a <u>minimum of 60 Continuing Development Units (CDUs) during</u> <u>each 3-year cycle</u>. 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.

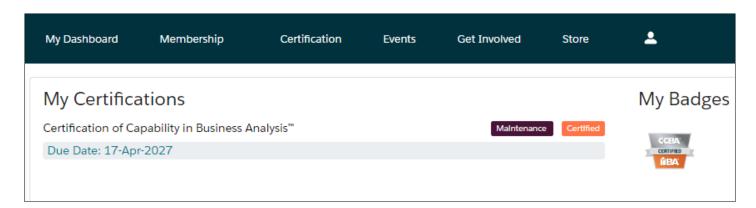
Note: If you are in **Suspended status**, refer to section **5.0 Suspended Status** for an important overview before completing these steps.



2. Access the Certification Summary Page

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

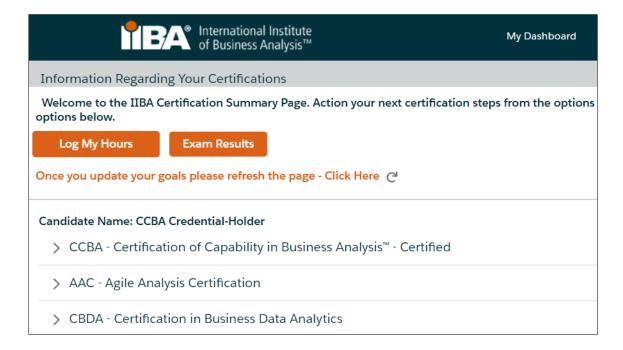
You will see the maintenance due date for your CCBA.



Click on Maintenance.



This will take you to the **Certification Summary Page.** Select **CCBA** 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	
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	
Transfered 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 <u>CCBA Recertification Handbook</u> 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

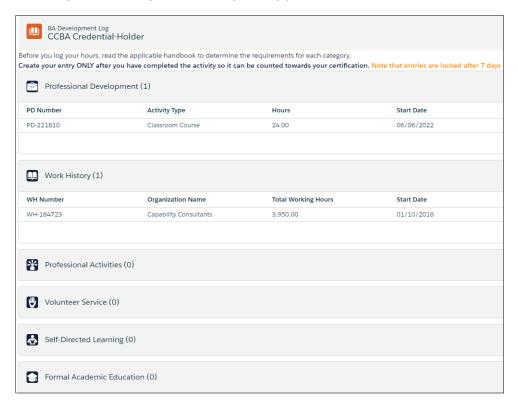
Let's enter each of these activities in your BA Development Log.

In your Goals list, click **Get Started** to begin entering your 60 CDUs.



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

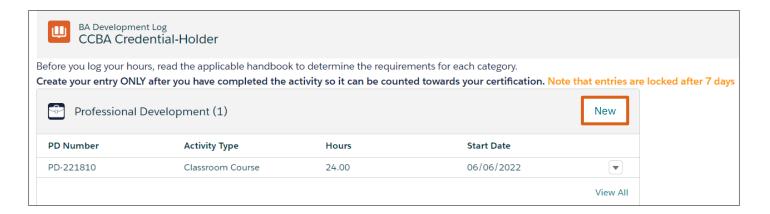
Note that entries cannot be changed after 7 days. Make changes prior to the 7th day or complete the entries just before you submit your application.



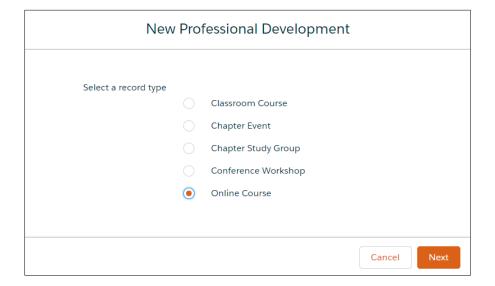


Enter Professional Development

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

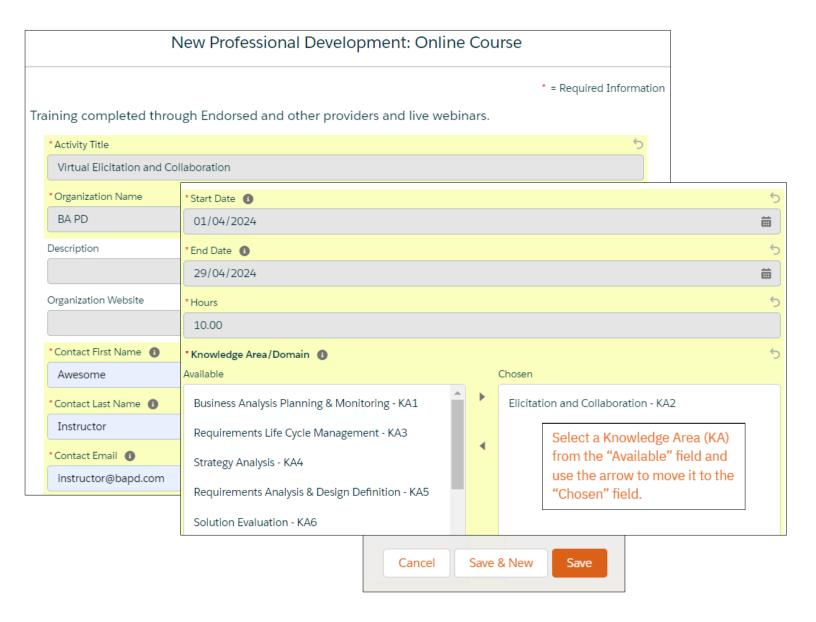


Select **Online Course** and click **Next** to enter the course you completed.





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



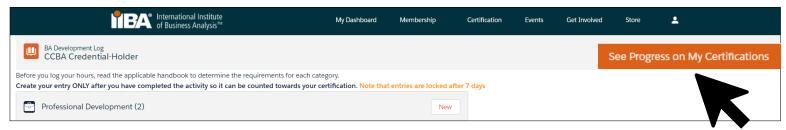
KA/Domain Name	KA/Domain #
Business Analysis Planning & Monitoring	KA1
Elicitation and Collaboration	KA2
Requirements Life Cycle Management	КАЗ
Strategy Analysis	KA4
Requirements Analysis & Design Definition	KA5
Solution Evaluation	KA6



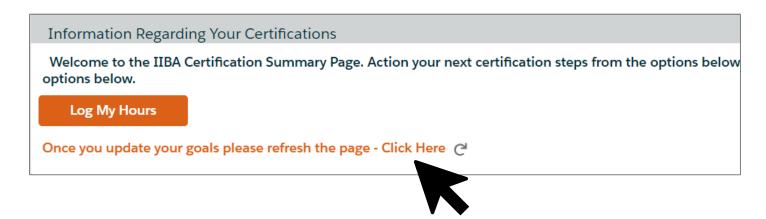
Your entry is saved in the Log.



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 CCBA.

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.



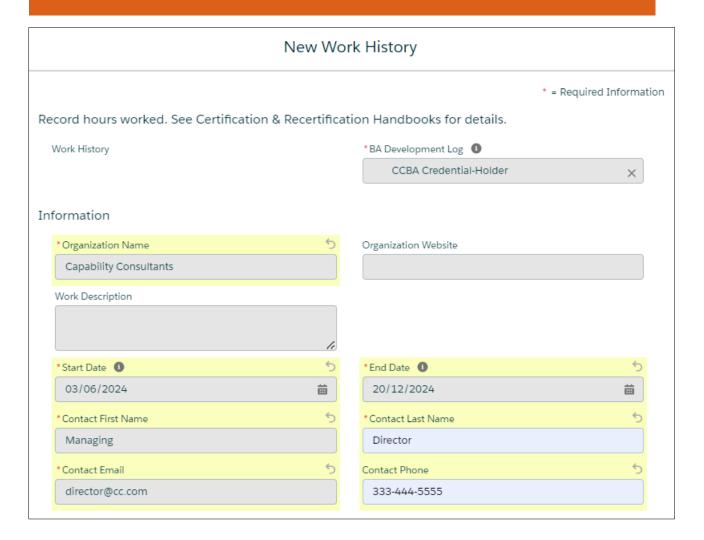
Complete the required fields.

Please ensure that each required field is filled in accurately and completely.

Enter only work email address for your Supervisor's contact email.

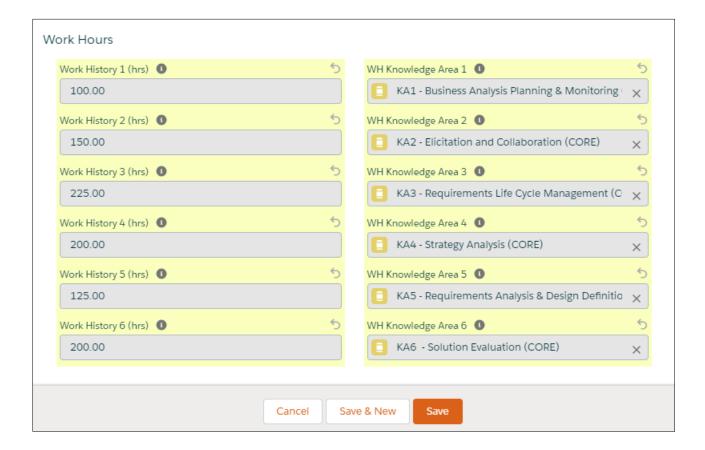
Gmail and Outlook personal addresses will not be accepted.

Inaccurate and/or incomplete information will be flagged upon audit.





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

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

Progress on meeting the Requirements is shown.

As stated in the CCBA 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
Transfered CDUs:	
Total	15



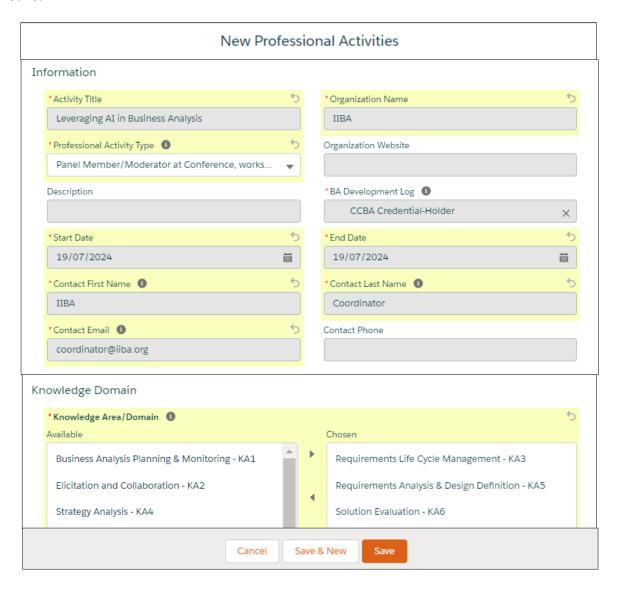
Enter Professional Activities

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

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



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



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

Use the refresh link Click Here C

And click on **CCBA** 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
Transfered CDUs:	
Total	20



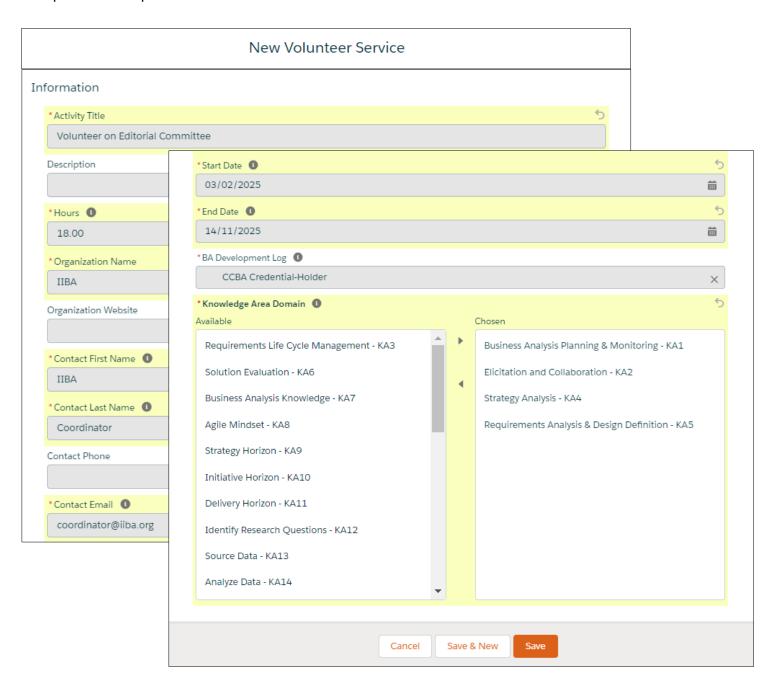
Enter Volunteer Service

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

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



Complete the required fields and click 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 C

And click on **CCBA** 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
Transfered CDUs:	
Total	38



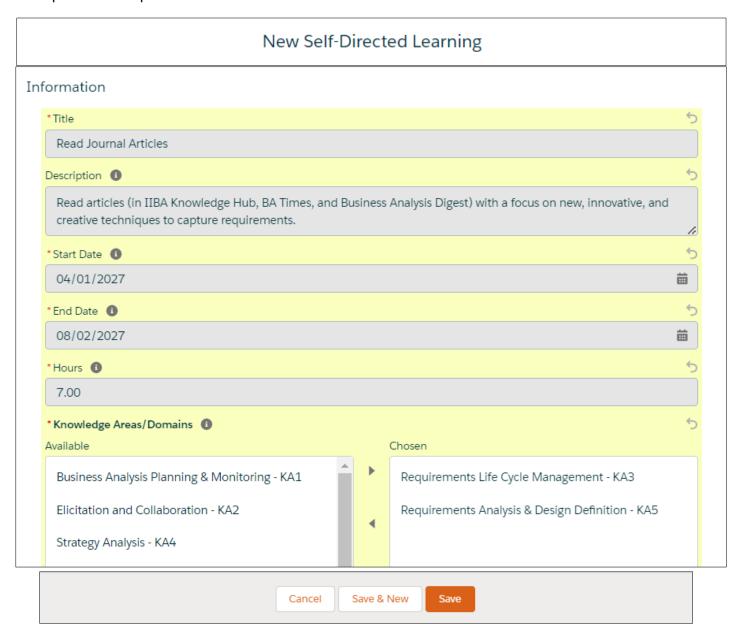
Enter Self-Directed Learning

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.



Complete the required fields and click 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 C

And click on **CCBA** 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
Transfered CDUs:	
Total	45



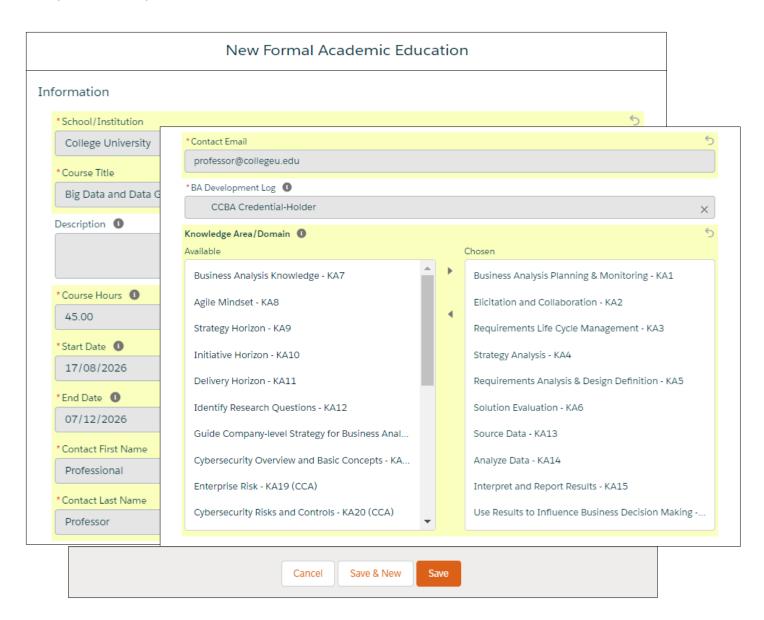
Enter Formal Academic Education

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.



Complete the required fields and click 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 **CCBA** 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!



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
Transfered 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 CCBA recertification fee is non-refundable and non-transferable.

1. Begin Payment Process

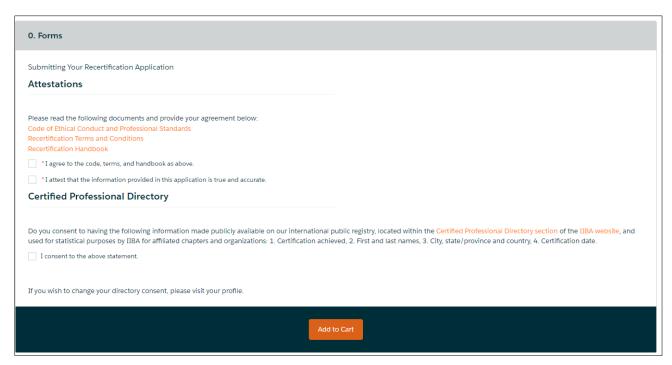
In your Goals list, click Get Started to Pay & Submit Recertification.





Click Add to Order.

A Forms page will appear.





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 CCBA 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 <u>Certified Professional Directory</u> .
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: Login with your IIBA credentials. Click on the Profile icon in the top menu bar. Select Profile. Scroll down the page to Agreements. Click Change. De-click the Cert Directory Consent option and Save.

Click Add to Cart When Your Forms Page is Complete

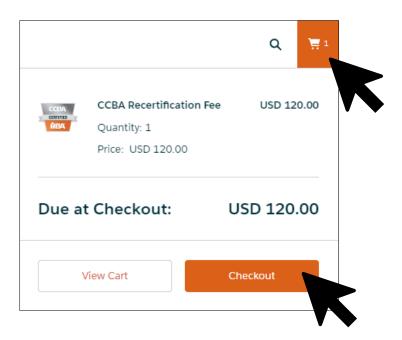
After completing the Forms page, click Add to Cart.



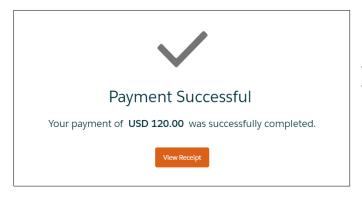


3. Complete Payment

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 <u>CCBA Recertification Handbook</u> and emails from IIBA for certification maintenance requirements in your new 3-year cycle as a CCBA credential holder.

Note the <u>term end date</u>, <u>shown as your recertification</u> **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.

 <u>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.</u>
- 3. In the **End Date** field, enter the activity end date.

In this Example:

The term that is now in suspension ran from April 17, 2024 to April 17, 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 16, 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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