CERTIFICATE IN CYBERSECURITY ANALYSIS

IIBA®-CCA HANDBOOK

FEBRUARY 2025

Contents

1.0 Introduction

This document provides the necessary information for candidates pursuing the Certificate in Cybersecurity Analysis (IIBA-CCA). Direct links are provided to the IIBA® website where applicable.

IIBA and IEEE Computer Society have partnered to offer a robust learning and certification program focused on what business analysis professionals need to know to be prepared for today's cybersecurity challenges. The program provides the credibility of a joint certification and the opportunity to learn key cybersecurity concepts and tools business analysis professionals need to demonstrate core competencies.
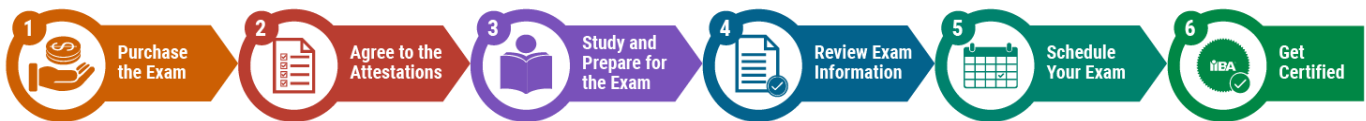
IIBA is committed to providing full access to its credentialing products and services and complying with applicable laws and regulations, including the Americans with Disabilities Act (ADA) and Accessibility for Ontarians with Disabilities Act (AODA).

Information about **testing accommodations** is available on the Exam Information page, under Candidate Frequently Asked Questions. To request accommodations, please contact certification@iiba.org.

IIBA's credentialing policies and practices are guided by the International Standards Organization, ISO/IEC 17024, and the National Commission for Certifying Agencies.

2.0 Six Steps to Certification

| 1 Purchase the Exam | 2 Agree to the Attestations | 3 Study and Prepare for the Exam | 4 Review Exam Information | 5 Schedule Your Exam | 6 Get Certified |

1. Purchase the Exam or Bundle

Login with your IIBA credentials or create a new account.

From your profile page, open the Certification menu.

Select My Certifications, CCA and **Get Started**

You have the option to purchase the exam by itself or the exam and learning materials in a bundle. The system defaults to the exam only. Click on **Publications** to view the learning materials.

| Store | Certifications | Publications |

Click on **Certifications** to view the Cybersecurity Bundled Exam and Learning Materials.

| Store | Certifications | Publications |

Purchase your selection and go to the next step.

From the day IIBA receives payment for your exam, you will have 12 months to schedule and take your exam.

Candidates **have 30 days from the day IIBA received the exam payment to request a refund**.

There is a fee associated with each exam attempt. The exam rewrite fees are not included with the initial fee.

2. Agree to the Attestations

Login with your IIBA credentials.

From your profile page, open the Certification menu.

Select My Certifications, CCA and **Submit my Attestations**

You will be asked to read and abide by:
☐ Code of Ethical Conduct and Professional Standards
☐ IIBA Certification and Recertification Terms and Conditions
☐ CCA Certification Handbook
☐ IIBA Guide to Online Proctored Exams

3. Study and Prepare for the Exam

Exam Structure

Duration: 90 minutes
Questions: 75 multiple-choice, knowledge-based questions
Format: Online remote proctored
Type: Competency-based

Read more about the Exam Format and Navigation.

Knowledge Areas

The exam covers 8 Knowledge Areas which are categorized into competencies and proficiency levels. Study the Competency & Proficiency Levels.

IIBA-CCA Exam Blueprint

Knowledge Areas (KAs)	% Questions/KA
KA1: Cybersecurity Overview and Basic Concepts	14%
KA2: Enterprise Risk	14%
KA3: Cybersecurity Risks and Controls	12%
KA4: Securing the Layers	5%
KA5: Data Security	15%
KA6: User Access Control	15%
KA7: Solution Delivery	13%
KA8: Operations	12%

Study and Learning Options

☐ IIBA Endorsed Education and Training: Endorsed Education Providers and Academic Members offer a variety of learning options. You can search this database for CCA and filter for location, virtual, in class, etc. Also, see the current list of EEP Exam Prep Course offerings.

☐ Self-Directed Learning: The Cybersecurity Learning Materials (eLearning Modules and PDF Material) are study resources. Members have free, exclusive access to the PDF. IIBA's Knowledge Hub, to which IIBA Members have free access, provides online, searchable access to supporting materials.

☐ IIBA Chapter Study Groups: IIBA Members can participate by searching for "Study Group" within Chapter Events.

4. Review Exam Information

The CCA exam is offered as an online remote proctored exam managed by IIBA's exam delivery partner PSI®. DO NOT use company office or company laptop/computer to sit for your exam as work environments and company computers often have firewalls and restrictions.

You Must Have the Following:

1. Government-issued Photo Identification (ID)

The ID must be valid (not expired) and original (not a photocopy). It must be written in western characters, showing your picture and signature. Your **first name** and **last name** must match exactly in three places: your identification, IIBA and PSI. There can be no differences. If your name does not match your identification, you must notify IIBA. **Only IIBA can make the required update for you** and can be contacted at certification@iiba.org. All updates must be done at least **1 week before** your scheduled exam, or you will not be able to take the exam.

The following identification is ACCEPTED:

- Government-issued driver's license
- US department of state driver's license
- National/state/country identification card
- Government-issued passport
- Passport card

Photo ID Capture for Check-In
Taking a picture of the Photo ID is part of the process for online remote proctored exams. This can be done at check-in or when scheduling the exam. For details refer to the IIBA Guide to Online Proctored Exams.

2. Internet and Technology Requirements
A reliable internet connection and a compatible personal computer, laptop, microphone, camera, and operating system are required. Do the System Compatibility Check and read the IIBA Guide to Online Proctored Exams for specifications.

3. Room and Workspace Requirements
A quiet room and clear workspace are required. Read the IIBA Guide to Online Proctored Exams for full details and rules on what is allowed and not allowed during the exam.

Review These Resources Before Your Exam:
- ☐ PSI Online Proctoring Experience video outlining exam day
- ☐ Certification FAQs for refunds, reschedules, accommodation requests

Candidate Responsibility
If you do not meet the requirements on your exam day, you will not be able to take the exam and will forfeit your exam fee.

5. Schedule Your Exam

Within your IIBA profile page, the "Schedule and Pass Exam" goal allows you to Schedule, Reschedule, Cancel, and Launch your exam.

PSI requires **48 hours** to schedule, reschedule or cancel.

If, at any time you require to cancel or reschedule your exam, **you must do so at least 48 hours in advance** or you will forfeit the exam fee.

Use the information below to schedule your online remote proctored exam.

1. Login with your IIBA credentials.
2. From your profile page, open the Certification menu.
3. Select My Certifications, CCA and [Schedule and Pass Exam]
4. You will be redirected to the PSI Scheduling Page.
5. Select "**View Available Tests**."
6. Complete the scheduling process as per the onscreen prompts. You have the option to upload a picture of your Photo ID to the PSI Booking Platform. This allows for pre-verification of the ID and a smoother check-in experience on test day. For details, follow the information in the IIBA Guide to Online Proctored Exams.
7. Complete the **PSI Tutorial Test** at least 1 time (and up to 3 times) prior to your scheduled exam.
   Benefits of the Tutorial:
   - Ensure you meet security requirements for exam launch
   - Practice the room scan
   - Experience the exam format
   Read more about the PSI Tutorial Test here.
   How to Access:
   - Use the link provided by PSI in your booking confirmation

Bookings: ⑦

📅 Wednesday, March 27, 2024   **Add to Calendar ▾**
🕐 11:00 AM Eastern Daylight Time
⏳ 60 Minutes

◉ Online Proctored (Live)
Before launching your remote online pro[...]am we recommend that you practice navigating the Secure browser and the test environment using our Tutorial Test [HERE]
You can use the Tutorial Test link up to three times so that you can get comfortable with the environment. The Tutorial Test takes about 30 minutes, so plan accordingly. This link will expire 150 minutes before your scheduled test.

🖥 Online Proctored (Live)   [Launch]

📋 **Confirmation Number** I122477762

6. Get Certified

The **"Schedule and Pass Exam"** goal is where you will launch your exam on your scheduled exam date and time. You can log in to your exam a half hour (30 minutes) before the exam start time.

1. To launch your exam, you must login with your <u>IIBA credentials through the IIBA portal,</u> as it follows the single sign-on procedure. **Do not log in directly to PSI at any time**.
2. From your profile page, open the Certification menu.
3. Select My Certifications, CCA and [Schedule and Pass Exam]
4. You will be redirected to the PSI Scheduling Page.
5. Select **"Launch Exam."**
6. Follow the check-in procedure and connect with your proctor.
7. Complete the exam.

When your exam is completed, you will receive a pass or fail result on your screen. A confirmation of your result will be emailed to you from IIBA within 48 hours.

3.0 Your Badge and Certificate

Once you have successfully passed the exam, your name will appear within the <u>Digital Badge Program & Certified Professional Directory</u> unless you have opted out. You can access your certificate and badge directly from this page to download a copy or share on LinkedIn.

IIBA reserves the right to revoke the certification at its discretion and to conduct random audits.

For over 20 years, International Institute of Business Analysis™ (IIBA®) has helped shape the practice of business analysis to achieve better enterprise outcomes. A professional association with 30,000 members, 120 chapters, 1,500 volunteers, and 500 partners worldwide, IIBA supports the recognition of business analysis within organizations. It enables networking and community engagement, provides foundational standards and resources, and offers internationally recognized certification programs for career advancement. For more information, visit iiba.org.