

CCBA® AND CBAP® APPLICATION PROCESS

This document outlines the steps to follow to complete your CCBA® and CBAP® Application process. Please refer to the [Core BA Certification Handbook](#) for requirements and policies.

1. [Login](#) with your IIBA credentials or [create an account](#). If this is your first time logging in, you will receive an email to activate your IIBA profile and change password.



The screenshot shows the IIBA login interface. At the top is the IIBA logo and name. Below it are two input fields: 'Username' with a person icon and 'Password' with a lock icon. Below the password field is a 'Log in' button. There 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. From the top of the page, select **Certification** and then from the drop-down menu select **My Certifications**. This will take you to the [Certification Summary Page](#) from where you can select your certification.

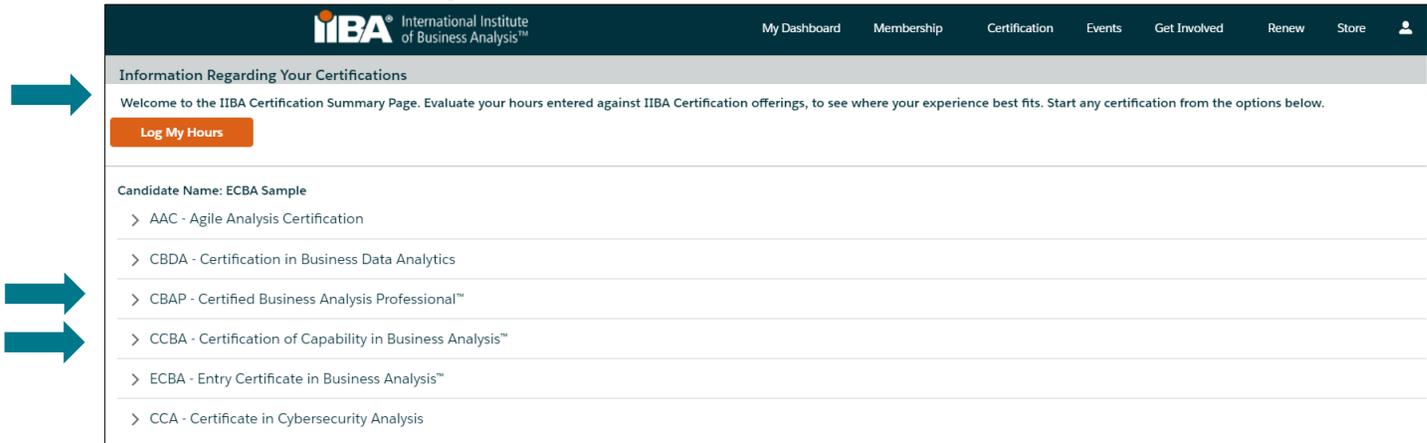


Before you Get Started:

The CCBA® and CBAP® Application fee is non-refundable and non-transferrable. Ensure you meet the requirements for either CCBA® or CBAP® by reviewing the [Certification Handbook here](#) or by selecting [Log My Hours](#) and accessing the ECBA, CCBA and CBAP Certification Handbook from the right side of the page.

Throughout this process, you will use the [Certification Summary Page](#) and the [BA Development Log](#) to meet your goals and monitor your progress.

Certification Summary Page



Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Evaluate your hours entered against IIBA Certification offerings, to see where your experience best fits. Start any certification from the options below.

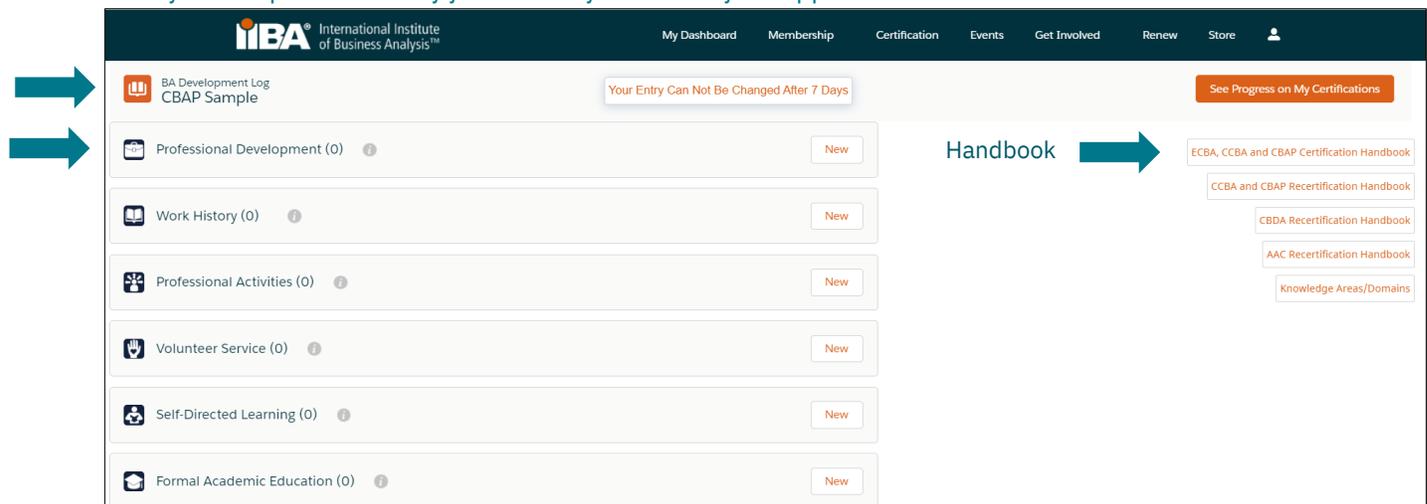
[Log My Hours](#)

Candidate Name: ECBA Sample

- > AAC - Agile Analysis Certification
- > CBDA - Certification in Business Data Analytics
- > CBAP - Certified Business Analysis Professional™
- > CCBA - Certification of Capability in Business Analysis™
- > ECBA - Entry Certificate in Business Analysis™
- > CCA - Certificate in Cybersecurity Analysis

BA Development Log

Note: Your entry cannot be changed after 7 days, we encourage you to make any changes to an entry prior to the 7th day or complete the entry just before you submit your application.



BA Development Log

Your Entry Can Not Be Changed After 7 Days

[See Progress on My Certifications](#)

Professional Development (0) [New](#)

Work History (0) [New](#)

Professional Activities (0) [New](#)

Volunteer Service (0) [New](#)

Self-Directed Learning (0) [New](#)

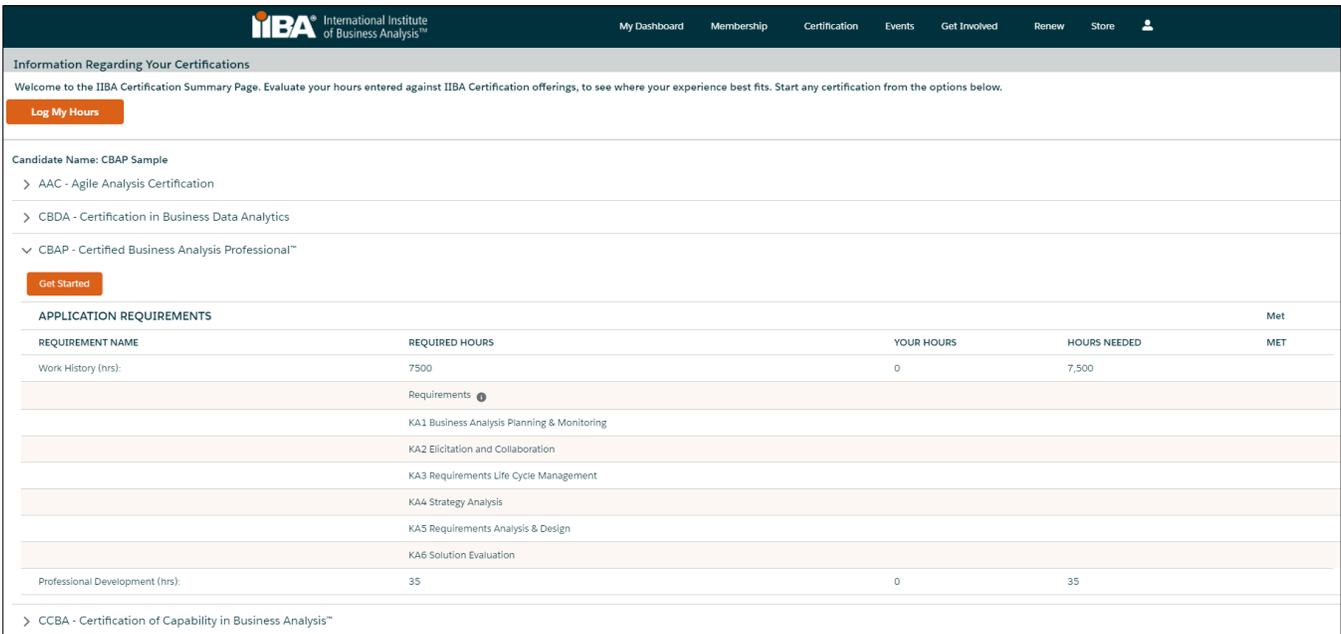
Formal Academic Education (0) [New](#)

Handbook

- ECBA, CCBA and CBAP Certification Handbook
- CCBA and CBAP Recertification Handbook
- CBDA Recertification Handbook
- AAC Recertification Handbook
- Knowledge Areas/Domains

3. Get Started

Select your desired certification, CCBA® or CBAP® and **Get Started**.



Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Evaluate your hours entered against IIBA Certification offerings, to see where your experience best fits. Start any certification from the options below.

[Log My Hours](#)

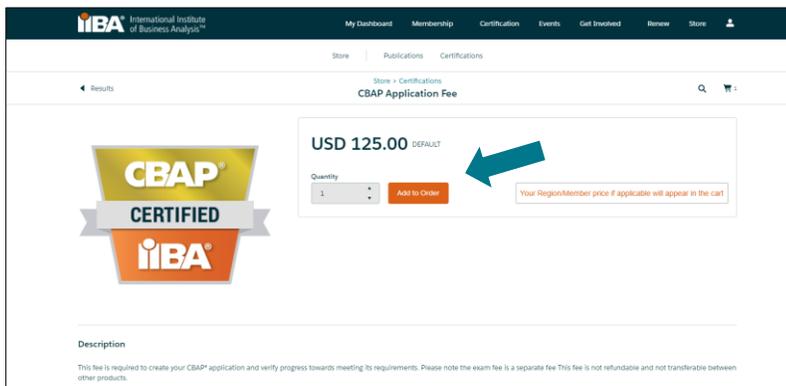
Candidate Name: CBAP Sample

- > AAC - Agile Analysis Certification
- > CBDA - Certification in Business Data Analytics
- ▼ CBAP - Certified Business Analysis Professional™
 - [Get Started](#)

APPLICATION REQUIREMENTS				Met
REQUIREMENT NAME	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	MET
Work History (hrs):	7500	0	7,500	
Requirements ⓘ				
KA1 Business Analysis Planning & Monitoring				
KA2 Elicitation and Collaboration				
KA3 Requirements Life Cycle Management				
KA4 Strategy Analysis				
KA5 Requirements Analysis & Design				
KA6 Solution Evaluation				
Professional Development (hrs):	35	0	35	

> CCBA - Certification of Capability in Business Analysis™

4. Click on Add to Order and Checkout to pay the Application Fee.



Store | Publications | Certifications

Results

Store > Certifications

CBAP Application Fee

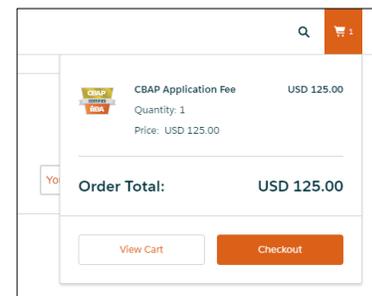
USD 125.00 DEFAULT

Quantity: 1 [Add to Order](#) Your Region/Member price if applicable will appear in the cart

CBAP CERTIFIED IIBA

Description

This fee is required to create your CBAP application and verify progress towards meeting its requirements. Please note the exam fee is a separate fee This fee is not refundable and not transferable between other products.



Search | 1

CBAP CBAP Application Fee USD 125.00

Quantity: 1

Price: USD 125.00

Order Total: USD 125.00

[View Cart](#) [Checkout](#)

5. Proceed with Payment Information

Do not click on New Address. Click on **Continue**.

NOTE: For coupon codes, you must click on **Continue** for the address and **THEN** add the coupon code. If the coupon code does not work, contact certification@iiba.org.

Shopping Cart Checkout

1. Choose a Address

+ New Address Do not click on New Address

123 Home Street 123 Home Street , Stratford , ON , Canada , N5A 2A2 Edit

Continue

Order Summary

Discount Code [input] Apply

Items (1): USD 125.00

Tax: USD 16.25

Order Total: USD 141.25

Shopping Cart

CBAP Application Fee USD 125.00

Quantity: 1

Price: USD 125.00

6. Choose a Payment Method.

Complete all information and click on **Process Payment**.

Shopping Cart Checkout

1. Address

123 Home Street
123 Home Street
Stratford , ON , NSA 2A2
Canada Change

2. Choose a Payment Method

Credit Card
Check
Wire Transfer

We accept MasterCard, Visa, and American Express.

* Card Holder Name [input]

* Card Number [input] * CVV [input]

* Exp Month [01] * Exp Year [2020]

Would you like to save this payment method for future use?

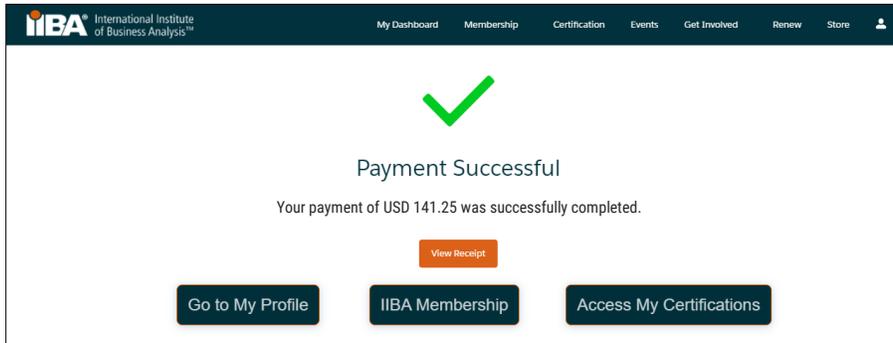
Billing Address

+ New Address

123 Home Street 123 Home Street , Stratford , ON , Canada , NSA 2A2 Edit

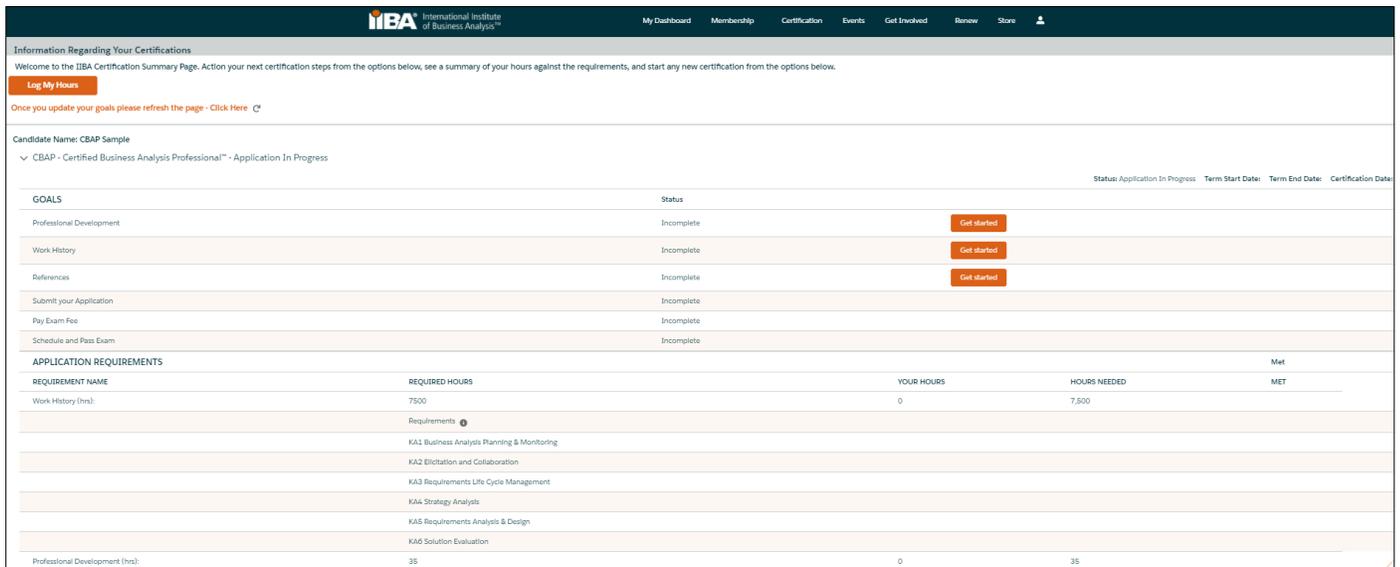
Process Payment

- A receipt will generate once payment is processed. To see your receipt, select **View Receipt**.
 - Select **IIBA Membership** if you are interested in becoming a member of IIBA.
 - Select **Access My Certifications** to complete your goals.



- Complete each of the goals by selecting **Get Started**. Refer to the [Certification Handbook](#) for requirements and policies for each of CCBA® or CBAP®.

The following examples will be for CBAP®. For CCBA®, follow the requirements in the Certification Handbook and the goals on the [Certification Summary Page](#).



Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.

[Log My Hours](#)

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

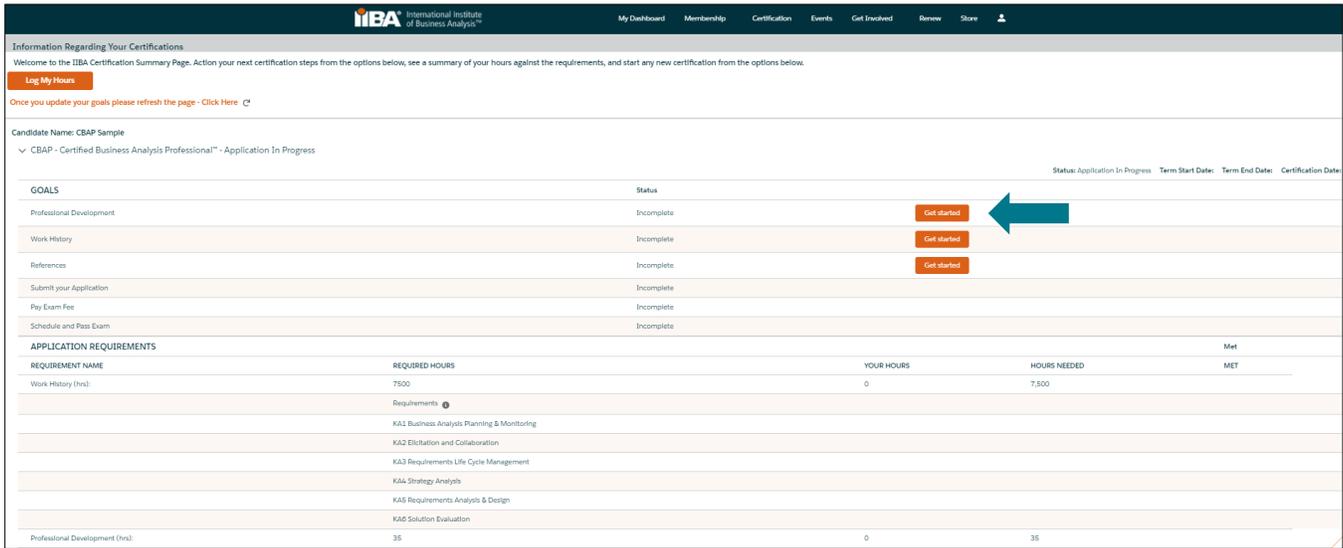
Candidate Name: CBAP Sample

CBAP - Certified Business Analysis Professional™ - Application In Progress

GOALS	Status	
Professional Development	Incomplete	Get started
Work History	Incomplete	Get started
References	Incomplete	Get started
Submit your Application	Incomplete	
Pay Exam Fee	Incomplete	
Schedule and Pass Exam	Incomplete	

APPLICATION REQUIREMENTS	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	Met
Work History (hrs):	7500	0	7,500	MET
Requirements				
KA1 Business Analysts Planning & Monitoring				
KA2 Elicitation and Collaboration				
KA3 Requirements Life Cycle Management				
KA4 Strategy Analysis				
KA5 Requirements Analysis & Design				
KA6 Solution Evaluation				
Professional Development (hrs):	35	0	35	

9. Select **Get Started** to complete the goal **Professional Development**.



Information Regarding Your Certifications
 Welcome to the IIBA Certification Analysis Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.

[Log My Hours](#)

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

Candidate Name: CBAP Sample
 ✓ CBAP - Certified Business Analysis Professional™ - Application In Progress

GOALS	Status	
Professional Development	Incomplete	Get started
Work History	Incomplete	Get started
References	Incomplete	Get started
Submit your Application	Incomplete	
Pay Exam Fee	Incomplete	
Schedule and Pass Exam	Incomplete	

APPLICATION REQUIREMENTS	REQUIREMENT NAME	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	Met
	Work History (hrs):	7500	0	7,500	MET
	Requirements				
	KA1 Business Analysts Planning & Monitoring				
	KA2 Elicitation and Collaboration				
	KA3 Requirements Life Cycle Management				
	KA4 Strategy Analysis				
	KA5 Requirements Analysis & Design				
	KA6 Solution Evaluation				
	Professional Development (hrs):	35	0	35	

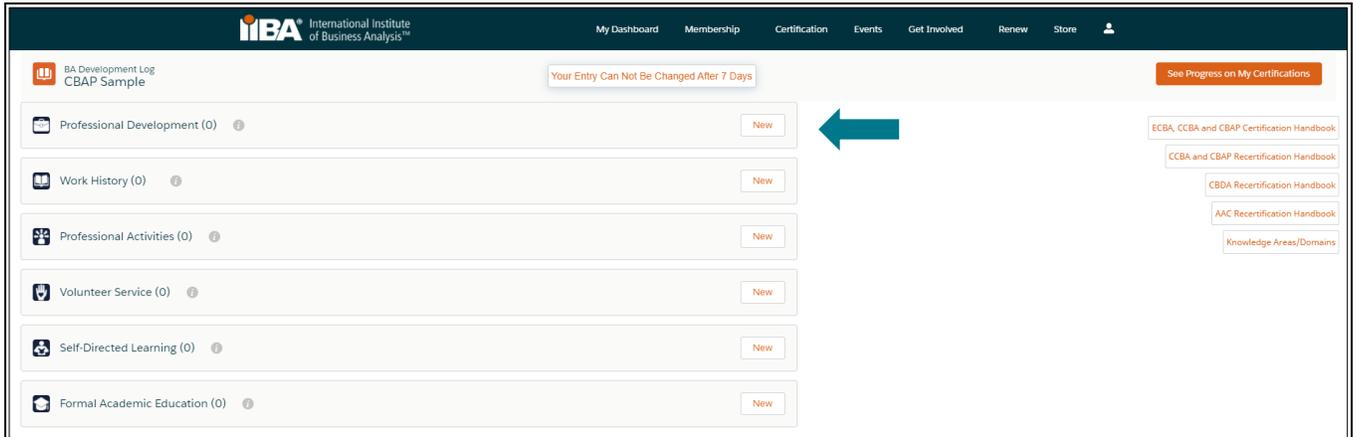
You will land on the **BA Development Log** from where you can log your hours under the **Professional Development** category. The requirement for CBAP® is to log **a minimum of 35 hours** of professional development within the last 4 years. The requirement for CCBA® is to log **a minimum of 21 hours** of professional development within the last 4 years. The content must align with the **BABOK® Guide v3.0**, be formal in structure and not simply a presentation on a topic.

The content must meet the following criteria:

- Be moderated/facilitated similar to a formal course (i.e., there must be a moderator for the session, or a facilitator/instructor who leads the group/individual through the material)
- Have a measurable learning objective (or set of objectives), and those must be directly applicable to the role of the business analyst (i.e., in terms of either changing behavior or improving skills)
- Provide the opportunity for students to interact with the material (e.g., be able to ask questions, make the learning meaningful)
- Provide the opportunity to practice the task or objective being presented and be assessed by the facilitator/moderator

Courses part of our **Endorsed Education Provider (EEP™)** program automatically qualify towards the professional development requirements as they have already been assessed and validated by IIBA® to ensure they meet the above criteria.

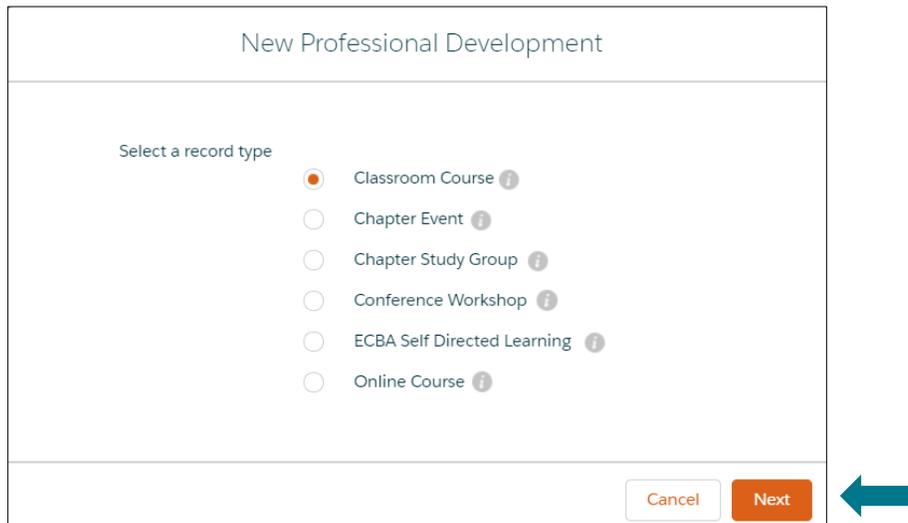
10. Select **New** to begin to log your hours under **Professional Development**.



11. Record your Professional Development hours under any of the following record types:

- Classroom Course
- Chapter Study Group
- Online Course

For this example, select the record type, **Classroom Course** and select **Next**.



Complete the Information and **Save**.

New Professional Development: Classroom Course

Training completed through IIBA Endorsed and other training providers.

Professional Development

* Activity Title

* Organization Name

Description

Organization Website

* Contact First Name

* Contact Last Name

* Contact Email

Contact Phone

* Start Date

* End Date

* Hours

* Knowledge Area/Domain

Available	Chosen
Business Analysis Planning ...	
Elicitation and Collaboratio...	
Requirements Life Cycle Ma...	
Strategy Analysis - KA4	
Requirements Analysis & De...	
Solution Evaluation - KA6	
Business Analysis Knowledg...	
Agile Mindset - KA8	
Strategy Horizon - KA9	
Initiative Horizon - KA10	

System Information

* BA Development Log

What resources did you use to prepare?

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

Select as many of the KAs as are relevant to the activity.

- ✓ 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

The hours will appear in your **BA Development Log**.

Activity Title	Activity Type	Hours	Start Date
BA Techniques	Classroom Course	35.00	20/01/2020

Select **See Progress on My Certifications** for the **Certification Summary Page** where the system tracks Required Hours; Your Hours; Hours Needed and Met.

Follow the same steps when recording hours for a **Chapter Study Group** or **Online Course**.

Once the hours are met, a checkmark appears next to the **Met** status and the Professional Development goal status is **Complete**.

GOALS	Status
Professional Development	Complete ✓
Work History	Incomplete Get started
References	Incomplete Get started
Submit your Application	Incomplete
Pay Exam Fee	Incomplete
Schedule and Pass Exam	Incomplete

APPLICATION REQUIREMENTS	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	MET
Work History (hrs):	7500	0	7,500	
Requirements				
KA1 Business Analysis Planning & Monitoring				
KA2 Elicitation and Collaboration				
KA3 Requirements Life Cycle Management				
KA4 Strategy Analysis				
KA5 Requirements Analysis & Design				
KA6 Solution Evaluation				
Professional Development (hrs):	35	35	0	✓

Continue to the next **GOAL**.

12. Select **Get Started** to complete your **Work History** goal.

Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.

[Log My Hours](#)

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

Candidate Name: CBAP Sample

▼ CBAP - Certified Business Analysis Professional™ - Application In Progress

Status: Application In Progress Term Start Date: Term End Date: Certification Date:

GOALS	Status	
Professional Development	Complete	✓
Work History	Incomplete	Get started
References	Incomplete	Get started
Submit your Application	Incomplete	
Pay Exam Fee	Incomplete	
Schedule and Pass Exam	Incomplete	

13. For **Work History**, select **New**.

BA Development Log
CBAP Sample

Your Entry Can Not Be Changed After 7 Days

[See Progress on My Certifications](#)

Professional Development (1) [New](#)

Activity Title	Activity Type	Hours	Start Date
BA Techniques	Classroom Course	35.00	20/01/2020

[View All](#)

Work History (0) [New](#)

- ECBA, CCBA and CBAP Certification Handbook
- CCBA and CBAP Recertification Handbook
- CBDA Recertification Handbook
- AAC Recertification Handbook
- Knowledge Areas/Domains

CBAP applicants are required to complete a minimum of 7,500 hours of business analysis work in the last 10 years. Within this experience, a minimum of 900 hours completed in 4 of the 6 BABOK® Guide Knowledge Areas, for a total of at least 3,600 hours of the required 7,500 hours total.

CCBA applicants are required to complete a minimum of 3,750 hours of business analysis work in the last 7 years. Within this experience, a minimum of 900 hours completed in each of 2 of the 6 BABOK® Guide Knowledge Areas OR, a minimum of 500 hours completed in each of the 4 of the 6 BABOK® Guide Knowledge Areas.

Complete the Information and **Save**.

New Work History

Information

Work History

* Organization Name

* BA Development Log

CBAP Sample
✕

Organization Website

Work Description

* Start Date

* End Date

CDU Audit ?

* Contact First Name

* Contact Last Name

* Contact Email

Contact Phone

Work Hours

Work History 1 (hrs) ?	WH Knowledge Area 1 ?
<input type="text"/>	<input type="text" value="Search WH Knowledge Areas..."/>
Work History 2 (hrs) ?	WH Knowledge Area 2 ?
<input type="text"/>	<input type="text" value="Search WH Knowledge Areas..."/>
Work History 3 (hrs) ?	WH Knowledge Area 3 ?
<input type="text"/>	<input type="text" value="Search WH Knowledge Areas..."/>
Work History 4 (hrs) ?	WH Knowledge Area 4 ?
<input type="text"/>	<input type="text" value="Search WH Knowledge Areas..."/>
Work History 5 (hrs) ?	WH Knowledge Area 5 ?
<input type="text"/>	<input type="text" value="Search WH Knowledge Areas..."/>
Work History 6 (hrs) ?	WH Knowledge Area 6 ?
<input type="text"/>	<input type="text" value="Search WH Knowledge Areas..."/>

Cancel
Save & New
Save

Select the **Knowledge Area's (KAs)** appropriate to your certification.

- ✓ 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

Completed Work Hours will include:

- Work History
- WH Knowledge Area's



Work Hours

Work History 1 (hrs) ?	WH Knowledge Area 1 ?
<input type="text" value="1,500.00"/>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> KA1 - Business Analysis Planning & Monito... ✕ </div>
Work History 2 (hrs) ?	WH Knowledge Area 2 ?
<input type="text" value="2,500.00"/>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> KA2 - Elicitation and Collaboration (CORE) ✕ </div>
Work History 3 (hrs) ?	WH Knowledge Area 3 ?
<input type="text" value="1,800.00"/>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> KA4 - Strategy Analysis (CORE) ✕ </div>
Work History 4 (hrs) ?	WH Knowledge Area 4 ?
<input type="text" value="2,500.00"/>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> KA6 - Solution Evaluation (CORE) ✕ </div>
Work History 5 (hrs) ?	WH Knowledge Area 5 ?
<input type="text"/>	<input type="text" value="Search WH Knowledge Areas..."/>
Work History 6 (hrs) ?	WH Knowledge Area 6 ?
<input type="text"/>	<input type="text" value="Search WH Knowledge Areas..."/>

Cancel
Save & New
Save



The hours will appear in your **BA Development Log**.

The screenshot shows the IIBA user dashboard. The top navigation bar includes: My Dashboard, Membership, Certification, Events, Get Involved, Renew, Store, and a user profile icon. The main content area is titled "BA Development Log CBAP Sample" and includes a warning: "Your Entry Can Not Be Changed After 7 Days".

On the left, there are two sections:

- Professional Development (1)**: A table with columns: Activity Title, Activity Type, Hours, Start Date. One entry is shown: BA Techniques (Classroom Course, 35.00, 20/01/2020).
- Work History (1)**: A table with columns: Organization Name, Total Working Hours, Start Date, CDU Audit. One entry is shown: ABC Company (8,300.00, 07/01/2019, checkbox).

On the right, there is a "See Progress on My Certifications" button and a list of certification handbooks: ECBA, CCBA and CBAP Certification Handbook; CCBA and CBAP Recertification Handbook; CBDA Recertification Handbook; AAC Recertification Handbook; Knowledge Areas/Domains.

Select **See Progress on My Certifications** for the **Certification Summary Page** where the system tracks Required Hours; Your Hours; Hours Needed and Met.

Once the hours are met, a checkmark appears next to the **Met** status and the Professional Development goal status is Complete.

The screenshot shows the "Information Regarding Your Certifications" page. It includes a "Log My Hours" button and a message: "Once you update your goals please refresh the page - Click Here".

The candidate name is "CBAP Sample" and the application is "CBAP - Certified Business Analysis Professional™ - Application In Progress".

GOALS table:

GOALS	Status	Met
Professional Development	Complete	✓
Work History	Complete	✓
References	Incomplete	Get started
Submit your Application	Incomplete	
Pay Exam Fee	Incomplete	
Schedule and Pass Exam	Incomplete	

APPLICATION REQUIREMENTS table:

REQUIREMENT NAME	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	Met
Work History (hrs):	7500	8300	-800	✓
Requirements				
KA1 Business Analysis Planning & Monitoring		1500		✓
KA2 Elicitation and Collaboration		2500		✓
KA3 Requirements Life Cycle Management				
KA4 Strategy Analysis		1800		✓
KA5 Requirements Analysis & Design				
KA6 Solution Evaluation		2500		✓
Professional Development (hrs):	35	35	0	✓

Continue to the next **GOAL**.

14. Select **Get Started** to complete your **References** goal.

Information Regarding Your Certifications
 Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.

[Log My Hours](#)

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

Candidate Name: CBAP Sample
 ✓ CBAP - Certified Business Analysis Professional™ - Application In Progress

Status: Application In Progress Term Start Date: Term End Date: Certification Date:

GOALS	Status	
Professional Development	Complete	✓
Work History	Complete	✓
References	Incomplete	Get started
Submit your Application	Incomplete	
Pay Exam Fee	Incomplete	
Schedule and Pass Exam	Incomplete	



To complete the reference goal, please enter the required information below for your two references ensuring they meet the reference criteria outlined in the handbook. Note: your references will be contacted by IIBA if your application is selected for audit. If you have any questions, please e-mail certification@iiba.org.

Reference Goal Submission Form

First

First Name*

Last Name*

E-mail*

Phone Number*

Second

First Name*

Last Name*

E-mail*

Phone Number*

[Submit](#)



Provide 2 References.

The references can either be a CBAP® recipient, a career manager or a client (internal or external). Ideally at least one of your two references will have known you for at least 6 months.

Complete the information and select **Submit**.

The References goal will appear as Complete on your **Certification Summary Page**.

Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.

[Log My Hours](#)

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

Candidate Name: CBAP Sample

▼ CBAP - Certified Business Analysis Professional™ - Ready to be Submitted

Status: Ready to be Submitted Term Start Date: Term End Date: Certification Date:

GOALS	Status	
Professional Development	Complete	✓
Work History	Complete	✓
References	Complete	✓
Submit your Application	Incomplete	Get started
Pay Exam Fee	Incomplete	
Schedule and Pass Exam	Incomplete	

Continue to the next **GOAL**.

15. Select **Get Started** to complete the **Submit your Application** goal. This step involves agreeing to the **Attestations**.

Submitting Your Application

Attestations

Please read the following documents and agree to them by clicking on the following check boxes:

[Code of Conduct](#)
[Terms and Conditions](#)
[Certification Handbook](#)

I agree to abide by the Code of Conduct.*
 I agree to the Terms and Conditions.*
 I have read the Certification Handbook.* ⓘ

Certification Registry

Do you consent to having the following information made publicly available, upon your achievement of the certification, on our international public registry, located within the [Certified Registries section](#) of the IIBA website, and used for statistical purposes by IIBA for affiliated chapters and organizations:

- Certification achieved
- First and last names
- City, state/province and country
- Certification date

I consent to the above statement.

If, after providing consent, you wish to opt out of the registry, please follow these steps:

- Navigate to the [IIBA website](#)
- Log in
- In the top ribbon, click on the downward arrow and then on the [Profile](#) option
- Once inside your profile, Click on the [My Profile](#) button, located on the top right-hand side
- Within the [Profile](#) option, de-click the [Cert Directory Consent](#) option
- Press on the [Save Profile Information](#) button

[Submit](#)

Agree to the Attestations

- Read the documents
- Agree to the conditions
- Determine if you want your name to appear on the Certification Registry

After your application is submitted, you will be “Approved” or “Approved Pending Audit”.

Complete the information and select **Submit**.

16. Your One-Year Application Term

Once “Approved”, you will have a **one-year Application Term** in which to schedule and take your exam. Within the **one-year**, you have three attempts, each at a fee, to write the exam, if required. [Certification Fees](#) apply.

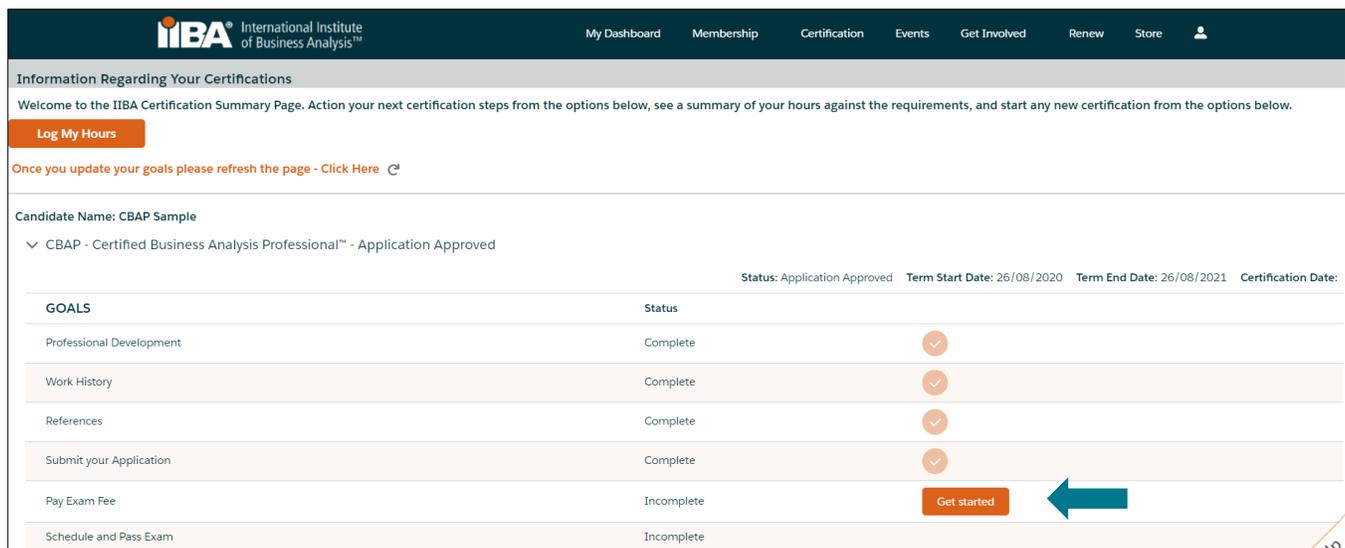
Your **one-year Application Term** will start from the day your application is approved.

If your application lapses, you will have to pay the application fee again, re-verify that you meet the requirements, and pay the exam fee.

17. Select Get Started to Pay Exam Fee

For payment instructions, follow [Steps 4-7](#).

After payment of the exam fee, you will receive a confirmation email from IIBA® indicating your next steps **Schedule and Pass Exam**.



Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.

[Log My Hours](#)

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

Candidate Name: CBAP Sample

▼ CBAP - Certified Business Analysis Professional™ - Application Approved

Status: Application Approved Term Start Date: 26/08/2020 Term End Date: 26/08/2021 Certification Date:

GOALS	Status	
Professional Development	Complete	✓
Work History	Complete	✓
References	Complete	✓
Submit your Application	Complete	✓
Pay Exam Fee	Incomplete	Get started
Schedule and Pass Exam	Incomplete	

18. You May Also Like

- [Certification Fees](#)
- [Cancellation and Reschedule Policy](#)
- [Certification FAQs](#)
- [Exam Information](#)