

## Recertification Audit Checklist

Documents that are provided for the audit must clearly match the entries submitted for recertification. Failure to do so will delay the process.

Documents can be saved as Microsoft® Word, Excel, PowerPoint, PDF, and JPEG files. Outlook emails cannot be attached and must be copied and saved into one of the above formats.

Category	Audit Documentation Required for each CDU Category
Professional Development: <ul style="list-style-type: none"> <li>▪ Classroom Course</li> <li>▪ Chapter Event</li> <li>▪ Chapter Study Group</li> <li>▪ Conference</li> <li>▪ Online Course (includes live webinars)</li> </ul>	<input checked="" type="checkbox"/> IIBA EEP: A certificate of achievement or email confirming attendance. <input checked="" type="checkbox"/> Non-EEP: A certificate of achievement or email confirming attendance and hours. Course outline or lesson plan showing content covered. <input checked="" type="checkbox"/> IIBA Chapter Event/Study Group/Conference: Email confirming attendance for meetings. A receipt for events. For official IIBA Chapter Mentoring Program only, a copy of the documentation submitted to your chapter. <input checked="" type="checkbox"/> Non IIBA Event/Study Group/Conference: Copy of or link to event description, and proof of or email confirming attendance.
Work History  Doing business analysis work that is aligned with the domains/knowledge areas for your certification	<input checked="" type="checkbox"/> Contacts listed for each work entry will be emailed to validate work experience, hours, and dates. <input checked="" type="checkbox"/> The contact must be the direct supervisor for the work history listed. <input checked="" type="checkbox"/> The direct supervisor’s contact information must be a work email address and phone number. <input checked="" type="checkbox"/> Gmail and Outlook personal addresses will not be accepted.
Professional Activities <ul style="list-style-type: none"> <li>▪ Author/co-author of article</li> <li>▪ Speaker/instructor</li> <li>▪ Member/moderator of panel discussion</li> <li>▪ Author/co-author of textbook</li> <li>▪ Developer of content for a structured learning program</li> </ul>	<input checked="" type="checkbox"/> Link to publications, sample educational materials, course agenda, and/or description of the activity.
Volunteer Service <ul style="list-style-type: none"> <li>▪ IIBA / IIBA Chapter</li> <li>▪ Mentor in IIBA Mentoring Program</li> <li>▪ Non-employer community or charitable group</li> </ul>	<input checked="" type="checkbox"/> An email or certificate acknowledging the credential holder’s volunteer service and dates. For official IIBA Chapter Mentoring Program only, a copy of the documentation submitted to your chapter.
Self-Directed Learning Research or study activities	<input checked="" type="checkbox"/> Documentation is not required for this category.
Formal Academic Education From an accredited post-secondary institution	<input checked="" type="checkbox"/> An official transcript or equivalent (i.e. a notarized copy), and a brochure or course materials outlining the subject matter covered and length of time.