



IIBA Certification Q & A

Application Process

1. **Question:** How long will it take for my application to get approved after I submit?

Answer: Applications are assessed as soon as you submit them. All requirements must be met before the system will allow you to submit the application. An immediate e-mail notification will be sent to you letting you know your application status (approved or audit pending).

2. **Question:** What causes an application audit and what will happen?

Answer: IIBA performs random audits for all levels of the core certifications. Audits require the applicant to validate work experience, professional development, and references submitted in your application.

3. **Question:** How long do I have to take my exam after I submit my application?

Answer: The exam must be taken within the application period, which is one year.

4. **Question:** How can I request my application to be extended?

Answer: You can e-mail certifications@iiba.org. The extension will only be granted under extenuating circumstances and you will need to provide adequate documentation to support your claim.

Exam Eligibility Requirements

5. **Question:** Does IIBA verify my professional development (PD hours) or work experience?

Answer: Only if the applicant is selected during a random audit during certification or recertification.

6. **Question:** What qualifies as professional development (PD) for ECBA?

Answer: See the list below

- Classroom and online courses (e.g. EEP endorsed courses)
- Webinars - live or recorded (e.g. IIBA Webinars)
- Conference track sessions, tutorials, keynotes & workshops
- Chapter events (i.e. presentations, study groups, workshops, conference days)
- [Self-directed](#) learning (i.e. reading/reviewing the BABOK Guide v3.0)

7. **Question:** For CBAP and CCBA, what courses qualify as professional development (PD)?

Answer: Courses that meet the below criteria

- It must 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).
- There must be 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).
- It cannot simply be a presentation on a specific topic:
- There must be the opportunity for students to interact with the material (e.g., be able to ask questions, make the learning meaningful)
- An opportunity to practice the task or objective being presented and, be assessed by the facilitator/moderator.
- The subject matter must be directly aligned with the BABOK® Guide.
- To qualify, courses must also be completed by the application submitted date and have a start date within the last four years from the application submitted date.
- Endorsed Education Providers (EEP™) automatically qualify for the professional development requirement for the certificate or any certification. This is because they have already been assessed and validated by IIBA to ensure they meet the above criteria.

8. **Question:** How do I know if a training provider is an IIBA Endorsed Education Provider (EEP)?

Answer: You will need to look up the training provider on the [IIBA Endorsed Training Directory](#). Some training providers have falsely claim to be an EEP, so be sure to verify.

Exam

9. **Question:** What is the failure rate of the CBAP Exam?

Answer: The CBAP exam has a failure rate of 30%, which is considered pretty high for a certification exam. This means that overall, about 70% of candidates pass the CBAP exam on the first attempt. Candidates that prepare with [The Business Analysis Doctor](#) have a 96% success rate on the first attempt.

10. **Question:** How are exams scheduled?

Answer: For CBAP and CCBA, once your application is approved, you will receive a link to the [Prometric](#) test center site to choose the location, date and time of your exam. For the ECBA and specialty certification exams, you will receive instructions for scheduling your exam via remote proctoring through [PSI](#). See the exam [preparation](#) website.

11. **Question:** How do I reschedule or cancel my exam?

Answer: See below

- To cancel or reschedule your CCBA® or CBAP® exam, click on the 'Reschedule/Cancel My Test' button within the Prometric website.
- To cancel or reschedule your exam, log into the PSI site and click on the 'Cancel or Reschedule' button.

12. **Question:** When will I get my exam results?

Answer: Results are presented immediately after you submit your exam. A confirmation email of your exam results will be sent within 2 business days.

13. **Question:** What happens if I am late or miss my exam?

Answer: If you are late by more than 15 minutes or miss the exam altogether and have not canceled or rescheduled, you will have to forfeit the exam fee, unless there is an [extenuating circumstance](#).

14. **Question:** What items are prohibited or permitted at the Prometric site for CBAP and CCBA exams?

Answer: See the Prometric [Test Center Regulation Form](#)



Certification

15. **Question:** When do the CBAP and CCBA certifications expire/need to be recertified?

Answer: CBAP and CCBA need to recertify within 3 years of the certification date.

16. **Question:** Does the ECBA need to recertify?

Answer: No

17. **Question:** What's the difference between the CBAP and the PMI-PBA

Answer: The CBAP is for senior business analysts and assumes a broader approach to business analysis. The PMI-PBA is for mid-level Project BAs who work under the guidance of a Project Manager (PM) or for PMs who may be playing a hybrid PM/BA role. The PMI-PBA is more suitable for mid-level BAs and is more comparable to the CCBA level.

18. **Question:** What is the ECBA+ Program?

Answer: This is an extension of the ECBA certificate that also provides hands-on training. This is a great option for candidates who lack practical experience and what to demonstrate that they have gained hands-on training to a potential employer. You can see training providers who offer the ECBA+ program [here](#).

19. **Question:** What other reading material will help me prepare for the CBAP or CCBA outside of the BABOK Guide?

Answer: The following books and resources may compliment the BABOK Guide:

- [The BABOK V3 Study Guide and Workbook](#) by The Business Analysis Doctor
- [Software Requirements \(3rd Edition\)](#) by Karl Wiegers and Joy Beatty
- [The Business Analyst's Handbook](#) by Howard Podeswa

For IIBA certification course options and resources, visit our [Courses](#) page!!!!

For question email info@thebadoc.com

