

CBAP[®] and CCBA[®]
Certification Info Sessions



The Agenda

- Introductions
- What certification support do you need?
 - Tips on filling out the application form
 - Reporting hours
 - References
 - What tools are available to help you prepare
- Elicitation Exercise
 - Needs for a study group

Who We are



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Certification Application Hours

Step 1: Applying for and Paying for Certification

- Review BABOK and map your experience to the knowledge areas
- CBAP - Minimum 900 hours in each of four of the six knowledge areas
- CCBA - Minimum 900 hours in each of two of the six knowledge areas, or 500 hours in each of four of the six knowledge areas



Read the CCBA or CBAP Handbook

Certification Application - Tips

Acceptable activities include:

- Hands-on business analysis activities (e.g., requirements gathering, writing requirements documentation, etc.).
- Coaching or mentoring business analysts with respect to business analysis activities (e.g., planning the requirements gathering process with the BA, reviewing requirements documents, etc.).

Certification Application – Tips

Hours that will not be accepted

- Non-supervisory management of business analysis activities (e.g., resource management, status reporting, performance management, etc.).
 - Teaching of business analysis training courses.
 - Selling requirements tools/software.
 - Project management.
 - Testing (e.g., creating and executing test scripts, reporting on testing status, creating test plans/strategies, etc.).
 - Programming.

Example

Business Analysis Planning and Monitoring

Acceptable

- Creating requirements plan to feed into project plan
- Identifying and documenting requirements risks
- Reporting on requirements progress as input to project status report

Not Acceptable

- Creating project plan
- Identifying project risks

Any tasks you select that are not aligned with the *BABOK*[®] *Guide v2.0* will be removed and the corresponding hours will be **deducted from your Total BA Hours.**

Certification Process Hours

Step 1: Applying for and Paying for Certification

- 21 Hours of Professional Development –
 - study group activities qualify
 - Endorsed Education Provider – all courses reviewed by IIBA qualify
 - Other education provider courses will be considered



Certification Process

- **References - Two**
 - Has known you for 6 months
 - Your manager
 - Client – internal / external
 - CBAP



You must ensure the reference submits the form

Certification Process

- **Step 2:** Paying for the Exam
- **Step 3**  [™] Exam

Certification Process

- **Step 4: Prepare for the exam**
 - Take a CCBA or CBAP preparation course
 - Study Group – eligible for Professional development hours as long as there is a moderator , learning objectives , activities and practice activities assessed by moderator



Tools to Help You Prepare

- BABOK
- IIBA Online Competency Assessment
- IIBA Online Library
- Flash Cards (EEPs sell them)
- Create Sample Exam Questions
- Games



Elicitation Exercise

- How many of you are considering/seeking certification?
- At what stage are you?
- What are your needs?

