

This document outlines the steps to follow to complete your ECBA<sup>™</sup> Application process. Please refer to the <u>Core BA Certification Handbook</u> for requirements and policies.

**1.** <u>Login</u> with your IIBA credentials or <u>create an account</u>. If this is your first time logging in, you will receive an email to activate your IIBA profile and change password.

TEA Interna of Busi	tional Institute ness Analysis™
💄 Username	
Enter Username.	
Password	
Enter password.	
Log in	
Forgot your password?	Sign up here
Your username is in the format of trouble accessing your account, co call 1-866-789-4422	

**TBA** International Institute of Business Analysis<sup>™</sup>

> 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 ECBA™.





### Before you Get Started:

The ECBA<sup>™</sup> Application fee is non-refundable and non-transferrable. Ensure you meet the requirements for ECBA<sup>™</sup> by reviewing the <u>Certification Handbook here</u> 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**

My Dashboard	Membership	CertIfication	Events	Get Involved	Store	٠
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#### **BA Development Log**

TEA International Institute of Business Analysis™	My Dashboard Membership Certif	ication Events Get Involved	Renew Stor	re 💄
ECBA Sample	Your Entry Can Not Be Changed After 7 Days			See Progress on My Certifications
Professional Development (0)	New			ECBA, CCBA and CBAP Certification Handbook
Work History (0) 💿	New			CCBA and CBAP Recertification Handbook
Professional Activities (0)	New			AAC Recertification Handbook Knowledge Areas/Domains
Volunteer Service (0)	New			
Self-Directed Learning (0)	New			
Formal Academic Education (0)	New			



## 3. Get Started

✓ ECBA - Entry Certificate in Business Analysis <sup>™</sup>				
Get Started				
APPLICATION REQUIREMENTS				Met
REQUIREMENT NAME	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	MET
Professional Development (hrs):	21	0	21	

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



5. Proceed with Payment Information, Continue and Process Payment

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 <u>certification@iiba.org</u>.

TBA International Institute of Business Analysis™	My Dashboard	Membershlp	Certification	Events	Get Involved	Store	*
Shopping Cart	C	Checkout					
1. Choose a Address				Order Sun	nmary		
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				and a	ECBA Appilcation Fee Quantity: 1 Price: USD 45.00	USD	9 45.00



- 6. A receipt will generate once payment is processed. To see your receipt, select View Receipt.
- 7. Complete each of the goals by selecting **Get Started**. Refer to the <u>Certification Handbook</u> for requirements and policies.

TEA International Institute of Business Analysis <sup>™</sup>	My Dashbo	rd Membership	Certification	Events Get Involved	Renew	Store 💄	
Information Regarding Your Certifications							
Welcome to the IIBA Certification Summary Page. Action your next certif	fication steps from the options below	, see a summary of you	r hours against the	requirements, and start	t any new certificat	tion from the opt	tions below.
Log My Hours							
Once you update your goals please refresh the page - Click Here 😋							
Candidate Name: ECBA Sample							
✓ ECBA - Entry Certificate in Business Analysis <sup>™</sup> - Application In F	Progress						
			Sta	tus: Application In Progres	s Term Start Date	: Term End Date:	Certification Date
GOALS		Status					
Professional Development		ncomplete		Get started			
Submit your Application		ncomplete					
Pay Exam Fee		ncomplete					
Schedule and Pass Exam		ncomplete					
APPLICATION REQUIREMENTS						Met	
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REQUIREMENT NAME	REQUIRED HOURS	YOU	HOURS	HOURS NEE	DED	MET	

8. Select Get Started to complete the goal Professional Development.

free International Institute of Business Analysis™	My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store 💄	
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 th	e requireme	nts, and start ar	ny new certificat	ion from the	options below.
Log My Hours								
Once you update your goals please refresh the page - Click Here 🕑								
Candidate Name: ECBA Sample								
✓ ECBA - Entry Certificate in Business Analysis <sup>™</sup> - Application In Progress	5							
			s	tatus: Applica	tion In Progress	Term Start Date	Term End D	ate: Certification Date:
GOALS	Status	5						
Professional Development	Incom	nplete		Ge	t started			
Submit your Application	Incom	nplete						
Pay Exam Fee	Incom	nplete						
Schedule and Pass Exam	Incom	nplete						
APPLICATION REQUIREMENTS							M	et
REQUIREMENT NAME	REQUIRED HOURS	YOUR	HOURS		HOURS NEEDER	D	м	ET
Professional Development (hrs):	21	0			21			

You will land on the **BA Development Log** from where you can log your hours under the **Professional Development** category.

The requirement is to log a minimum of 21 hours of professional development. The content must align with the BABOK<sup>®</sup> Guide v3.0 and can consist of any of the following activities:

- Classroom courses (IIBA<sup>®</sup> Education Endorsed Provider, "EEP" courses, other training providers courses)
- Chapter events (presentations, workshops, conference days)
- Chapter study groups



- Self-directed learning (reading/studying the BABOK<sup>®</sup> Guide v3.0, archived webinars)
- Online courses (IIBA<sup>®</sup> Education Endorsed Provider courses, other training providers courses, live webinars)
- 9. Select New to begin to log your hours.

BA® International Institute of Business Analysis™

TEA International Institute of Business Analysis™	My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	<b>±</b>
ECBA Sample	Your Entry Can Not Be Cha	anged After 7 Days					See Proj	gress on My Certifications
Professional Development (0)		New						and CBAP Certification Handbook
Work History (0) 👩		New					CCDA an	CBDA Recertification Handbook
Professional Activities (0)		New						AAC Recertification Handbook
Volunteer Service (0)		New						
Self-Directed Learning (0) 🕜		New						
Formal Academic Education (0)		New						

**Steps 10 through 15** will illustrate how to record your hours under the Professional Development category in each of the six record types.

New Pro	fessional Development
Select a record type	Classroom Course 🕤 Chapter Event 🍘 Chapter Study Group 🗿 Conference Workshop 👔 ECBA Self Directed Learning 👔
0	Online Course 👔 Cancel Next

### 10. Record Hours for Classroom Courses.

Use this record type to record training and education hours completed through IIBA<sup>®</sup> Endorsed Education Providers (EEP) as well as other training providers. Select the record type, **Classroom Course** and click on **Next**, complete the information and **Save**.



New Pro	New Professional Development								
Select a record type	Circuit Circuit								
•	Classroom Course 👔 Chapter Event 👔								
0	Chapter Study Group								
0	Conference Workshop 👔								
0	ECBA Self Directed Learning 👔								
0	Online Course 👔								
	Cancel Next								

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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 ECBA™ KAs as are relevant to the activity.

- Business Analysis Planning & Monitoring •
- Elicitation and Collaboration .
- Requirements Life Cycle Management
- Requirements Analysis & Design Definition •
- Business Analysis Knowledge

Internation of Busines	nal Institute s Analysis™		My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	<b>±</b>
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Professional De	evelopment (1) 🕧			New			ECBA, CCBA	and CBAP Cert	tification Han	ndbook
Activity Title	Activity Type	Hours	Start Date				CCBA ar	nd CBAP Recert	tification Han	ndbook
Business Analysis Ess	Classroom Course	21.00	20/01/2020					CBDA Recert	tification Han	ndbook
				View All				AAC Recert	tification Han	ndbook

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 21 hours are met:

- A checkmark appears next to the Met status
- The Professional Development goal status is Complete

TEA® International Institute of Business Analysis™	Му	y Dashboard M	embership Cert	tification Ever	nts Get Involved	Renew	Store	<b>±</b>	
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Professional Development Submit your Application					Get started				
		Complete			Get started				
Submit your Application		Complete			Get started				
Submit your Application Pay Exam Fee		Complete Incomplete Incomplete			Get started			Met	
Submit your Application Pay Exam Fee Schedule and Pass Exam	REQUIRED HOURS	Complete Incomplete Incomplete	YOUR HOURS		Get started	2		Met	

#### **11.** Record Hours for a Chapter Event.

Use this record type to record hours for chapter events including presentations, workshops and conference days. Select the record type, **Chapter Event** and click on **Next**, complete the information and **Save**.



New Pro	ofessional Development
Select a record type	Classroom Course 🕥
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0	Chapter Study Group 🕧
0	Conference Workshop 🕧
0	ECBA Self Directed Learning 🕧
0	Online Course 🕕
	Cancel Next

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#### 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 ECBA<sup>™</sup> KAs as are relevant to the activity.

- Business Analysis Planning & Monitoring •
- Elicitation and Collaboration
- Requirements Life Cycle Management
- Requirements Analysis & Design Definition •
- Business Analysis Knowledge

TEA® Interna of Busi	ational Institute ness Analysis™		My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	٤
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Professional	l Development (1)			New			ECBA, CCBA	and CBAP Cert	ification Har	ndbook
Activity Title	Activity Type	Hours	Start Date				CCBA ar	nd CBAP Recert	ification Har	ndbook
Chapter Event	Chapter Event	4.00	29/06/2020					CBDA Recent	ification Har	ndbook
				View All				AAC Recent	ification Har	ndbook

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 21 hours are met:

- A checkmark appears next to the Met status
- The Professional Development goal status is <u>Complete</u>. The following Log has not yet met the hours.

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Information Regarding Your Certifications								
Welcome to the IIBA Certification Summary Page. Action your next certification	steps from the options below, se	e a summary of you	r hours against th	e requireme	nts, and start a	ny new certifica	tion from the o	ptions below.
Log My Hours								
Once you update your goals please refresh the page - Click Here 😋								
Candidate Name: ECBA Sample								
$\checkmark$ ECBA - Entry Certificate in Business Analysis <sup><math>\infty</math></sup> - Application In Progress	5							
			s	tatus: Applicat	ion In Progress	Term Start Date	: Term End Dat	e: Certification Date:
GOALS	State	15						
Professional Development	Inco	mplete		Get	started			
Submit your Application	Inco	mplete						
Pay Exam Fee	Inco	mplete						
Schedule and Pass Exam	Inco	mplete						
APPLICATION REQUIREMENTS							Met	
REQUIREMENT NAME	REQUIRED HOURS	YOU	HOURS		HOURS NEEDE	D	ME	r _
Professional Development (hrs):	21	4			17			10

# 12. Record Hours for a Chapter Study Group.

Use this record type to record hours for chapter study groups. Select the record type, **Chapter Study Group** and click on **Next**, complete the information and **Save**.



Select a record type		
	Cla	issroom Course 👘
	Ch	apter Event 🝈
	Ch	apter Study Group 🍈
	) Co	nference Workshop 🕧
	EC	BA Self Directed Learning – 🍈
	On	line Course 🝈

<form></form>	New Professional	Develo	pm	ent: Chapter Study Group	
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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 ECBA™ KAs as are relevant to the activity.

- Business Analysis Planning & Monitoring •
- **Elicitation and Collaboration** •
- Requirements Life Cycle Management •
- Requirements Analysis & Design Definition •
- Business Analysis Knowledge



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BA Development Log ECBA Sample			Your Entry Can Not Be Ch	anged After 7 Days						See Progress on My Certifications
Professional Develop	ment (1) 👩			New					EC	BA, CCBA and CBAP Certification Handbook
Activity Title	Activity Type	Hours	Start Date							CCBA and CBAP Recertification Handbook
Study Group	Chapter Study Group	28.00	02/03/2020							CBDA Recertification Handbook
				View	All					AAC Recertification Handbook

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 21 hours are met:

- A checkmark appears next to the Met status
- The Professional Development goal status is Complete

	TEA International Institute of Business Analysis™	My Da:	shboard N	<i>l</i> embership	Certification	Events	Get Involved	Renew Store	٤	
In	formation Regarding Your Certifications									
w	elcome to the IIBA Certification Summary Page. Action your next certification step	ps from the options below, se	e a summary	of your hours ag	gainst the requirer	ments, and	start any new certif	ication from the	options below.	
	Log My Hours									
On	ce you update your goals please refresh the page - Click Here 🕑									
Ca	ndidate Name: ECBA Sample									
	✓ ECBA - Entry Certificate in Business Analysis <sup>™</sup> - Application In Progress									
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	Professional Development		Incomplete	)			Get started			
	Submit your Application		Incomplete	•						
	Pay Exam Fee		Incomplete	2						
	Schedule and Pass Exam		Incomplete	•						
	APPLICATION REQUIREMENTS								Met	
	REQUIREMENT NAME	REQUIRED HOURS		YOUR HO	URS		HOURS NEEDED		MET	
	Professional Development (hrs):	21		28			-7		$\bigcirc$	

#### 13. Record Hours for a Conference Workshop.

Use this record type to record conference keynotes, track sessions, tutorials, & workshops. Select the record type, **Conference Workshop** and click on **Next** complete the information and **Save**.



New Professional Development									
Select a record type		Clause Course D							
		Classroom Course 🕧							
		Chapter Event 🝈							
		Chapter Study Group 🍈							
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		ECBA Self Directed Learning 🕘							
		Online Course 🕥							
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	al Develop	pme	nt: Conferen	ce Works	hop	
Conference track sessions, tutorials,	keynotes &	work	shops.			
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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 ECBA™ KAs as are relevant to the activity.

- Business Analysis Planning & Monitoring •
- Elicitation and Collaboration •
- Requirements Life Cycle Management •
- Requirements Analysis & Design Definition
- Business Analysis Knowledge •

TEA Internat of Busin	tional Institute ness Analysis™		My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	<b>.</b>
BA Developme ECBA Sam	ent Log aple		Your Entry Can Not Be Cha	anged After 7 Days			See Pro	gress on My C	Certifications	s
Professional	Development (1) 🗊			New			ECBA, CCBA	and CBAP Cert	ification Han	ndbook
Activity Title	Activity Type	Hours	Start Date				CCBA ar	nd CBAP Recert	ification Han	ndbook
IIBA Conference	Conference Workshop	18.00	10/02/2020	V				CBDA Recert	ification Han	ndbook
				View All				AAC Recent	ification Han	ndbook

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 21 hours are met:

- A checkmark appears next to the Met status
- The Professional Development goal status is Complete

TEA® International Institute of Business Analysis™	My Dashboard	Membership	Certification Eve	ents Get Involved	Renew Store	<b>±</b>						
Information Regarding Your Certifications												
Welcome to the IIBA Certification Summary Page. Action your next certification steps	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 C												
Candidate Name: ECBA Sample												
✓ ECBA - Entry Certificate in Business Analysis <sup>™</sup> - Application In Progress												
				Status: Application In Prog	ress Term Start Date:	Term End Date:	Certification Date:					
GOALS	Status											
Professional Development	Incom	plete		Get started								
Submit your Application	Incom	plete										
Pay Exam Fee	Incom	plete										
Schedule and Pass Exam	Incom	plete										
APPLICATION REQUIREMENTS						Met						
REQUIREMENT NAME	REQUIRED HOURS	YOUR	HOURS	HOURS NEEDE	D	MET						
Professional Development (hrs):	21	18		з								

#### 14. Record Hours for ECBA<sup>™</sup> Self-Directed Learning.

Use this record type to record hours spent in self-directed learning such as reading/studying the BABOK<sup>®</sup> Guide v3.0 and watching archived webinars. Select the record type, **ECBA Self-Directed Learning** and click on **Next**, complete the information and **Save**.

New Pr	ofessional Development
Select a record type	Classroom Course 👔
	Chapter Study Group 👔 Conference Workshop 👔
e C	ECBA Self Directed Learning 👔 Online Course 👔
	Cancel

*Activity Title Description  *Start Date  End Date  *Ind Date  *Hours			
*Knowledge Area/Domain  Areiluble Strategy Analysis - KA4 Solution Evaluation - KA6 Aglie Mindset - KA8 Strategy Horizon - KA19 Initiative Horizon - KA10 Delivery Horizon - KA11 Identify Research Questions - KA12 Source Data - KA13 Analyze Data - KA14 Interpret and Report Results - KA15 System Information *A Development Log  Saarch BA Development Logs What resources did you use to prepare?	▲ ▼	F 4	Chosen Business Analysis Planning & Monitoring - KA1 Elicitation and Collaboration - KA2 Requirements Life Cycle Management - KA3 Requirements Analysis & Design Definition - KA5 Business Analysis Knowledge - KA7

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 ECBA<sup>™</sup> KAs as are relevant to the activity.

- Business Analysis Planning & Monitoring
- Elicitation and Collaboration
- Requirements Life Cycle Management
- Requirements Analysis & Design Definition
- Business Analysis Knowledge

TEA International Institute of Business Analysis™			My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	2
BA Development L ECBA Sample			Your Entry Can Not Be Cha			See Pro	ogress on My C	Certifications	s	
Professional Dev	velopment (2) 🗊			New	ECBA, CCBA and CBAP Certification Ha				ndbook	
Activity Title	Activity Type	Hours	Start Date				CCBA a	nd CBAP Recer	tification Har	ndbook
ECBA Essentials Webi	Self-directed Learning	2.00	23/06/2020					CBDA Recer	tification Har	ndbook
BABOK Guide Review	Self-directed Learning	22.00	06/07/2020		AAC Recertification Handl					
				View All					dge Areas/Do	

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 21 hours are met:

- A checkmark appears next to the Met status
- The Professional Development goal status is Complete

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Wel	come to the IIBA Certification Summary Page. Action your next certification step	ps from the options below, see a	summary of your h	ours against the require	ments, and star	rt any new certific	cation from the o	ptions below.			
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Once	you update your goals please refresh the page - Click Here 🛛 🤇										
Can	didate Name: ECBA Sample										
~	ECBA - Entry Certificate in Business Analysis <sup>™</sup> - Ready to be Submitted										
					Status: Rea	ady to be Submitted	d Term Start Date	e: Term End Date:	Certification Date:		
	GOALS		Status								
	Professional Development		Complete								
	Submit your Application		Incomplete		Gets	started					
	Pay Exam Fee		Incomplete								
	Schedule and Pass Exam		Incomplete								
	APPLICATION REQUIREMENTS							Met			
	REQUIREMENT NAME	REQUIRED HOURS	YC	OUR HOURS	HOU	IRS NEEDED		MET			
	Professional Development (hrs):	21	24	•	-3			<b></b>	/		

#### 15. Record Hours for an Online Course.

Use this record type to record hours for online courses and live webinars completed through IIBA® Endorsed Education Providers (EEP) as well as other training providers. Select the record type, **Online Course** and click on **Next**, complete the information and **Save**.



New Professional Development								
Select a record type	Classroom Course 👔							
0	Chapter Event 🕧							
0	Chapter Study Group 🍈							
0	Conference Workshop 🕧							
0	ECBA Self Directed Learning 🕘							
۲	Online Course 🕧							
	Cancel Next							

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Aglio Mindurt - KAB		1	Requirements Life Cycle Management - KA3	
Strategy Horizon - KHG			Requirements Analysis & Design Definition - KAS	
Initiative Horizon - KA10	_		Bustiness Analysis Knowledge - KA7	
Delivery Horizon - KA11				
Identify Research Questions - KA12				
Source Data - KA13				
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# 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  $\mathsf{ECBA}^{\mathsf{TM}}$  KAs as are relevant to the activity.

- Business Analysis Planning & Monitoring
- Elicitation and Collaboration
- Requirements Life Cycle Management
- Requirements Analysis & Design Definition
- Business Analysis Knowledge

TEA Internation of Busines	nal Institute s Analysis™		My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store	2
BA Development ECBA Sampl	Log e		Your Entry Can Not Be Ch	anged After 7 Days	See Progress on My Certific			Certification	IS	
Professional De	evelopment (2)			New	ECBA, CCBA and CBAP Certification Ha				ndbook	
Activity Title	Activity Type	Hours	Start Date		CCBA and CBAP Recertification Ha					ndbook
ECBA Essentials	Online Course	12.00	02/03/2020					CBDA Recer	tification Ha	ndbook
Elicitation and Collab	Online Course	15.00	25/05/2020					AAC Recer	tification Ha	ndbook
				View All						nabook

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 21 hours are met:

- A checkmark appears next to the Met status
- The Professional Development goal status is <u>Complete</u>

	free and the second se	My Dashboard	Membership	Certification	Events	Get Involved	Renew	Store 💄				
In	formation Regarding Your Certifications											
W	elcome to the IIBA Certification Summary Page. Action your next certificati	on steps from the options below, se	e a summary of your	hours against th	e requirem	ents, and start a	any new certificat	ion from the	options below.			
	Log My Hours											
Once you update your goals please refresh the page - Click Here C												
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	Professional Development (hrs):	21	27		-6			$\checkmark$	Jell's			



16. Select Get Started to Submit your Application.

ीटिर्त्स International Institute of Business Analysis™	My Dashboard	Membership	Certification	Events Get I	nvolved Rene	ew Sto	ore 💄			
nformation Regarding Your Certifications										
Velcome to the IIBA Certification Summary Page. Action your next certification	on steps from the options below, see	a summary of your I	hours against the	requirements, ar	nd start any new ce	rtification	n from the opt	ions below.		
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nce you update your goals please refresh the page - Click Here  🦯										
andidate Name: ECBA Sample										
✓ ECBA - Entry Certificate in Business Analysis <sup>™</sup> - Ready to be Submitted										
			Sta	itus: Ready to be Su	ibmitted Term Star	rt Date: T	Term End Date:	Certification Dat		
GOALS	Status									
Professional Development	Comp	ete								
Submit your Application	Incom	plete		Get starte	d					
Pay Exam Fee	Incom	plete								
Schedule and Pass Exam	Incom	plete								
APPLICATION REQUIREMENTS							Met			
REQUIREMENT NAME	REQUIRED HOURS	YOUR HOL	JRS	HOURS NE	EDED		MET			

## 17. 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".

BA International Institute of Business Analysis™	My Dashboard	Membership	Certification	Events	Get Involv
Attestations					
Please read the following documents and agree to them by clicking on t	the following checkboxes:				
ECBA Terms and Conditions					
ECBA Code of Conduct					
Certification Handbook					
□ I agree to the ECBA Terms and Conditions.*					
I agree to abide by the ECBA Code of Conduct.*					
□ I have read the Certification Handbook.* 0					
Certificate Registry					
Certified Registries section of the IIBA website, and used for statistical ; 1. Certificate achieved 2. First and last names 3. City, state/province and country 4. Achievement date	purposes by nDA for animated chapters	and organizations.			
□ I consent to the above statement.					
If, after providing consent, you wish to opt out of the registry, please foll	low these steps:				
Navigate to the IIBA website     Log in     In the top ribbon, click on the downward arrow and then on the <i>Profili</i> Once inside your profile, Click on the <i>My Profile button</i> , located on th     Within the <i>Profile</i> option, de-click the <i>Cert Directory Consent</i> option     Press on the Save <i>Profile Information</i> button					
	Submit				

#### 18. 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. <u>Certification Fees</u> 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.

# 19. Select Get Started to Pay Exam Fee

For payment instructions, follow Steps 4-6.

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

	TBA International Institute of Business Analysis™	My Dashboard	Membership	Certification I	Events Get Involved	Renew Store 💄						
In	formation Regarding Your Certifications											
w	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											
One	ce you update your goals please refresh the page - Click Here 🛛 🤁											
Ca	Candidate Name: ECBA Sample											
\ \	ECBA - Entry Certificate in Business Analysis <sup>™</sup> - Application Approve	ed										
			Status	Application Approved	Term Start Date: 17/08/2020	0 Term End Date: 17/08/20	021 Certification Date:					
-	GOALS	Statu	s									
	Professional Development	Com	plete		<b></b>							
	Submit your Application	Comț	olete		<b>O</b>							
	Pay Exam Fee	Incor	nplete		Get started							
	Schedule and Pass Exam	Incor	nplete									
	APPLICATION REQUIREMENTS					Met						
	REQUIREMENT NAME	REQUIRED HOURS	YOUR H	OURS	HOURS NEEDED	MET	/					
	Professional Development (hrs):	21	27		-6	$\bigcirc$	AHEIP					

#### 20. You May Also Like

<u>Certification Fees</u> <u>Cancellation and Reschedule Policy</u> <u>Certification FAQs</u> <u>Exam Information</u>