CBAP® RECERTIFICATION HANDBOOK

The Guide to Maintaining the Certified Business Analysis Professional™ Designation

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1.0 The Recertification Program

1.1 Program Overview

Earning the Certified Business Analysis Professional (CBAP) designation is a significant achievement. CBAP is the globally recognized credential for seasoned business analysis professionals, including those with a CCBA designation, as well as hybrid business analysis professionals, product managers, trainers, and non-BA consultants.

To maintain the certification, credential holders are required to demonstrate continued competence and stay current with changes in the field. Professional activities include learning activities to develop knowledge and skills and applying activities that give back to the profession.

To remain certified, recipients must renew their certification every 3 years.

The purpose of recertification is to:

- Enable the continuing professional development and competence of certification holders
- Show employers that certification holders remain current and competent
- Encourage the efforts of certified practitioners to give back to the profession
- Uphold the global recognition and value of the CBAP designation

"Maintaining your certification demonstrates your commitment to the profession by ensuring that you remain current with changes in the field through recertification" (Source: Institute for Credentialing Excellence, ICE-CCP Recertification Guide, 2022).

The following documents outline program requirements and provide guidance on how to record activities.

	The CBAP Recertification Handbook **(this document)**	The CBAP Recertification Process Guide
Purpose	Provides program overview, policies, requirements, and categories under which hours can be recorded.	Provides step-by-step guidance on how to enter activities into the BA Development Log and submit the recertification application.

IIBA is committed to providing full access to its credentialing products and services and complying with applicable laws and regulations, including the Americans with Disabilities Act (ADA) and Accessibility for Ontarians with Disabilities Act (AODA).

IIBA's credentialing policies and practices are guided by the International Standards Organization, ISO/IEC 17024, and the National Commission for Certifying Agencies.

1.2 Requirements at a Glance

| Earn 60 CDUs Every 3 Years | → | Enter CDUs into BA Development Log | → | Pay Recertification Fee | → | Submit Recertification Application | → | Get Recertified! |

To maintain the credential, continuing competence must be demonstrated every 3 years through 60 Continuing Development Units (CDUs.)

Credential holders may achieve CDUs in any combination of categories. They are not required to record CDUs in all categories but must record CDUs in more than one category and adhere to category maximums (see **section 3.0 CDU Qualifying Activities** for the category maximums).

CDUs earned for activities will vary. In general, 1 CDU is earned for each hour in a planned and structured activity, with fractions of CDUs up to quarter (0.25) hour increments.

CDU activities must be aligned to the Knowledge Areas (KAs) or Domains outlined in A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide). The KA titles and numbers are described below and in the CBAP Recertification Process Guide:

1. **Business Analysis Planning and Monitoring (KA1)**: Describes the tasks that business analysis professionals perform to organize and coordinate their efforts with those of stakeholders.

2. **Elicitation and Collaboration (KA2)**: Describes business analysis tasks performed to prepare for and conduct elicitation activities and confirm the results obtained, as well as ongoing communication and collaboration with stakeholders.

3. **Requirements Life Cycle Management (KA3)**: Describes business analysis tasks performed to manage and maintain requirements and design information from inception to retirement. This includes establishing meaningful relationships between related requirements and designs, and assessing, analyzing, and gaining consensus on proposed changes.

4. **Strategy Analysis (KA4)**: Describes business analysis tasks performed to identify the business need, enable the enterprise to address that need, and align the resulting strategy for the change with higher- and lower-level strategies.

5. **Requirements Analysis and Design Definition (KA5)**: Describes business analysis tasks performed to structure and organize requirements, specify and model requirements and designs, validate and verify information, identify solution options, and estimate the potential value of each solution option.

6. **Solution Evaluation (KA6)**: Describes business analysis tasks performed to assess the performance and value of a solution in use by the enterprise, and to recommend the removal of barriers or constraints that prevent the full realization of value.

1.3 Recertification Dates

The recertification date begins when the certification examination is passed **and ends on the 3-year anniversary of that date.** CDU activities must be earned within the 3-year cycle (e.g., after the certification date and before the recertification date).

For example, if the CBAP exam is passed on June 30, 2025:

Certification is Valid for 3 Years	June 30, 2025 to June 30, 2028
Certification Must be Recertified By	June 30, 2028

1.4 Fee Payment and Submission

Recertification consists of an online process via the IIBA website. The Recertification Fee is non-refundable and must be paid by the recertification date.

Upon payment of the recertification fee and submission of the recertification application, an IIBA email confirms status of **Certified** (for the new maintenance term) or **Recertification in Audit**. See section 6.0 for the recertification audit process.

2.0 Policies

2.1 Code of Ethical Conduct and Professional Standards

Credential holders have an ongoing responsibility to the business analysis profession and must agree to abide by the Code of Ethical Conduct and Professional Standards, when applying for recertification.

2.2 IIBA Recertification Terms and Conditions

The IIBA Recertification Terms and Conditions outline the terms for submission and payment of the recertification application. It is each credential holder's responsibility to be aware of their recertification date and to comply with requirements on time or risk losing their certification.

Recertification reminder emails will be sent by IIBA, unless an individual opts out from receiving IIBA emails. It is strongly recommended to keep the primary email address with IIBA up to date.

Note: Email communications from IIBA may be inadvertently blocked or forwarded to spam filters. Adding certification@iiba.org to a personal email address book may help ensure that credentialing information from IIBA is received.

2.3 Certified Status

Credential holders who recertify every 3 years continue to be certified, hold a Digital Badge and remain listed in the Certified Professional Directory, if they have consented to have their name listed. Opting into or out of the directory is part of the online certification and recertification process.

2.4 Dual Certification: CCBA and CBAP

Holders of both CCBA and CBAP certifications will only have to recertify for CBAP, and CCBA will be covered. When the CBAP recertification is completed, the CCBA recertification is automatic and follows the CBAP recertification term dates.

2.5 Failure to Recertify

Credential holders who do not recertify on time are officially no longer certified and cannot represent themselves as certified. Their name and digital badge are removed from the listing in the IIBA Certified Professional Directory.

Suspended Status

Credential holders who do not recertify on time are given a **1-year grace period** to record their CDUs, pay the recertification fee and submit the application without penalty.

For candidates who recertify in suspended status, the length of the next term, including start and end dates, remains the same.

For Example:

If the active term was Jan 1/2021 to Jan 1/2024, your next term after you recertify in suspend status will be Jan 1/2024 to Jan 1/2027.

For activities with start dates after your recertification Due Date, do the following:

1. In the **Activity Title** field, after the activity name, enter in parentheses the actual start date and end date for the activity.
2. In the **Start Date** field, enter a date that is 1 day **before** the last day of the term.
   This is a crucial step. You must enter 1 day prior to the maintenance Due Date in order for the system to accept your entry.
3. In the **End Date** field, enter the activity end date.

For Example:

The term that is now in suspension ran from April 18, 2024 to April 18, 2027.

The credential holder in Suspended status is entering CDUs earned from May 10, 2027 to May 11, 2027.

Activity Title: Activity abc (May 10, 2027 to May 11, 2027)

Start Date: April 17, 2027

End Date: May 11, 2027

Credential holders <u>who do not meet</u> the requirements within the 1-year suspension period become **Uncertified**.

Uncertified Status

Uncertified candidates who wish to reinstate their certification can do so within **5 years** of their original certification date or last successful recertification date.

To reinstate and pay fees, contact certification@iiba.org.

Reinstatement is **<u>not</u>** allowed after the time period and candidates will be required to re-apply for certification and re-take the exam.

IIBA reserves the right to revoke the certification at its discretion and to conduct random audits.

2.6 Appeals

Appeals can be requested by contacting certification@iiba.org.

IIBA will have up to 90 business days to review the appeal. During that time, further information may be requested by IIBA. IIBA will make a final, binding decision and notify the individual by email.

3.0 CDU Qualifying Activities

The CBAP Recertification Process Guide provides step-by-step instructions on entering hours into the **BA Development Log**.

Activities must align with business analysis activities and the knowledge areas within the BABOK Guide and activity dates must be **before** the recertification due date.

Category 1: Professional Development	Description	Max 30 CDUs
Categories include: ❍ Classroom Course ❍ Chapter Event (See list IIBA Chapter Events) ❍ Chapter Study Group (Search "Study Group" in IIBA Chapter Events) ❍ Conference Workshop (Conference days) ❍ Online Course (includes live webinars) For information about requirements and pre-approved courses, see IIBA Endorsed Education Providers (EEP) in Section 4.0.	**Learning activities** include instructor-led classroom learning, instructor-led online learning, chapter events, chapter study groups and conference workshops. **Being mentored** through an official IIBA Chapter Mentoring Program. Required documentation for **non-IIBA conferences**: event, provider, date, full description, hours, and proof of attendance.	1 hour of structured activity = 1 CDU Up to 15 CDUs per mentoring relationship
Category 2: Work History	**Description**	**Max 25 CDUs**
CDUs can be earned by doing business analysis work that is aligned with the domains in the BABOK Guide.	Include your supervisor's name and work email address. Gmail and Outlook personal addresses will not be accepted. For recertification in audit, the CDU value and alignment of your work experience will be reviewed by IIBA to determine acceptance status.	200 hours of business analysis work experience = 1 CDU

Category 3: Professional Activities	Description	Max 30 CDUs
3A. Author or co-author of an article published in a refereed journal.	No minimum or maximum length defined.	30 CDUs per article
3B. Author or co-author of an article published in a non-refereed journal.	Content must be minimum 80% aligned with the BABOK Guide.	15 CDUs per article
3C. Speaker/instructor at a conference, symposium, workshop, formal course or IIBA chapter meeting.	Content must be aligned with the BABOK Guide.	10 CDUs per activity
3D. Member/moderator of a panel discussion at a conference, symposium, workshop, or formal course.	Content must be aligned with the BABOK Guide.	5 CDUs per activity
3E. Author or co-author of a textbook.	Content must be minimum 80% aligned with the BABOK Guide.	30 CDUs per book
3F. Developer of content for a structured learning program that includes learning objectives, interactivity, and assessment to ensure that learning has taken place.	May include content used for classroom delivery, online instructor-led delivery, or online self-paced delivery.	15 CDUs per program
Category 4: Volunteer Service	**Description**	**Max 30 CDUs**
Board member with IIBA or an IIBA Chapter	Must attend 50% or more of the scheduled meetings.	1 hour = 1 CDU
Committee member with IIBA or an IIBA Chapter	Must attend 50% or more of the scheduled meetings.	1 hour = 1 CDU
Volunteer with IIBA or IIBA Chapter	Blog writer, editor, item writer, translator etc.	1 hour = 1 CDU
Mentor a business analysis professional through an official IIBA Chapter Mentoring Program	Follow procedures and report progress as outlined by your chapter.	1 hour = 1 CDU Up to 15 CDUs per mentoring relationship
Volunteer with a non-employer community or charitable group	Organization must be a legally recognized not-for-profit.	1 hour = 1 CDU
Participate in a formal IIBA-led initiative or survey that awards CDUs (e.g. Practice Analysis)	This applies only when noted in the survey.	CDUs will vary

Category 5: Self-Directed Learning	Description	Max 15 CDUs
Personally designed research or study activities that meet a specified purpose and use knowledgeable resources	Learning through books, articles, online resources, and archived webinars. Informal discussions or coaching with co-workers, clients, or consultants. Content must be aligned with the BABOK Guide.	1 hour of activity =1 CDU
Category 6: Formal Academic Education	**Description**	**Max 30 CDUs**
	Example: a typical 15 credit academic course qualifies for 15 CDUs (although the actual number of class/contact hours = 45 hours). All courses must be started after the credential has been awarded, with a passing grade received.	3 hours of academic course = 1 CDU

4.0 IIBA Endorsed Education and Training Providers (EEP)

IIBA Endorsed Education Providers

A listing of IIBA's Endorsed Education and Training Providers (EEPs) and their endorsed courses are published on the IIBA website.

Not all courses offered by an EEP are endorsed by IIBA. Only endorsed courses automatically qualify in this category for CDUs for recertification because they have already been assessed to ensure they meet the professional development criteria.

Non – IIBA Endorsed Education Providers

CDUs may also be earned by attending educational programs offered by non-IIBA Endorsed Education Providers whose course offerings directly relate to business analysis and the BABOK Guide.

For courses not listed as endorsed
To qualify, a course must be:
- Delivered by a facilitator or instructor who leads participant(s) through the content
- Designed with measurable learning objectives that describe desired performance outcomes such as changing behavior or improving skills applicable to business analysis
- Designed with opportunities for participants to interact with the material, ask questions, and have meaningful dialogue that supports learning
- Designed so that participants can practice tasks and be assessed accordingly

Should your application be randomly selected for audit, IIBA will require a copy of the certificate of completion for the professional development course(s) you listed in your BA Development Log.

Full course description and proof of attendance (certificate) will be required and must include:
- Course provider
- Course title
- Date of the course
- Hours of attendance
- Course description including learning objectives and assessment measurements

5.0 Reporting CDUs in the BA Development Log

Credential holders are responsible for recording their activities in the BA Development Log. Review the CBAP Recertification Process Guide for how to enter the hours online.

Hours entered cannot be changed after 7 days. After this time, you will need to create a new entry with the correct information and request that IIBA delete the incorrect entry.

The following additional rules apply:

- CDU activities completed **prior** to obtaining the designation **will not be** accepted for recertification.
- Participation for the same course/activity **cannot be claimed more than once** and **cannot be claimed in more than 1 category**.
- It is the **credential holder's responsibility** to request a receipt of attendance (from their Chapter, etc.) for applicable events/meetings attended.

Transfer of CDUs

Credential holders who earn more than the required 60 CDUs in the final year of their current 3-year cycle will have up to 20 of their excess CDUs transfer to the next 3-year cycle.

The transfer is done automatically by the system and is only for excess CDUs earned in the third year and not used for that recertification term. For example, if a recipient's cycle ends on December 31, 2025, excess CDUs earned during 2025 will transfer to the next three-year cycle which begins on January 1, 2026.

Note: For the CDUs to transfer to the next cycle, they must be recorded in the BA Development Log before the recertification application is submitted.

6.0 Audits and Audit Documentation

Audits are conducted on a random basis, and it is strongly recommended that recertification supporting documents are saved for **3 years** following the recertification cycle. If audited, proof of continuing education and activities will be required and will become the property of IIBA. Credential holders are encouraged to keep a copy of all materials submitted to IIBA.

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

Credential holders selected for an audit will be notified by email and will have 60 days from the date of the email to comply with the audit terms. Once IIBA receives and reviews all requested audit materials, the credential holder will receive the audit results by email. Until the audit has been completed, certification status will show as **Recertification in Audit**.

Category	Audit Documentation Required for each CDU Category
Professional Development: ▪ Classroom Course ▪ Chapter Event ▪ Chapter Study Group ▪ Conference ▪ Online Course	☑ IIBA EEP: A certificate of achievement or email confirming attendance. ☑ Non–EEP: A certificate of achievement or email confirming attendance and hours. Course outline or lesson plan showing content covered. ☑ 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. ☑ Non IIBA Event/Study Group/Conference: Copy of or link to event description, and proof of or email confirming attendance.
Work History	☑ Contacts listed for each work entry will be emailed to validate work experience, hours, and dates. ☑ The contact must be the direct supervisor for the work history listed for the reference to be accepted. ☑ The direct supervisor's contact information must be a work email address and phone number. ☑ Gmail and Outlook personal addresses will not be accepted.
Professional Activities	☑ Link to publications, sample educational materials, course agenda, and/or description of the activity.
Volunteer Service	☑ 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	☑ Documentation is not required for this category.
Formal Academic Education	☑ 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.

Terms are subject to change.

For over 20 years, the International Institute of Business Analysis (IIBA) has helped shape the practice of business analysis to achieve better enterprise outcomes. A professional association with 30,000 members, 120 chapters, 1,500 volunteers, and 500 partners worldwide, IIBA supports the recognition of business analysis within organizations. It enables networking and community engagement, provides foundational standards and resources, and offers internationally recognized certification programs for career advancement. For more information, visit iiba.org.