International Institute of Business Analysis™ (IIBA®) Certifications

This document supplements the detailed description in the Learning Tree brochures and provides answers to the most frequently asked questions.

What is IIBA?

The International Institute of Business Analysis (IIBA) is an independent, non-profit professional association that assists business analysis professionals in developing their skills and furthering their careers. Credited with creating *A Guide to the Business Analysis Body of Knowledge® (BABOK® Guide)*, IIBA has become the leading association in the field of business analysis.

What is the *BABOK® Guide*?

The *BABOK® Guide* is a collection of knowledge for business analysts. The *BABOK® Guide* reflects generally accepted practices and describes business analysis areas of knowledge, associated activities and tasks, and the skills necessary to be effective in their execution.

What is the CBAP® certification?

The Certified Business Analysis Professional™ (CBAP®) is a formal certification offered by IIBA for those with extensive business analysis experience. A CBAP is a recognised expert in identifying the business needs of an organisation to effectively perform business analysis activities and determine solutions. The certification is based on the *BABOK® Guide*.

What is the CCBA®?

The Certification of Competency in Business Analysis™ (CCBA®) exam is a formal certification to validate the knowledge and skills of business analysts with at least two and a half years of experience. The CCBA credential recognises those with a keen understanding of the six knowledge areas described in the *BABOK® Guide*, with proven proficiency in at least two.

Are Learning Tree courses endorsed by IIBA?

Yes. Learning Tree has been designated by IIBA as an EEP. Many Learning Tree courses are endorsed by IIBA as supporting the core concepts and knowledge outlined in the *BABOK® Guide*. A complete list of approved courses may be found on the Learning Tree website.

Completion of endorsed courses count towards PD Hours and CDUs that will help you qualify for, and maintain, IIBA certifications.

What does the EEP designation mean?

The Endorsed Education Provider™ (EEP™) designation is awarded to education providers, such as Learning Tree, who offer business analysis courses that align with the *BABOK® Guide*.

Courses are submitted to IIBA for thorough review and, once approved, are listed by IIBA as endorsed. Further, those courses can award Professional Development Hours (PD Hours) and Continuing Development Units (CDUs) to those who complete the course.

As an EEP, Learning Tree is committed to enhancing the ongoing professional development of IIBA members and business analysts.

Are there courses that will help me prepare for the ECBA, CCBA and CBAP certifications?

Yes. Learning Tree Business Analysis courses provide valuable training for professional business analysts who are pursuing or maintaining the Entry Certificate in Business Analysis™ (ECBA®), the Certification of Capability in Business Analysis™ (CCBA®), or the Certified Business Analysis Professional™ (CBAP®).

Questions & Answers

Learning Tree offers a unique training opportunity to prepare for the first 3 levels of IIBA® Certification.

- Course 3515, Business Analysis Body of Knowledge™ (BABOK®) – Comprehensive Study is a 3-day deep dive into learning the BABOK® version 3.
- Course 3516 is a 1-day offering to practice the standard multiple choice styled questions in the ECBA® and CCBA®.
- Course 3517 is also a 1-day offering to practice the case study styled questions in the CBAP®.

What are the requirements to take the CBAP or CCBA exam?

Anyone interested in taking either exam must first apply for certification and then successfully complete the initial screening process. Once qualified, those who wish to take the exam may register by selecting one of the exam dates listed in the application.

Certification requirements can be found in the *CBAP Handbook* or the *CCBA Handbook*. In general, certification requirements include education, work experience, demonstrated expertise of the *BABOK® Guide*, professional development and references.

For more information, please visit www.IIBA.org.

Are there requirements for maintaining the CBAP or CCBA certifications?

Those who hold CBAP or CCBA certifications are expected to meet continuing proficiency requirements in order to maintain their designations. Candidates seeking to maintain their CBAP certification are required to report at least 60 CDUs. For both CBAP and CCBA, certification holders must submit a renewal fee every three years.

Additional details can be found in the *CBAP Recertification Requirements Handbook* or the *CCBA Recertification Requirements Handbook*.