Guide to completing the CBAP® online application

This document is intended to aid applicants in filling out the online application. Following this guide is not a guarantee that your application will be approved. It is the applicant's responsibility to ensure all requirements are met as per the CBAP® Handbook prior to submitting their application.
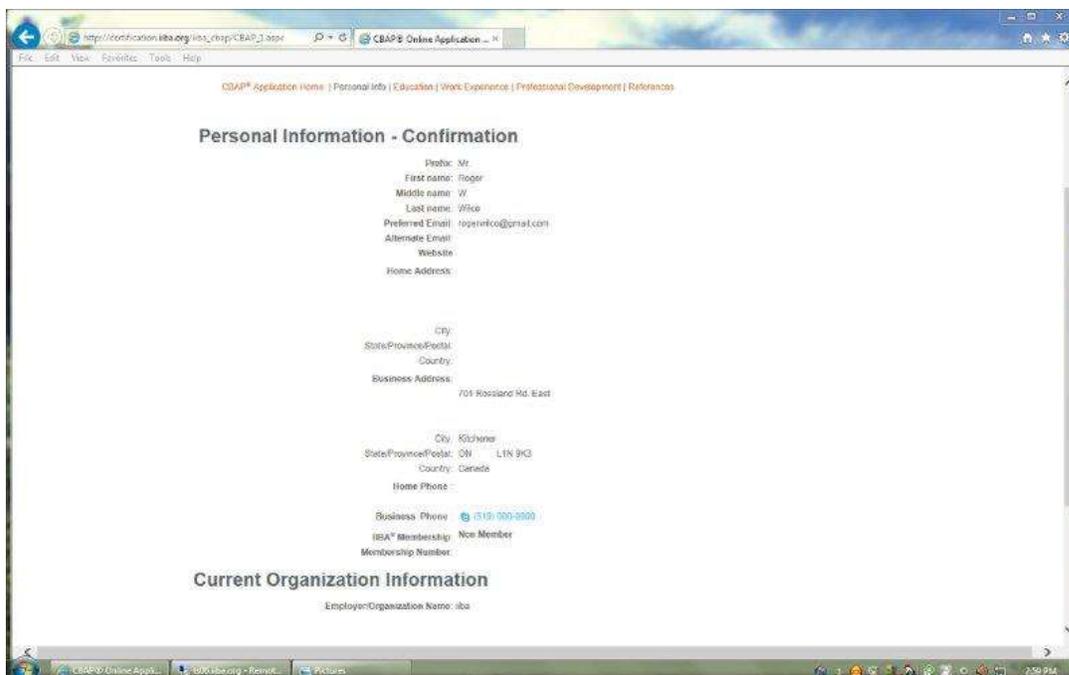
Steps to navigate to the CBAP® Online Application:

1. Navigate to www.iiba.org > Certification & Recognition > CBAP® Recognition (Certification).
2. In the Quick Links box, click CBAP® Online Application. The Certified Business Analysis Professional™ (CBAP®) page is displayed.
3. If you are an IIBA® member or have previously registered for the CBAP® certification click the **here** link in the first paragraph and follow the prompts to log in.

   If you have not previously registered with IIBA, click the **here** link in the second paragraph, complete the form with your information, and click Submit.

   Figure 1 shows a picture of the Personal Information page.

Figure 1

The Certified Business Analysis Professional (CBAP®) Application is displayed.

4. Select one of the five options: Confirm Personal Information, Education, Work Experience, Professional Development, References. You may complete the sections in any order and you may edit each in multiple sessions.

IIBA recommends you initiate the reference process early on to avoid unnecessary delays in submitting your application. The application cannot be submitted by the applicant until the references have submitted the reference portion of the application.

If you have previously submitted a CBAP® application to IIBA which was declined, you may be able to re-use your past reference forms - email certification@iiba.org for more information.

Before applying for certification, please ensure that you have read through the CBAP® Handbook, and that you fully understand the requirements contained therein. If you find that you have questions, or are unclear at any step in the process, please contact Certification at certification@iiba.org.

Please also ensure that you submit more than enough work experience hours, as not all hours may count towards certification. If for any reason your hours fall below the required amount, you will not be able to sit for the exam and you may be required to re-apply at a later date.

IMPORTANT: Save early, save often. Your updates at the end of each section within 1 hour, your session will timeout and your updates will not be saved when you return to your application.

As you complete and submit each section, the status for each section will be updated to Complete. At this point, you can still edit each section as needed except the Reference section. Once a Reference Status says Complete, you can no longer delete or edit that reference. When all section statuses say Complete, you will be given the option to submit your online application. Once you click on the submit button, the next step will be to make your payment.

Once you submit your application, you will no longer be able to update it. You can view the status of your application by logging into your IIBA account and checking the certification page.

Following are guidelines on completing each section of the online application:

Confirm Personal Information

To complete the Confirm Personal Information section:

1. Click the Confirm personal information link.

The Personal Information – Confirmation page is displayed.

2. Review the information displayed on the Personal Information – Confirmation page.

    If a change is required, click Change. The Personal Contact Details page will now become editable.

3. Add or modify information as required. Click Submit.

4. If no change is required, click Confirm.

The application landing page is displayed, and the status of the Confirm Personal Information section is updated to Complete as in Figure 2.

Figure 2

Certified Business Analysis Professional (CBAP®) Application

Welcome Roger Wilco

Use the links below to fill out the online CBAP® application.

Confirm Personal Information - *status:* *Complete*
Education - *status:* *Incomplete*
Work Experience - *status:* *0 hours* – *Incomplete*
Professional Development - *status:* *0 hours* – *Incomplete*
References - *status:* *Incomplete*

Education

To complete the Education section:

1.   Click the Education link. The Education page is displayed as in Figure 3.

Figure 3

Education Mr. Roger W. Wilco

Highest Level Achieved*:	Masters Degree
Field of Study*:	Other
Year Graduated*:	2000
School Name*:	University of Western Ontario
School Address*:	1413 Main Street West
City*:	London
State/Province/Territory*:	Ontario
Zip/Postal Code*:	K1Y 1K4
Country*:	Canada

Fill in all required information and press 'save' to continue.   Save

2.   Complete the form as prompted. Click Save to submit the form.

The application landing page is displayed, and the status of the Education section is updated to Complete as in Figure 4.

Figure 4

Certified Business Analysis Professional (CBAP®) Application

Welcome Roger Wilco

Use the links below to fill out the online CBAP® application.

Confirm Personal Information - *status: Complete*
Education - *status: Complete*
Work Experience - *status: 0 hours – Incomplete*
Professional Development - *status: 0 hours – Incomplete*
References - *status: Incomplete*

Note: If you wish to navigate to another page, we suggest that you save (submit) the content of the page you are working on and then click the Application Page navigation links above the page title. DO NOT use your browner back button, as you may loose data.

Work Experience

To complete the Work Experience section:

You will be asked for extensive information regarding your business analysis work experience. We suggest that you review your submissions in this area carefully. You can return to this page at any time during the application process to add, edit or delete work experiences. Once your application has been submitted it cannot be changed.

Important: Depending upon the tasks you select for each project, deductions may occur during the assessment process. If you have any doubt that the tasks you select qualify as business analysis work experience as defined by the *BABOK® Guide* v2.0, we strongly recommend that you submit all of your business analysis work experience and hours in the last 10 years over and above the minimum 7500 hours required.

For additional guidance, we strongly recommend you refer to the CBAP® Handbook and the *BABOK® Guide* v2.0 before completing this section of the application.

1.   Click the Work Experience link. The Work Experience page is displayed.
2.   Click Add New Work Experience.   The Add-Project Information page is displayed as shown in Figure 5.

Figure 5

3. From the Start date on Project date picker, choose the date you started your work on the project (i.e. doesn't have to be the start date of the project)

4. Note: The start and end date must be within 10 years of the application's submission date.

5. From the End date on Project date picker, choose the date you ended your work on the project (i.e. doesn't have to be the end date of the project)

6. In the Project Description or Objective field, type a short description of the project, or type the projects' expected outcome.

7. In the Project Role(s) field, type your role title.

8. In the Number of people reporting to you field, type the number of people whose work you oversaw.

9. In the Project name field, type the name by which the project was identified.

10. In the Project Contact section > Contact name, type the name of the person who could verify your work on the project. If the person is no longer with the organization, type the name of another person such as your manager or Human Resources contact.

11. In the Contact email section, type the email address of the contact person.

12. In the Contact Relationship section, type a descriptor that identifies the type of work relationship the contact persons and you have (for example, Manager or Supervisor).

13. In the Organization name section, if you are adding a new work experience for a new company click Add New and complete the section. The Organization Information section is displayed and can be edited. If you are adding work experience for a new project, for a company whose information you've already added, select the organization's name from the drop-down list. The system auto-populates the Organization Information fields.

14. In the Total BA Hours on the Project field, type the total number of business analysis hours (i.e. aligned to the *BABOK® Guide*) you worked on the project.

   IMPORTANT: Use the total number of business analysis hours that you worked (i.e. we base our calculations on an eight-hour work day) and not the total number of hours the project ran.

   It is VERY IMPORTANT that when you select tasks, you only select those which align to the *BABOK® Guide*. Selecting tasks that you have done on the project that are not business analysis tasks (i.e. project management, quality assurance) aligned with the *BABOK® Guide* will result in deductions in the tasks and their corresponding hours and will reduce the number of approved hours. This in turn, may result in your application NOT being approved. See Figure 6 below.

Figure 6

Total BA Hours on the Project: 8000.00

Your Total BA Hours will count towards the minimum 7500 hours of business analysis work experience requirement and the minimum 900 hours in 4 of the 6 Knowledge Areas requirement. These Total BA Hours and the tasks you select from the table below must be aligned with the *BABOK® Guide v2.0*.

Note: Any tasks you select in the table below that are <u>not</u> aligned with the *BABOK® Guide v2.0* will be removed and the corresponding hours will be deducted from your Total BA Hours. This could result in your Total BA Hours falling below the minimum 7500 hours required and/or the minimum 900 hours required in 4 out of the 6 Knowledge Areas. If either occurs, your application will be declined.

Description of BA Experience

Refer to the CBAP® Handbook and the *BABOK® Guide v2.0* before completing this section of the application.

From the list of tasks below, check off the tasks you have completed during this project that are aligned with the *BABOK® Guide v2.0*. Do this for each of the 6 Knowledge Areas. You can select a task when you have either performed the task yourself or coached/mentored another Business Analyst in performing the task. For each Knowledge Area, indicate the percentage of the Total BA Hours you spent on the tasks you selected. The percentages across all of the Knowledge Areas must total 100.

Note: Any tasks you select in the table below that are <u>not</u> aligned with the *BABOK® Guide v2.0* will be removed and the corresponding hours will be deducted from your Total BA Hours. This, in turn, could result in your Total BA Hours falling below the minimum 7500 hours required and/or the minimum 900 hours required in 4 out of the 6 Knowledge Areas. If either occurs, your application will be declined.

Tasks	Percentage of Total BA hours
Business Analysis Planning & Monitoring:	7 %
☑ Planned business analysis approach	
☑ Conducted stakeholder analysis	
☐ Planned business analysis activities	
☐ Estimated requirements activities (e.g., milestones, work units, level of effort, duration,)	
☑ Planned business analysis communication	
☐ Planned requirements management process	
☐ Determined what requirement attributes need to be captured	

15.   In the Description of BA Experience area (Figure 4 above), click to check the tasks you have completed during this project that are aligned with the *BABOK® Guide* v2.0.

Do this for each Knowledge Area that you have worked on in the project.

You may select a task that either you have performed yourself or that you have coached/mentored another Business Analyst performing the task.

16.   For each Knowledge Area, indicate the percentage of the Total BA Hours you entered for the project that you spent on the tasks you selected.

Note: The percentages for all of the Knowledge Areas you worked in must total 100.

17.   Click Add Project to submit the project.

Note: You can return to this page at any time during the application process to add, edit or delete work experiences. Once your application has been submitted it cannot be changed.

IMPORTANT: Save early, save often. Your updates at the end of each section within 1 hour, your session will timeout and your updates will not be saved when you return to your application.

Follow the above steps for each project you want to include in your application. Once you meet the minimum number of hours required (i.e. 7500 hours for CBAP® application), the Status of your Work Experience will be updated to Complete as in Figure 7. Note you can always add more work experience and therefore hours than the 7500 hours required as this is only the minimum required and in fact, we encourage you to do so.

Figure 7

Certified Business Analysis Professional (CBAP®) Application

Welcome Roger Wilco

Use the links below to fill out the online CBAP® application.

Confirm Personal Information - *status: Complete*
Education - *status: Complete*
Work Experience - *status: 8000.00 hours – Complete*
Professional Development - *status: 0 hours – Incomplete*
References - *status: Incomplete*

Professional Development

To complete the Professional Development section:

1.   Click the Professional Development link. The Professional Development page is displayed.

IMPORTANT: The professional development minimum requirement is 21 hours of business analysis education aligned with the *BABOK® Guide* within the last four years. This may be by completing a single course or by completing multiple courses.

2.   Click Add Course/Seminar. On the Add Professional Development page, complete the fields as prompted.

3.   In the Contact name field, type the name of the person who could verify your participation. If the person is no longer with the organization, type the name of someone who can verify your attendance.

4.   Click Save to Submit.

Follow the steps above for each education you want to include in your application. Once you have reached the minimum required (i.e. 21 hours) the status of the Professional Development section will be updated to Complete as in Figure 8. Note: you can always add more than the 21 hours which is only the minimum required.

Figure 8

Certified Business Analysis Professional (CBAP®) Application

Welcome Roger Wilco

Use the links below to fill out the online CBAP® application.

Confirm Personal Information - *status: Complete*
Education - *status: Complete*
Work Experience - *status: 8000.00 hours – Complete*
Professional Development - *status: 40 hours – Complete*
References - *status: Incomplete*

References

Once you submit the references, an email will be sent immediately to them asking them to complete the reference portion of the online application. You will be notified via email when your references have completed and submitted to IIBA their responses. You can only submit your application to IIBA once both references have completed this step in the process and therefore, once all statuses say Complete include the References status.

If you decide to change an existing reference before your reference has submitted their response, you can do so by selecting 'Remove' beside their listing in the chart below. You cannot change an existing reference after they have completed and submitted to IIBA their reference form.

Only two references are permitted at any given time. Replacing an existing reference can be done a maximum of four times. An email will be sent to the new reference to initiate the process. Access will be removed for the replaced reference to submit a reply.

If you have previously submitted a CBAP® application to IIBA which was declined, you may be able to re-use your past reference forms - email certification@iiba.org for more information on how to do this.

To complete the References section:

1. Click Add. The Reference page is displayed.
2. Complete the form as prompted. Click Save to submit. The References page is displayed, and the reference status is updated.
3. Repeat steps one through three to repeat the process and add another reference.
4. Click Complete to navigate to the Application landing page.

The Application landing page will provide you with the status of your application. References will display as Pending Review until such time as the reference has submitted their reply.

Note: Emails sent to references from IIBA are sent from the certification@iiba.org or certification@theiiba.org email address.

If a reference did NOT receive the email, one of two things has happened:
1. It was filtered by their email system and redirected to their Junk/SPAM folder, or
2. It was blocked entirely by their email system and they do not have access to it.

In either case, IIBA has no control over this.

If the email was blocked by their email system, you must do one of the following directly in your online application:

1. Remove your reference and add it back in with a different email address (note: personal email addresses do not tend to block as much as company ones), or
2. Remove your reference and add another reference altogether whose email address will not block the email.

Once you add and save a reference in your online application, the reference email is automatically sent to your reference. Therefore, your reference should receive the email within that day unless it has been blocked as described above.

Once a reference has submitted their reply, the Reference status will show Complete as displayed in Figure 9.

Figure 9

Certified Business Analysis Professional (CBAP®) Application

Welcome Roger Wilco

Use the links below to fill out the online CBAP® application.

Confirm Personal Information - *status: Complete*
Education - *status: Complete*
Work Experience - *status: 8000.00 hours – Complete*
Professional Development - *status: 40 hours – Complete*
References - *status: Reference 1: Complete, Reference 2: Complete.*

Submitting your application

Once all sections say Complete, you will need to agree to the following terms and conditions as shown in Figure 10:

1. Click on the consent for IIBA to validate the information provided button.
2. Click on the Code of Conduct button
3. Click on the CBAP® Handbook confirmation button
4. Click on the consent to publish applicant information button
5. Complete the Exam Information section

Figure 10

Once you are satisfied that your application is ready to be submitted to IIBA, click on the Submit button.
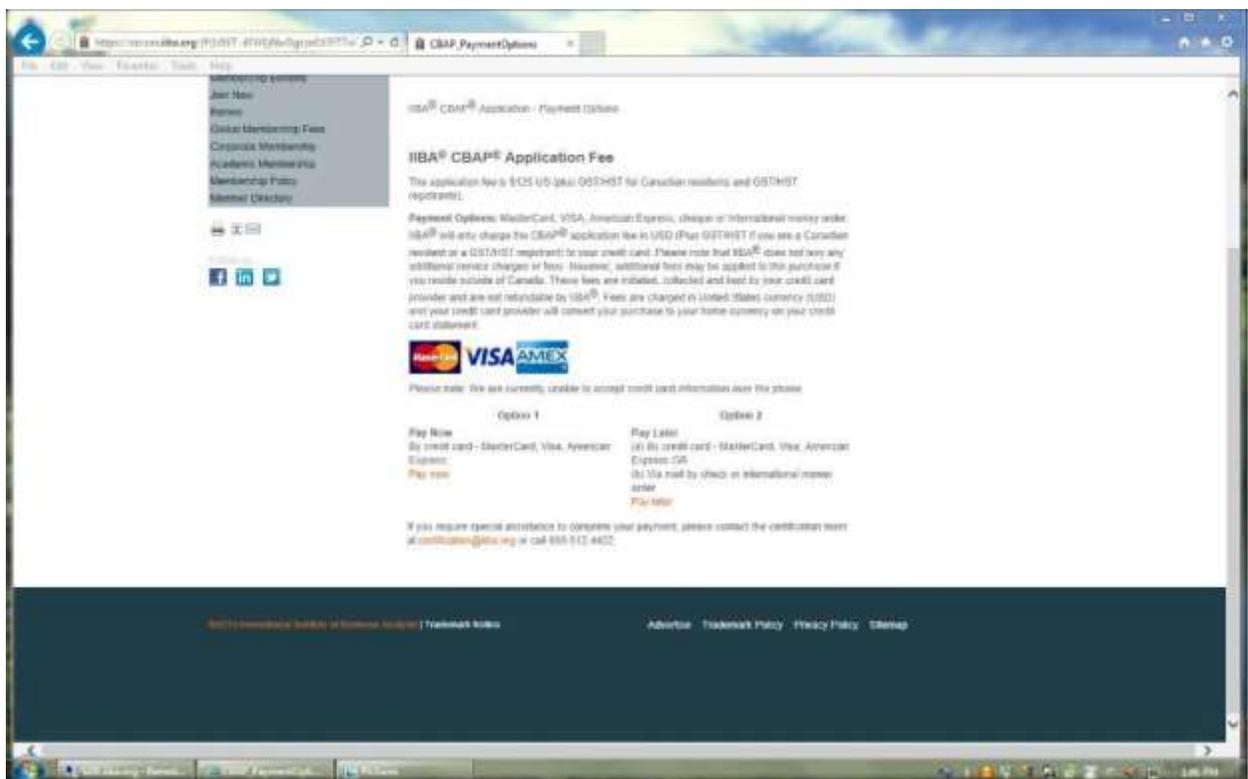
Payment of application

You will now be taken to the payment options webpage to pay for your application shown in Figure 11.

To make payment:

1.   Click Pay Now or Pay Later.

If you decide to Pay Later, please mail in your cheque or money order following the instructions in the CBAP® Handbook. Note: your application is not considered submitted until payment is received by IIBA.

Figure 11

2. Follow the prompts for payment.
3. Click Submit.

    If you Pay Now, the system displays an official receipt as shown in Figure 12.

4. Print the receipt for your records.

Figure 12

As per the CBAP® Handbook, once your application is submitted and payment is received by IIBA, your application will be assessed and your results emailed to you within two (2) weeks.

If you have any questions, please email certification@iiba.org.