



IIBA CERTIFICATION CBAP AND CCBA

IIBA ST. LOUIS CHAPTER MEETING 1-31-2012

OVERVIEW

- What is Certification?
- Benefits of Certification
- Qualifications of Certification
- Qualifications of Work Experience
- Qualifications of PD hours
- Resources for learning and obtaining PD/CDU hours
- Preparing for application and testing
- Outline of a Study Group



PROFESSIONAL CERTIFICATIONS

- Professional certifications are a designation earned by an individual demonstrating a set of standards, skills, experience, and expertise.
- Solid programs are developed under recognized standards focused on professional, fair and equitable qualifications.
- Granted by a recognized body capable of assessing a candidates experience, knowledge, and abilities.



WHY EARN A CERTIFICATION?

- Personal Recognition
 - Earn formal acknowledgement of your skills and capabilities.
 - Personal satisfaction of accomplishing a career milestone.
- Potential Increased Income and Opportunities
 - Some organizations prefer to place credentialed employees in leadership roles.
 - Can be a contributing factor to get resumes to the top.
- Educational Development
 - The learning required to sit an exam actually helps many candidates improve their own practices.



IIBA CERTIFICATION

- IIBA has developed two certifications:
 - CBAP (Certified Business Analysis Professional)
 - CCBA (Certification of Competency in Business Analysis)
- Both programs developed under ISO 17024 guidelines governing professional credentials.
- The IIBA Certification body is independent of the IIBA main organization to eliminate conflict of interest.



IIBA CERTIFICATION – BENEFITS

- The IIBA is an *internationally* recognized, not-for-profit professional organization.
 - The credentials are not just from a regional training provider
- Both certifications are granted after educational, experience, and knowledge requirements are proven.
 - Earning it does not just mean you passed a test!
- Certified individuals have learned and can bring a set of best practices and tools to their employer and other organizations they deal with.



CBAP QUALIFICATIONS

- Premier internationally recognized BA Certification.
- Over 1000 designations, in 30+ countries, granted since November 2006.
- Hard requirements:
 - 7500+ hours of BA work aligned to the BABOK (last 10 years)
 - 900+ hours in 4 of 6 BABOK Knowledge Areas
 - 21+ hours of Professional Development (PD) (last 4 years)
 - 2 References (Manager, Client, or CBAP)
 - Signed Code of Conduct



CCBA QUALIFICATIONS

- Designed for candidates who have practiced BA skills, but emerging work experience.
- Hard requirements:
 - 3750+ hours of BA work aligned to the BABOK (last 7 years)
 - 900+ hours in 2 of 6 BABOK Knowledge Areas
 - (or) 500 hours in 4 of 6 KAs
 - 21+ hours of Professional Development (last 4 years)
 - 2 References (Manager, Client, or CBAP)
 - Signed Code of Conduct
 - High School education or equivalent



APPLICATION MECHANICS

- Fees
 - Application fee of \$125
 - Exam fee of \$325 for IIBA members
 - Exam fee of \$450 for non-members
- Online Application at IIBA.org
 - Application can be entered over multiple sessions
 - Enter Personal Information, Education, and References
 - Prepare and enter Work Experience
 - Prepare and enter Professional Development



WORK EXPERIENCE

- 7500 (or 3750) BA hours
 - How hard can that be, right?
- Must be hands-on BABOK-aligned activities!!!
- Activities that will get rejected are:
 - Project Management, Testing, or Development
 - Teaching BA Training Courses (bummer for me!)
 - Selling/marketing of technology tools or software
 - Resource management and status reporting



PROFESSIONAL DEVELOPMENT (PD)

- PD Hours must be aligned with BA activities.
 - PM or QA training, while perhaps helpful, will be disqualified!
- PD Hours must be interactive
 - Participants must engage – not just sit and absorb.
 - Webinars, while also great for learning and may count towards re-certification, can get disqualified as they are often “broadcast” and do not require participation.
- Also..check out the Certification FAQ at IIBA.org



EARNING PD/CDU CREDITS

- Learning opportunities through EEPs
 - Endorsed Education Provider classes are ‘pre-qualified’
- IIBA Study Groups
 - Must be interactive to be qualified
 - Qualified hours must be aligned with BABOK KAs
- Training Classes
 - Your own organization may have CBTs or Practice Groups
 - External company classes and webinars
 - Free IIBA.org webinars and practice communities



TESTING MECHANICS

- CBT scheduled through Castle Worldwide
 - Date and location scheduling can begin after acceptance
 - Registration required 10 days prior to exam.
- Test details
 - 150 questions, multiple choice with 4 answers
 - 3.5 hour limit
 - Covering all Knowledge Areas
 - Mix of comprehension and situational analysis
 - No published pass rate



TESTING MECHANICS

- Exam Blueprint (KA question breakdown)
 - Business Analysis Planning and Monitoring (19.33%)
 - Elicitation (14%)
 - Requirements Management and Communications (16%)
 - Enterprise Analysis (15.33%)
 - Requirements Analysis (19.33%)
 - Solution Assessment & Validation (16%)



ST. LOUIS STUDY GROUPS

- Study Group structure
 - 12 Evening sessions, meeting every other week
 - Session series targeted to 20 participants
 - Series commitment is open to all:
 - BAs prepping for the exam or just wanting to get a better footing
 - Members and non-Members
 - Commitment from each participant – \$85 for materials
- Study Groups must be interactive
 - Great chance to share ideas and work experiences
 - Commitment from each participant – Lead a Session
 - Commitment from each participant – Attend all Sessions



INTEREST FOR STUDY GROUP

- Letter of Intent to VP of Certification
 - Certification@StLouis.TheIIBA.org
- Information requested:
 - Evening preference (Monday, Tuesday, or Thursday)
 - Member or non-member
 - Are you attending with a buddy?
 - Do you believe you have work experience required to sit an exam?
 - Are you planning on sitting for a certification exam for in the next 6 months?



STUDY GROUP TIMELINE

- 2-10: Letter of Intent
- 2-13: Communication announcement
 - Participant list
 - Evening and location established
 - Time and schedule established
- 2-17: Commitment for Study Group sequence
 - Check for materials due to VP of Cert
- Target first week of March: Session 1



WRAP UP

- What are the Certifications?
- What are the Certification Qualifications?
- Work experience and PDs need to be aligned to what?
- Where can you get PD/CDUs?
- Are you ready to join a Study Group?

