

**CBAP® &  
CCBA®**

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**Recertification  
Summary**



# CBAP® & CCBA®

## Recertification Date



- ▶ Your recertification time period begins on the date you passed the exam and ends on the third anniversary of that date.

***Example:*** If you passed on Dec 1, 2016, your recertification expiration date is on Dec 1, 2019

- ▶ Recertification continues every three years after your initial three year anniversary until you retire or cancel your status.

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## Recertification Process

### ▶ **Step 1: Earn CDUs**

- You need to earn 60 CDUs every 3 years to keep your certification.

### ▶ **Step 2: Report your CDUs**

- Report your CDUs online at [IIBA.org](https://www.iiba.org).

**Note:** IIBA will send you an email reminder of your upcoming re-certification date prior to your recertification anniversary date.

### ▶ **Step 3: Approve of IIBA Agreements**

- Once you have your 60 CDUs, and before your recertification expiration date, agree to the following documents:
  - Terms & Conditions
  - Code of Ethical Conduct and Professional Standards

### ▶ **Step 4: Pay a Recertification Fee**

- Payment is done through the IIBA portal
- Currently, the fee is \$85.00 USD for members / \$120.00 USD for non-members.

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## Recertification Categories

Category	CDU Activity	Description / Examples	Max Value per 3 year cycle
1	Formal Academic Education	Degree courses that are part of a bachelor, masters, PHD program or continuing education certificate/diploma program.	30 CDUs
2	Professional Development	Training courses, including everything offered by Watermark Learning, IIBA Chapter meetings & events, or other conferences or events on business analysis.	30 CDUs
3	Professional Activities	Writing, speaking, course developing, etc. Refer to the recertification handbook from IIBA.	30 CDUs
4	Self-directed Learning	Informal discussions or coaching sessions with co-workers, etc. Includes study of books, manuals, Internet, or other instructional resources.	15 CDUs
5	Volunteer Service	Volunteer service to IIBA or an IIBA Chapter and/or volunteer BA services to a non-employer community or charitable groups. (Example: BABOK Review Committee).	30 CDUs
6	Professional Experience	Actual business analysis work experience during the three year cycle.	25 CDUs

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## Recertification Tips

1. Download the CBAP® and CCBA® Recertification Handbook from IIBA.org for the most current re-certification process.
2. Start logging your BA activities online right after you pass. Don't wait until the last year of your recertification period.
3. Download our recertification worksheet to help get started. Visit our site at [www.watermarklearning.com/recertification/](http://www.watermarklearning.com/recertification/)
4. Portion out your CDU's and try to get 20 CDU's each year.
5. Keep all your supporting documentation in case you get audited.



Helpful  
Tips