

## CCBA and CBAP Application Tips & Tricks Webinar Questions and Answers

Q: Can we get the tips on which tasks in the BABOK areas apply only to BA work?

A: We will provide a worksheet that captures your work experience by knowledge area and general task. You should still review the BABOK to make sure that you understand what the task means.

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Q: Is the test multiple choice?

A: Yes. The test is composed of 150 multiple choice answers.

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Q: What if a manager or company cannot be contacted?

A: If a given manager for a company cannot be contacted because they no longer work at the company or other reasons, do your best to provide some type of contact at that company that can provide some kind of verification of the work that was done. If the company no longer exists try a colleague that can verify the information.

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Q: Could you repeat the BA tasks to document for Requirements Management and Communication?

A: The tasks for Requirements Management and Communication can be found in the CBAP Project Hours worksheet and in the presentation which we will provide.

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Q: Is there any way to call ourselves a Certified junior BA (until we get the required hours to get certified)?

A: The IIBA is very clear about using the designation/credential. You can only use the IIBA credentials if you have gone through the application process and passed your exam. If you have passed the CCBA exam you may use that designation (Certification of Competency in Business Analysis) or the CBAP (Certified Business Analysis Professional). The term Certified Junior BA is not recognized by the IIBA and is more synonymous with a corporate job title and not the credential.

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Q: Will project contacts be asked verify hours?

A: If you are audited, the contact you put down may be called/emailed and asked to verify your work experience. This may include a generalized question about the length of time you spent on a project but will not likely be in exact amounts of time.

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Q: Will references be asked to verify hours?

A: References should not be asked to verify exact hours. References should reflect strengths, ability and character. I recommend you download the references form to see the questions the references are asked so that you can become familiar with them and also to educate your references.

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Q: Why do you have to pay full price for the CBAP exam after you've already completed the CCBA?  
Seems like there should only be a nominal fee.

A: This is the current IIBA policy. My assumption is that it comes down to administrative costs. The tests are handled by a 3rd party vendor plus the administration of the application process and a nominal fee would not likely cover the complete costs involved.

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Q: How long do you have to wait to reapply if your application is denied?\

A: Three months.

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Q: I submitted my application and it was rejected even though I have more than enough hours of BA experience.

A: For the CBAP, if you qualified in the specific areas (900 hours + in four of the six knowledge areas and more than 7500) your application should not have been rejected. There are several questions I would ask when this happens and it is hard to pinpoint without having a conversation. You should have received an explanation of why it was rejected. If you would like to contact us to discuss the process further you can contact Bob Prentiss at [bprentiss@watermarklearning.com](mailto:bprentiss@watermarklearning.com) whom to discuss the situation and options with you.

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Q: If I start my application now, how long do I have until I have to submit it?

A: There is no current time frame with regard to submission. Once your application has been approved you have one year to take the test or you must repay and reapply.

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Q: How different are the CCBA exam questions to those for CBAP?

A: They should be significantly different. CCBA is more about definitions and basic knowledge base while the CBAP gets into analyzing and evaluating problems and scenarios. The former is foundational for the latter.

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Q: Does the copy include audio?

A: The copy of today's presentation will be a PDF of the slideshow, there will not be audio.

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Q: What is considered a "small" project?

A: A small project depends on your experience and corporate standards. However, if you have 10 projects in a given year you should probably document them all. If you have 20+, you should probably start combining like projects. For example: If you did migration work and had 140 projects in one year, you might just combine them all because the work is so similar.

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Q: How much time is allowed to complete the app once it is started?

A: As much as you need. Just be aware when working online the system will time out after an hour and if it times out you will lose the work you have done. Make sure you save early and often!

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Q: Can you add a dividing line for unrelated BA activities?

A: The Project Hour Spreadsheet only includes the tasks we recommend that you fill out so I would cross-check with the spreadsheet when filling out the application online.

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Q: Can you send a copy of the presentation to attendees?

A: Yes, you can request a copy of today's presentation in the follow-up survey.

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Q: Please unshade the checkboxes that you do not recommend.

A: The Project Hour Spreadsheet only includes the tasks we recommend that you fill out so I would cross-check with the spreadsheet when filling out the application online.

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Q: [http://www.theiiba.org/Content/NavigationMenu/Certification/IIBACertification/CBAPDesignation/CBAP\\_Handbook\\_Oct\\_2010.pdf](http://www.theiiba.org/Content/NavigationMenu/Certification/IIBACertification/CBAPDesignation/CBAP_Handbook_Oct_2010.pdf) I get an error when trying to access the above referenced url.

A: That is the old copy. Here is the new version updated for January 2011.

[http://www.theiiba.org/Content/NavigationMenu/Certification/IIBACertification/CBAPDesignation/CBAP\\_Handbook\\_Jan\\_2011.pdf](http://www.theiiba.org/Content/NavigationMenu/Certification/IIBACertification/CBAPDesignation/CBAP_Handbook_Jan_2011.pdf)

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Q: Can we quote the courses completed from an approved e-learning provider for the 21 hours of professional development experience?

A: Endorsed education providers (Educators that have been approved by the IIBA) automatically qualify when you take your coursework through them (the full 21 hours). Other coursework must be evaluated. Please refer to the handbook on page 10 for the criteria that you must follow.

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Q: Can you use the same reference if your application gets denied?

A: Yes. I would double check with my reference to make sure that they understood the process and filled out the reference form correctly. I.e. make sure they did not put 1's when then meant to put 5's for the score/evaluation.

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Q: So on the application, we don't put description but use task as BABOK?

A: That is correct. The old process used to let you describe what you did. Now you must choose the appropriate tasks from the list they provide. Please refer to our Project Hours Worksheet to ensure you choose the right tasks.

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Q: Can I use a reference that has moved to a different company? If my reference has left the company, do I need to provide contact for the company? Why so?

A: The IIBA defines a career manager as someone who is responsible for your annual review. In some cases, if you just received a new manager who is not familiar with your work you may want to use the manager that does. This means that person may have moved to a new company or a new role within your company. You should provide all of their contact information. This makes it easier for the IIBA to contact them if they need to.

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Q: For me, the difference between CCBA and CBAP is the level of experience. Is that correct?

A: Yes. The CCBA is considered a solid BA and a CBAP is considered an experienced Sr. BA with the level of hours requirements that follow that reasoning.

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Q: Why would a person want to be a CCBA versus CBAP?

A: A CCBA requires less experience than the CBAP so it is a great starting point. If you qualify for the CBAP you should probably just skip the CCBA and go for the CBAP.

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Q: Can a CCBA certification be renewed? I hear somewhere that the answer is "no", because the person is expected to take the test again to be a CBAP. Is this true?

A: We just found out (recent change from IIBA) that you can renew the CCBA every three years. The requirements for recertification of your CCBA will be posted by the IIBA in a new recertification book soon.

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Q: Can I use the PMP professional development credits we have when I apply for CBAP ?

A: You can only use the credits if the coursework you took states that it also qualifies as CDUs. I.e. it must apply to BA work and not just PM work. If you are unsure if it does, go back to the organization you took the training from to find out if it qualifies for both PM and BA (PDU and CDU).

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Q: Hi! Quick question, in terms of the CCBA, how do you renew your certification? Will it be PDUs like the PMP or will you have to retake the exam?

A: It should be CDUs over a variety of categories. This is how the CBAP is handled. The recertification book/guideline will be published by the IIBA shortly.

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Q: Do the PDU hours have to be from a live classroom or are there online training classes which qualifies?

A: There are online programs that qualify. Check with your training company when you talk to them about training to make sure.

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