CBAP/CCBA Tip Summary
Planning your Preparation
CBAP or CCBA Preparation Roadmap

Preliminary

Read BABOK® Guide / Optionally attend study groups

Prepare

Attend a CBAP® or CCBA® Prep Class

Apply for exam

Read “CBAP® Certification Study Guide”

Take practice exams

Use Flash Cards

Re-Read selected portions of Study Guide and BABOK® Guide

Pass Exam!

Take CBAP® or CCBA® Exam
## Planning your Preparation

### Final Preparation Suggestions

<table>
<thead>
<tr>
<th>Learning Preference</th>
<th>Study Mode Ideas</th>
</tr>
</thead>
</table>
| **Blue** - Let me Study! | • Re-Read BABOK  
• Writing Notes  
• **Practice Exams**  
• Study Notes |
| **Red** - Get to the Point! | • **Practice Exams**  
• Re-Read Study Guides  
• Mnemonics |
| **Yellow** - Get me Involved! | • Flashcards with a “buddy”  
• **Practice Exams**  
• Audio Flashcards |
| **Green** - Let me Review! | • **Practice Exams**  
• Flashcards  
• Review Notes |
Final Preparation Tips – Before the Exam

- **Tip:** Read the BABOK completely
- **Tip:** Join a study group
- **Tip:** Use flashcards
- **Tip:** Register for and use the CBAP Online Study Exam
- **Tip:** If time, re-read portions of the BABOK that gave you trouble on practice exams
Preparation Tips – Right Before the Exam

- **Tip:** Get plenty of rest the night before: don't cram (sleep will help more)
- **Tip:** Drive to the test site in advance so you know how to find it.

Preparation Tips - Day of Exam

- **Tip:** Do whatever relaxes you the day of the exam
- **Tip:** Drink enough water to be hydrated, but not too much
- **Tip:** Bring a snack or two for energy.
Tip: Dress in layers to adapt to the testing site

Tip: Leave calculators and pens at home (you get a dry erase board or paper/pencil)

Tip: Bring earphones in case the site does not provide them (cuts down distracting noises)

Tip: During the exam, beware of the “wall” and remember all the prep you did!
Exam Practice Tips

- **Practice Tests & Review**
  - Use our *in-class* exam to start
  - Continue with simulation in *Guide*
  - Take at least 2 simulations using *Online Study Exam*
  - Use your *exam results* to focus your study.

- **Sample Practice Session**
  - Isolate yourself from distractions
  - Time yourself
  - Practice doing your “brain dump” at start
  - Take a short break during the practice.
Re-Certification

- Once you get certified, you are not done
- Re-Certification Requirements
  - 60 CDUs every 3 years
  - Reported to IIBA via a form
  - Categories - see next slide
  - Small re-certification fee
  - No exam…unless you let your CBAP lapse
- Tip: Start logging your BA activities right after you pass
<table>
<thead>
<tr>
<th>Category</th>
<th>CDU Activity</th>
<th>Description/Example</th>
<th>Max Value per 3 Year Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Formal Academic Education</td>
<td>Degree courses, such as a Masters in Business Analysis.</td>
<td>30 CDUs</td>
</tr>
<tr>
<td>2</td>
<td>Professional Development</td>
<td>Training courses, including most classes offered by Watermark Learning.</td>
<td>30 CDUs</td>
</tr>
<tr>
<td>3</td>
<td>Professional Activities</td>
<td>Writing, speaking, course developing, etc.</td>
<td>30 CDUs</td>
</tr>
<tr>
<td>4</td>
<td>Self Directed Learning</td>
<td>Informal discussions or coaching sessions with co-workers, etc. Includes study of books, manuals, Internet or other instructional resources.</td>
<td>15 CDUs</td>
</tr>
<tr>
<td>5</td>
<td>Volunteer Service</td>
<td>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).</td>
<td>30 CDUs</td>
</tr>
<tr>
<td>6</td>
<td>Professional Experience</td>
<td>Actual business analysis work experience during the three year cycle.</td>
<td>25 CDUs</td>
</tr>
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