

CERTIFIED BUSINESS ANALYST PROFESSIONAL

CBAP® recognizes seasoned business analysis professionals who have over five years of practical business analysis work experience.

Step 1: Verify Application Eligibility

- Complete a minimum of 7,500 hours of Business Analysis Work experience in the last 10 years
- Within this experience, a minimum of 900 hours completed in 4 of the 6 BABOK® Guide Knowledge Areas, for a total of at least 3,600 of the required 7,500 total hours
- Complete a minimum of 35 hours of Professional development in the last 4 years
- Provide two references

The six knowledge areas outlined in BABOK are the following:

1. Planning and Monitoring
2. Elicitation
3. Requirements Communication and Management
4. Requirements Analysis
5. Enterprise Analysis
6. Validation and assessment of solutions



Step 2: Apply for Certification

- ✓ Register an account on www.iiba.org website
- ✓ Complete Application including Terms and Conditions and Code of Conduct
- ✓ Application Fee (\$145)
- ✓ Use on-line templates and helpful tips to document the work experience which is the most extensive component of the application.

Step 3: Exam Prep

- Make BABOK v3.0 your Study Guide for CBAP Exam Prep Process
- Become acquainted with the IIBA CBAP Exam structure
- Participate in CBAP Training To pass the CBAP Exam
- The following is the test plan for the CBAP certification exam.
 - 30 percent of the time is spent on requirement analysis and design definition
 - 10 percent of the grade will be strategy analysis
 - 15 percent of the budget is allocated to requirements lifecycle management
 - Evaluation of the solution – 14 percent
 - Business Analysis Planning and Monitoring accounted for 14 percent of the total
 - Finally, Elicitation and Collaboration accounted for 12 percent of the total

Step 4: Schedule Your Exam

- Register with IIBA www.iiba.org
- This is a computer-based exam. The CBAP® exam can be taken online via proctor format or at a PSI test center. To be admitted to the exam and more details on preparation for this exam, please review our exam information guidelines.
- The CBAP® exam consists of 120 multiple choice questions and must be completed within 3.5 hours. Formulated from the BABOK® Guide, exam questions are both scenario and case study-based.
- Exam Fee
 - \$350 (Member); \$505 (Non-Member)