

ENTRY CERTIFICATE IN BUSINESS ANALYSIS

The ECBA Certificate is ideal for individuals entering the Business Analyst field. Administered by the International Institute of Business Analysis (www.iiba.org)

Step 1: Verify Application Eligibility

Complete a minimum of 21 Professional Development (PD) hours within the last four years in any of the following categories aligned with the BABOK® Guide v3.0:

- Classroom courses (IIBA® Education Endorsed Provider, “EEP” courses, other training providers courses)
- Chapter events (presentations, workshops, conference days)
- Chapter study groups
- Conferences (keynotes, track sessions, tutorials, workshops)
- Self-directed learning (reading/studying the BABOK® Guide v3.0, archived webinars)
- Online courses (IIBA® Education Endorsed Provider courses, other training providers courses, live webinars)

Step 2: Apply for Certification

- ✓ Register an account on IIBA website www.iiba.org
- ✓ Complete Application including Terms and Conditions and Code of Conduct
- ✓ Application Fee (\$45)

Step 3: Exam Prep

The ECBA exam has 50 multiple choice knowledge-based questions and must be completed in one hour. The IIBA website has many helpful resources such as:

- The Certification Handbook
- ECBA Exam Sample Questions and Exam Blueprint
- Study the BABOK® Guide Knowledge Areas and exam % content based on:

Business analysis planning and monitoring	5%
Elicitation and collaboration	20%
Requirements life cycle management	20%
Requirements analysis and design definition	25%

Step 4: Schedule Your Exam

Upon approval of your application from IIBA, you will be granted test accommodations for the exam. You have 1 year from the date on your approval email to take your exam. It is your responsibility to ensure you do not let your application lapse. If your application lapses, you will need to repay the application fee, re-verify that you meet the requirements, and pay the exam fee.

You can take the exam up to 3 times within your 1-year application period at any time. Once you've taken it 3 times, you must wait until your application expires, and reapply to take it again.