



IIBA[®]-CBDA RECERTIFICATION HANDBOOK

The Guide to Maintaining the IIBA-CBDA Designation

AUGUST 2024

Contents

1.0 The Recertification Program	3
1.1 Program Overview.....	3
1.2 Requirements at a Glance.....	4
1.3 Recertification Dates	5
1.4 Fee Payment and Submission.....	5
2.0 Policies	6
2.1 Code of Ethical Conduct and Professional Standards.....	6
2.2 IIBA Recertification Terms and Conditions	6
2.3 Certified Status	6
2.4 Failure to Recertify.....	6
2.5 Appeals	7
3.0 CDU Qualifying Activities	8
Category 1: Professional Development	8
Category 2: Work History	8
Category 3: Professional Activities	9
Category 4: Volunteer Service	10
Category 5: Self-Directed Learning	10
Category 6: Formal Academic Education	10
4.0 IIBA Endorsed Education and Training Providers (EEP)	11
5.0 Reporting CDUs in the BA Development Log.....	12
6.0 Audits and Audit Documentation	13

1.0 The Recertification Program

1.1 Program Overview

Earning the Certification in Business Data Analytics (IIBA-CBDA) is a significant achievement. IIBA-CBDA recognizes the credential holder’s passion and competence for performing data analysis related work in support of business analytics initiatives.

To maintain the certification, credential holders are required to demonstrate continued competence and stay current with changes in the field. Professional activities include learning activities to develop knowledge and skills and applying activities that give back to the profession.

To remain certified, recipients must renew their certification every 1 year.

The purpose of recertification is to:

- Enable the continuing professional development and competence of certification holders
- Show employers that certification holders remain current and competent
- Encourage the efforts of certified practitioners to give back to the profession
- Uphold the global recognition and value of the IIBA-CBDA designation

“Maintaining your certification demonstrates your commitment to the profession by ensuring that you remain current with changes in the field through recertification” (Source: Institute for Credentialing Excellence, ICE-CCP Recertification Guide, 2022).

The following documents outline program requirements and provide guidance on how to record activities.

	The CBDA Recertification Handbook (this document)	The CBDA Recertification Process Guide
Purpose	Provides program overview, policies, requirements, and categories under which hours can be recorded.	Provides step-by-step guidance on how to enter activities into the BA Development Log and submit the recertification application.

IIBA is committed to providing full access to its credentialing products and services and complying with applicable laws and regulations, including the Americans with Disabilities Act (ADA) and Accessibility for Ontarians with Disabilities Act (AODA).

IIBA’s credentialing policies and practices are guided by the International Standards Organization, ISO/IEC 17024, and the National Commission for Certifying Agencies.

1.2 Requirements at a Glance



To maintain the credential, continuing competence must be demonstrated each year through **20 Continuing Development Units (CDUs)** in both Learning and Applying activity streams.

CDUs earned for activities will vary. In general, 1 CDU is earned for each hour in a planned and structured activity, with fractions of CDUs up to quarter (0.25) hour increments.

Activities must be recorded for **both** streams but there is **a minimum of 10 CDUs** required in the **Learning Stream**.

Learning Stream	Applying Stream
<ul style="list-style-type: none"> ▪ Professional Development 	<ul style="list-style-type: none"> ▪ Work History
<ul style="list-style-type: none"> ▪ Formal Academic Education 	<ul style="list-style-type: none"> ▪ Professional Activities
<ul style="list-style-type: none"> ▪ Self-Directed Learning 	<ul style="list-style-type: none"> ▪ Volunteer Service

CDU activities must be aligned to the Knowledge Areas (Domains) outlined in the [Guide to Business Data Analytics®](#) (Members only), [IIBA’s Introduction to Business Data Analytics: A Practitioner’s View](#), and [IIBA’s Introduction to Business Data Analytics: An Organizational View](#).

The KA titles and numbers are described below and in the [CBDA Recertification Process Guide](#).

1. **Identify Research Questions (KA12)**: Provides focus for the data analytics team and shape the work that follows. The goal is to use the subsequent data analysis to generate insights to support more informed business decision-making.
2. **Source Data (KA13)**: Involves understanding the context of the problem and determining what type of data must be used, then extracting relevant data from data sources.
3. **Analyze Data (KA14)**: Involves deciding how data analysis will be performed, including which models and mathematical or statistical techniques will be used. Additional tasks include preparing for and performing the data analysis, determining whether the results help to answer the business question, and adjusting the approach when they do not.
4. **Interpret and Report Results (KA15)**: Uses the results obtained from data analysis to gain business insights and determine how to best communicate and report business data analytics outcomes to relevant stakeholders.

5. **Use Results to Influence Business Decision Making (KA16):** Involves using the analytics results to enable decision-making that generates value for the organization, addressing business problems or opportunities, influencing the business model and processes, and integrating into workflows to support real-time decisions.
6. **Guide Organization-level Strategy for Business Analytics (KA17):** Explores how organizations can embed analytics initiatives into the organizational architecture and overall decision-making framework. This transforms organizations through data and insights to deliver on strategic imperatives to innovate and obtain competitive advantages in the marketplace.

1.3 Recertification Dates

The recertification date begins when the certification examination is passed **and ends on the 1-year anniversary of that date**. CDU activities must be earned within the 1-year cycle (e.g., after the certification date and before the recertification date).

For example, if the IIBA-CBDA exam is passed on June 30, 2025:

Certification is Valid for 1 Year	June 30, 2025 to June 30, 2026
Certification Must be Recertified By	June 30, 2026

1.4 Fee Payment and Submission

Recertification consists of an online process via the IIBA website. The [Recertification Fee](#) is non-refundable and must be paid by the recertification date.

Upon payment of the recertification fee and submission of the recertification application, an IIBA email confirms status of **Certified** (for the new maintenance term) or **Recertification in Audit**. See [section 6.0](#) for the recertification audit process.

2.0 Policies

2.1 Code of Ethical Conduct and Professional Standards

Credential holders have an ongoing responsibility to the business analysis profession and must agree to abide by the [Code of Ethical Conduct and Professional Standards](#), when applying for recertification.

2.2 IIBA Recertification Terms and Conditions

The [IIBA Recertification Terms and Conditions](#) outline the terms for submission and payment of the recertification application. It is each credential holder's responsibility to be aware of their recertification date and to comply with requirements on time or risk losing their certification.

Recertification reminder emails will be sent by IIBA, unless an individual [opts out](#) from receiving IIBA emails. It is strongly recommended to keep the primary email address with IIBA up to date.

Note: Email communications from IIBA may be inadvertently blocked or forwarded to spam filters. Adding certification@iiba.org to a personal email address book may help ensure that credentialing information from IIBA is received.

2.3 Certified Status

Credential holders who recertify each year continue to be certified, hold a [Digital Badge](#) and remain listed in the [Certified Professional Directory](#), if they have consented to have their name listed. Opting into or out of the directory is part of the online certification and recertification process.

2.4 Failure to Recertify

Credential holders who do not recertify on time are officially no longer certified and cannot represent themselves as certified. Their name and digital badge are removed from the listing in the IIBA Certified Professional Directory.

Suspended Status

Credential holders who do not recertify on time are given a **4-month grace period** to record their CDUs, pay the recertification fee and submit the application without penalty.

For candidates who recertify in suspended status, the length of the next term, including start and end dates, remains the same.

For Example:

If the active term was Jan 1/2021 to Jan 1/2022, your next term after you recertify in suspend status will be Jan 1/2022 to Jan 1/2023.

For activities with start dates after your recertification Due Date, do the following:

1. In the **Activity Title** field, after the activity name, enter in parentheses the actual start date and end date for the activity.
2. In the **Start Date** field, enter a date that is 1 day **before** the last day of the term.
This is a crucial step. You must enter 1 day prior to the maintenance Due Date in order for the system to accept your entry.
3. In the **End Date** field, enter the activity end date.

For Example:

The term that is now in suspension ran from April 18, 2024 to April 18, 2025.

The credential holder in Suspended status is entering CDUs earned from May 10, 2025 to May 11, 2025.

Activity Title: Activity abc (May 10, 2025 to May 11, 2025)

Start Date: April 17, 2025

End Date: May 11, 2025

Credential holders who do not meet the requirements within the 4-month suspension period become **Uncertified**.

Uncertified Status

Uncertified candidates can only reinstate within 2 years of the original certification date or the last successful recertification date by contacting certification@iiba.org.

After this time period, reinstatement is **not** allowed, and candidates will be required to re-apply for certification and re-take the exam.

IIBA reserves the right to revoke the certification at its discretion and to conduct random audits.

2.5 Appeals

Appeals can be requested by contacting certification@iiba.org. IIBA will have up to 90 business days to review the appeal. During that time, further information may be requested by IIBA. IIBA will make a final, binding decision and notify the individual by email.

3.0 CDU Qualifying Activities

The [IIBA-CBDA Recertification Process Guide](#) provides step-by-step instructions on entering hours into the **BA Development Log**.

Activities must align with business data analytics activities and the knowledge areas within the [Guide to Business Data Analytics](#), [IIBA’s Introduction to Business Data Analytics: A Practitioner’s View](#), and [IIBA’s Introduction to Business Data Analytics: An Organizational View](#). Activity dates must be **before** the recertification due date.

Category 1: Professional Development	Description	Stream	CDU Value
<p>Categories include:</p> <ul style="list-style-type: none"> ○ Classroom Course ○ Chapter Event (See list IIBA Chapter Events) ○ Chapter Study Group (Search “Study Group” in IIBA Chapter Events) ○ Conference Workshop (Conference days) ○ Online Course (includes live webinars) <p>For information about requirements and pre-approved courses, see IIBA Endorsed Education Providers (EEP) in Section 4.0.</p>	<p>Learning activities include instructor-led classroom learning, instructor-led online learning, chapter events, chapter study groups and conference workshops.</p> <p>Being mentored through an official IIBA Chapter Mentoring Program.</p> <p>Required documentation for non-IIBA conferences: event, provider, date, full description, hours, and proof of attendance.</p>	Learning	<p>1 hour of structured activity = 1 CDU</p> <p>Up to 15 CDUs per mentoring relationship</p>
Category 2: Work History	Description	Stream	CDU Value
<p>CDUs can be earned by doing business analysis work that is aligned with the domains in the Guide to Business Data Analytics, IIBA’s Introduction to Business Data Analytics: A Practitioner’s View, and IIBA’s Introduction to Business Data Analytics: An Organizational View.</p>	<p>Include your supervisor’s name and work email address.</p> <p>Gmail and Outlook personal addresses will not be accepted.</p> <p>For recertification in audit, the CDU value and alignment of your work experience will be reviewed by IIBA to determine acceptance status.</p>	Applying	200 hours of business data analytics work experience = 1 CDU

Category 3: Professional Activities		Description	Stream	CDU Value
3A.	Author or co-author of an article published in a refereed journal.	No minimum or maximum length defined.	Applying	30 CDUs per article
3B.	Author or co-author of an article published in a non-refereed journal.	Content must be minimum 80% aligned with the Guide to Business Data Analytics , IIBA’s Introduction to Business Data Analytics: A Practitioner’s View , and IIBA’s Introduction to Business Data Analytics: An Organizational View .	Applying	15 CDUs per article
3C.	Speaker/instructor at a conference, symposium, workshop, formal course or IIBA chapter meeting.	Content must be aligned with the Guide to Business Data Analytics , IIBA’s Introduction to Business Data Analytics: A Practitioner’s View , and IIBA’s Introduction to Business Data Analytics: An Organizational View .	Applying	10 CDUs per activity
3D.	Member/moderator of a panel discussion at a conference, symposium, workshop, or formal course.	Content must be aligned with the Guide to Business Data Analytics , IIBA’s Introduction to Business Data Analytics: A Practitioner’s View , and IIBA’s Introduction to Business Data Analytics: An Organizational View .	Applying	5 CDUs per activity
3E.	Author or co-author of a textbook.	Content must be minimum 80% aligned with the Guide to Business Data Analytics , IIBA’s Introduction to Business Data Analytics: A Practitioner’s View , and IIBA’s Introduction to Business Data Analytics: An Organizational View .	Applying	30 CDUs per book
3F.	Developer of content for a structured learning program that includes learning objectives, interactivity, and assessment to ensure that learning has taken place.	May include content used for classroom delivery, online instructor-led delivery, or online self-paced delivery.	Applying	15 CDUs per program

Category 4: Volunteer Service		Description	Stream	CDU Value
	Board member with IIBA or an IIBA Chapter	Must attend 50% or more of the scheduled meetings.	Applying	1 hour = 1 CDU
	Committee member, with IIBA or an IIBA Chapter	Must attend 50% or more of the scheduled meetings.	Applying	1 hour = 1 CDU
	Volunteer with IIBA or IIBA Chapter	Blog writer, editor, item writer, translator etc.	Applying	1 hour = 1 CDU
	Mentor a business analysis professional through an official IIBA Chapter Mentoring Program	Follow procedures and report progress as outlined by your chapter.	Applying	1 hour = 1 CDU Up to 15 CDUs per mentoring relationship
	Volunteer with a non-employer community or charitable group	Organization must be a legally recognized not-for-profit.	Applying	1 hour = 1 CDU
	Participate in a formal IIBA-led initiative or survey that awards CDUs (e.g. Practice Analysis)	This applies only when noted in the survey.	Applying	CDUs will vary
Category 5: Self-Directed Learning		Description	Stream	CDU Value
	Personally designed research or study activities that meet a specified purpose and use knowledgeable resources Content must be aligned with the Guide to Business Data Analytics , IIBA's Introduction to Business Data Analytics: A Practitioner's View , and IIBA's Introduction to Business Data Analytics: An Organizational View .	Learning through books, articles, online resources, and archived webinars. Informal discussions or coaching with co-workers, clients, or consultants.	Learning	1 hour of activity = 1 CDU Max 5 CDUs
Category 6: Formal Academic Education		Description	Stream	CDU Value
	Programs offered by an accredited post-secondary institution for degree or diploma credit. 1 academic course credit is typically earned for each 3 hours of class/contact time and qualifies for 1 CDU. Courses/programs that automatically qualify include university or college Endorsed Education and Training Providers courses/programs if content is aligned with domains as discussed in the Guide to Business Data Analytics , IIBA's Introduction to Business Data Analytics: A Practitioner's View , and IIBA's Introduction to Business Data Analytics: An Organizational View .	Example: a typical 15 credit academic course qualifies for 15 CDUs (although the actual number of class/contact hours = 45 hours). All courses must be started after the credential has been awarded, with a passing grade received.	Learning	3 hours of academic course = 1 CDU

4.0 IIBA Endorsed Education and Training Providers (EEP)

IIBA Endorsed Education Providers

A listing of IIBA’s [Endorsed Education and Training Providers](#) (EEPs) and their [endorsed courses](#) are published on the IIBA website.

Not all courses offered by an EEP are endorsed by IIBA. Only endorsed courses automatically qualify in this category for CDUs for recertification because they have already been assessed to ensure they meet the professional development criteria.

Non – IIBA Endorsed Education Providers

CDUs may also be earned by attending educational programs offered by non-IIBA Endorsed Education Providers whose course offerings directly relate to business data analytics and the [Guide to Business Data Analytics](#), [IIBA’s Introduction to Business Data Analytics: A Practitioner’s View](#), and [IIBA’s Introduction to Business Data Analytics: An Organizational View](#).

For courses not listed as endorsed

To qualify, a course must be:

- Delivered by a facilitator or instructor who leads participant(s) through the content
- Designed with measurable learning objectives that describe desired performance outcomes such as changing behavior or improving skills applicable to business data analytics
- Designed with opportunities for participants to interact with the material, ask questions, and have meaningful dialogue that supports learning
- Designed so that participants can practice tasks and be assessed accordingly

Should your application be randomly selected for audit, IIBA will require a copy of the certificate of completion for the professional development course(s) you listed in your BA Development Log.

Full course description and proof of attendance (certificate) will be required and must include:

- Course provider
- Course title
- Date of the course
- Hours of attendance
- Course description including learning objectives and assessment measurements

5.0 Reporting CDUs in the BA Development Log

Credential holders are responsible for recording their activities in the BA Development Log. Review the [CBDA Recertification Process Guide](#) for how to enter the hours online.

Hours entered **cannot be changed after 7 days**. After this time, you will need to create a new entry with the correct information and request that IIBA delete the incorrect entry.

The following additional rules apply:

- Credential holders may achieve their CDUs in any combination of the various categories.
- Credential holders are not required to report CDUs in all the categories but must report CDUs in more than 1 category.
- CDU activities completed **prior** to obtaining the designation **will not be** accepted for recertification.
- Participation for the same course/activity **cannot be claimed more than once** and **cannot be claimed in more than 1 category**.
- It is the **credential holder's responsibility** to request a receipt of attendance (from their Chapter, etc.) for applicable events/meetings attended.

Transfer of CDUs

For credential holders who record more than 20 CDUs in the final 4 months of their current 1-year cycle, **up to 5 of their excess CDUs will be transferred** to the next 1-year cycle.

The transfer is done automatically by the system and is only for excess CDUs earned in the final 4 months and not used for that recertification term. For example, if a recipient's cycle ends on December 31, 2025, excess CDUs earned during the final 4 months of 2025 will transfer to the next 1-year cycle which begins on January 1, 2026.

Note: For the CDUs to transfer to the next cycle, they must be recorded in the BA Development Log before the recertification application is submitted.

6.0 Audits and Audit Documentation

Audits are conducted on a random basis, and it is strongly recommended that recertification supporting documents are saved for 12 months following the recertification cycle. If audited, proof of continuing education and activities will be required and will become the property of IIBA. Credential holders are encouraged to keep a copy of all materials submitted to IIBA.

Documents that are provided for the audit must clearly match the entries submitted for recertification. Failure to do so will delay the process.

Credential holders selected for an audit will be notified by email and will have 60 days from the date of the email to comply with the audit terms. Once IIBA receives and reviews all requested audit materials, the credential holder will receive the audit results by email.

Until the audit has been completed, certification status will show as **Recertification in Audit**.

Category	Audit Documentation Required for each CDU Category
Professional Development: <ul style="list-style-type: none"> ▪ Classroom Course ▪ Chapter Event ▪ Chapter Study Group ▪ Conference ▪ Online Course 	<ul style="list-style-type: none"> ☑ IIBA EEP: A certificate of achievement or email confirming attendance. ☑ Non–EEP: A certificate of achievement or email confirming attendance and hours. Course outline or lesson plan showing content covered. ☑ IIBA Chapter Event/Study Group/Conference: Email confirming attendance for meetings. A receipt for events. ☑ For official IIBA Chapter Mentoring Program only, a copy of the documentation submitted to your chapter. ☑ Non IIBA Event/Study Group/Conference: Copy of or link to event description, and proof of or email confirming attendance.
Work History	<ul style="list-style-type: none"> ☑ Contacts listed for each work entry will be emailed to validate work experience, hours, and dates. ☑ The contact must be the direct supervisor for the work history listed for the reference to be accepted. ☑ The direct supervisor’s contact information must be a work email address and phone number.
Professional Activities	<ul style="list-style-type: none"> ☑ Link to publications, sample educational materials, course agenda, and/or description of the activity.
Volunteer Service	<ul style="list-style-type: none"> ☑ An email or certificate acknowledging the credential holder’s volunteer service and dates. ☑ For official IIBA Chapter Mentoring Program only, a copy of the documentation submitted to your chapter.
Self-Directed Learning	<ul style="list-style-type: none"> ☑ Documentation is not required for this category.
Formal Academic Education	<ul style="list-style-type: none"> ☑ An official transcript or equivalent (i.e. a notarized copy), and a brochure or course materials outlining the subject matter covered and length of time.

Terms are subject to change.

For over 20 years, the International Institute of Business Analysis™ (IIBA®) has helped shape the practice of business analysis to achieve better enterprise outcomes. A professional association with 30,000 members, 120 chapters, 1,500 volunteers, and 500 partners worldwide, IIBA supports the recognition of business analysis within organizations. It enables networking and community engagement, provides foundational standards and resources, and offers internationally recognized certification programs for career advancement. For more information, visit iiba.org.