



# How to Write CBAP® Examination



A Guide for the CBAP® Examination Candidates

Business Beam

[www.businessbeam.com](http://www.businessbeam.com)

Copyrights (c) 2004-2016 Business Beam. All rights reserved unless otherwise stated.

IIBA®, the IIBA® logo, BABOK® and Business Analysis Body of Knowledge are registered trademarks owned by International Institute of Business Analysis. CBAP® and CCBA® are registered certification marks owned by International Institute of Business Analysis. Certified Business Analysis Professional, Certification in Competency in Business Analysis, Endorsed Education Provider, EEP and EEP Logo are trademarks owned by International Institute of Business Analysis.

# Content



- Section 1: CBAP® Application and Examination Process
  - CBAP® Certification Requirements
  - Summary of the Fee
  - Applying for and Paying for CBAP® Certification
  - Paying for the Exam
  - Registering for the Exam
  - Preparing for the Exam
  - Taking the Exam
- Section 2: After You Become Certified
  - Granting CBAP® Certification
  - Maintaining Your Certification
  - Suspending or Withdrawing
  - Audit of Candidate and CBAP® Information
- Section 3: Disclaimer



## Section 1:

# CBAP<sup>®</sup> Application and Exam Process

How to Write CBAP<sup>®</sup> Examination?

# Purpose



- The purpose of this presentation is to provide Certified Business Analysis Professional™ (CBAP®) applicants and exam candidates the information needed to understand the process to become certified.



# CBAP® Certification Requirements

## Overview

Formal Education	BA Experience	BA Education	References
High school education or equivalent.	7500 hours (as defined in the BABOK Guide) in last ten years  900 hours on four of the six knowledge areas  See following slides for acceptable activities list.	21 hours professional development in the last four years	You are also required to provide two references from a career manager, client, or CBAP® recipient.

- You are also required to sign code of conduct

# CBAP® Certification Requirements



## Work Experience Requirements

### ■ Activities acceptable

- Hands-on business analysis activities (e.g., requirements gathering, writing requirements documentation, etc.)
- Coaching and mentoring business analysts with respect to business analysis activities (e.g., planning the requirements gathering process with the business analysts, reviewing requirements documents, etc.)

### ■ Activities not acceptable

- Non-supervisory management of business analysis (e.g., resource management, status reporting, performance management, etc.)
- Teaching of business analysis training courses
- Selling requirements tools and software
- Project management
- Testing (e.g., creating and executing test scripts, reporting on testing status, creating test plans, strategies, etc.)
- Programming

# CBAP® Certification Requirements

## Work Experience Requirements

Knowledge Area	Work Experience that Qualifies	Work Experience that Does Not Qualify
Business Analysis Planning and Monitoring	<ul style="list-style-type: none"><li>• Creating requirements plan to feed into project plan</li><li>• Identifying and documenting requirements risks</li><li>• Reporting on requirements progress as input to project status report</li></ul>	<ul style="list-style-type: none"><li>• Creating project plan</li><li>• Identifying project risks</li></ul>
Elicitation	<ul style="list-style-type: none"><li>• Facilitating requirements gathering workshop</li></ul>	
Requirements Management and Communication	<ul style="list-style-type: none"><li>• Walkthroughs and sign-offs of requirements package</li><li>• Preparing and conducting requirements presentation for senior executives</li></ul>	<ul style="list-style-type: none"><li>• Providing weekly project status reports</li><li>• Conducting design walkthroughs</li></ul>



# CBAP® Certification Requirements

## Work Experience Requirements

Knowledge Area	Work Experience that Qualifies	Work Experience that Does Not Qualify
Enterprise Analysis	<ul style="list-style-type: none"> <li>• Determining business objectives</li> <li>• Creating business architecture</li> </ul>	<ul style="list-style-type: none"> <li>• Creating Project Charter</li> <li>• Creating system or application architecture</li> </ul>
Requirements Analysis	<ul style="list-style-type: none"> <li>• Functional requirements</li> <li>• Non-functional requirements</li> <li>• User requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Creating service level agreements</li> <li>• Creating and documenting design solution</li> </ul>
Solution Assessment and Validation	<ul style="list-style-type: none"> <li>• Reviewing design document and ensuring requirements are met</li> <li>• Reviewing test strategy, test plans and test cases to ensure requirements are met</li> <li>• Supporting QA and testing team</li> <li>• Reviewing defects and working with client to determine (a) Priority of fix and (b) Manual work around</li> </ul>	<ul style="list-style-type: none"> <li>• Creating design document</li> <li>• Creating test strategy, test plan or test cases</li> <li>• Executing testing</li> <li>• Tracking and managing defects</li> </ul>



# CBAP® Certification Requirements

## Work Experience Requirements

- For several small projects within the same year, those projects should be combined into one project. Indicate this on the application under Description.
- List projects in date order with the most recent project experience first.
- It is mandatory that at least 7500 hours of BA related work in the last ten years has been documented in order to meet the application requirement.
- Resumes will not be accepted to complete this requirement.
- For each project, enter your Total BA Hours. These hours will count towards the minimum 7500 hours of business analysis work experience requirement and the minimum 900 hours in four of the six Knowledge Areas requirement. The Total BA Hours and the tasks you select must be aligned with the BABOK® Guide v2.0.

Continued on next slide

# CBAP® Certification Requirements



## Work Experience Requirements

- For each project, from the list of tasks in the table, check off the tasks you have completed that are aligned with the BABOK® Guide v2.0. Do this for each of the six Knowledge Areas. You can select a task when you have either performed the task yourself or coached/mentored another business analyst in performing the task. For each Knowledge Area, indicate the percentage of the Total BA Hours you spent on the tasks you selected. The percentages across all of the Knowledge Areas must total 100 within a project.
- **Note:** Any tasks you select that are not aligned with the BABOK® Guide v2.0 will be removed and the corresponding hours will be deducted from your Total BA Hours. This could result in your Total BA Hours falling below the minimum 7500 hours required and/or the minimum 900 hours required in four out of the six Knowledge Areas. If either occurs, your application will be declined.

# CBAP® Certification Requirements

## Professional Development Requirements

- A minimum of 21 hours of professional development in the last four years. The professional development must be completed by the application submitted date and it must meet the following criteria to qualify:
  - It must be moderated/facilitated similar to a formal course.
  - There must be a measurable learning objective, and those must be directly applicable to the role of the business analyst.
  - It cannot simply be a presentation on a specific topic: (a) There must be the opportunity for students to interact with the material and (b) An opportunity to practice the task or objective being presented and, be assessed by the facilitator/moderator.
  - The subject matter must be directly related to business analysis or its underlying competencies as per the BABOK® Guide.
- Note: IIBA endorsed courses as per the Endorsed Education Provider (EEP™) program automatically qualify towards the 21 hours of Professional Development for initial certification because they have already been assessed to ensure they meet the above criteria.

# CBAP® Certification Requirements



## Reference Requirements

- Include one current contact.
- All references must have known the applicant for at least six months.
- A career manager is defined by IIBA as the person who is responsible for providing and preparing the applicant's annual performance review.
- Project managers cannot be references unless they are also the applicant's career manager. The reference form must clearly indicate they fill both roles or the reference will not qualify.
- Only two references will be assessed during the application assessment process.
- It is the applicant's responsibility to ensure the reference submits their form in time to be considered for the exam date of interest and to do any necessary follow-up with their references.

# Summary of the Fee

## Application and Exam Fees

Fee	For Members	For Non-Members
Application Fee (Non-refundable)	USD 125	USD 125
Examination Fee (English and Japanese)	USD 325	USD 450
Examination Fee (German)	USD 770	USD 880

## Other Fees

Fee	For Members	For Non-Members
Exam Cancellation Fee (CBT)	USD 50	USD 50
Exam Re-Write Fee (English and Japanese)	USD 250	USD 375
Exam Re-Write Fee (German)	USD 430	USD 540

# Summary of the Fee

- All fees are payable in US dollars (USD) plus GST/HST if you are a Canadian resident or a GST/HST registrant.
- Additional transaction fees may apply.
- The application fee is not refundable regardless of whether your application is approved or declined.
- Application fee payments can be made by VISA, MasterCard, AMEX in the online application, or by cheque or money order and mailed in.
- Exam fee payments can be made by PayPal, cheque or money order.
- For payments made by cheque or money order mail to:
  - Certification  
701 Rossland Road East, Suite 356, Whitby, ON, Canada, L1N 9K3.
- The Exam Cancellation Fee is payable to the test administrator as per the instructions on the website at CBT Locations.

# Steps



- **Step 1** – Applying for and Paying for CBAP® Certification
- **Step 2** – Paying for the Exam
- **Step 3** – Registering for the Exam
- **Step 4** – Preparing for the Exam
- **Step 5** – Taking the Exam

# Step 1 – Applying for and Paying for Exam



- Meet the applicant requirements.
- Complete the CBAP® Application Form online.
- Determine two professional references that indicate suitability as an applicant for the CBAP® designation.
- Agree to adhere to the CBAP® Code of Ethical Conduct & Professional Standards included in the online application.
- Print a copy for the online application for recording purpose.
- Submit the following: (a) the completed online application (b) the application fee.
- The system will display a message indicating that the application has been submitted.



# Step 1 – Applying for and Paying for Exam



- IIBA will assess the application for completeness and fulfillment of the CBAP® certification requirements and will notify the application, via email, of the results of its assessment within two weeks of receiving the application and application fee.
- If the application is approved, the applicant is eligible to write the CBAP® Exam at this exam. The applicant has a maximum of one year from the date of their application approval and exam eligibility email to successfully pass the exam.
- If an application is declined, the applicant is not eligible to write the CBAP® exam at this time. The application assessment results email will include the reason the application was not approved. The applicant may reapply for CBAP® certification after three months of receiving their application assessment results email and after the applicant has remedied the reasons for the application being declined. The applicant may also appeal the Certification Body's decision to decline the application.

## Step 2 – Paying for the Exam

- If paying a member fee, the applicant must be a member at the time of submitting their exam fee. Otherwise, they must pay the non-member fee.
- The exam fees pay for the exam sitting. If the applicant does not pass the exam, they will not be reimbursed the exam fee.
- The exam is currently available in English (default), German and in Japanese. It is your responsibility to ensure you are setup to take the exam in the correct language.
- Special accommodations can be requested due to disability, handicap, or other condition that may affect the ability to sit for the exam.
- Payment can be made by PayPal (3.5% transaction fee will be charged) or by money order or cheque payable to IIBA and mailed to the IIBA address. Please include IIBA Exam Fee Form when mailing in your payment.

## Step 3 – Registering for the Exam

- Computer-based testing (CBT) of the exam at a dedicated test center.
- The list of test centers is located at CBT Locations.
- The candidate should follow the instructions on the IIBA website at CBT Locations to register for the exam. You should be able to register with Prometric 24 hours after you receive your exam fee payment confirmation email. A confirmation email will be sent to the candidate within one business day of registering. Candidates should check their spam folder if they have not received the confirmation email before calling the number on the Prometric website for further assistance.
- **Note:** When registering, the candidate will need to supply their Eligibility ID. To find out your Eligibility ID, login to the My Profile section of the IIBA website at [www.iiba.org](http://www.iiba.org). Enter your username and password as requested. Your Eligibility ID is your ID that is listed under the Personal Information section of your IIBA profile. For IIBA members, it is also the same ID as your IIBA membership ID number.

## Step 4 – Preparing for the Exam

- Review the IIBA BABOK® Guide.
- Review the BABOK® Learning Guide found in the Online Library on the Community Network.
- Review Frequently Asked Questions (FAQ) on the IIBA website.
- Review recommended resources on the IIBA website.
- Attend training, as needed.
- Find opportunities in day-to-day work to practice tasks by following the BABOK® Guide.
- Find a business analysis mentor.
- Join a study group.
- Network on the IIBA forum and/or attend local IIBA Chapter meetings.
- Review available study guide(s).

## Step 4 – Preparing for the Exam

- The CBAP® exam is 3.5 hours long and consists of 150 multiple choice questions with four possible answers to select from.
- Some questions are based on "comprehension" (e.g., definition, recall, etc.) and others are based on "situational analysis" (e.g., given a scenario, which is the best course of action) where the applicant must do a bit of analysis to arrive at the answer.
- It is neither all of one type or the other but covers a range of Bloom's Taxonomy.

# Step 4 – Preparing for the Exam

## Breakup of Exam Questions

Knowledge Area	% of Questions
Business Analysis Plan and Monitoring	19.33% (29 Q's)
Elicitation	14.00% (21 Q's)
Requirements Management and Communication	16.00% (24 Q's)
Enterprise Analysis	15.33% (23 Q's)
Requirements Analysis	19.33% (29 Q's)
Solution Assessment and Validation	16.00% (24 Q's)
Total	150 Q's

## Step 5 – Taking the Exam



- Once the proctor logs you onto the computer, you have 2 minutes to confirm your name and exam. If you do not respond within 2 minutes OR you do not agree with the confirmation screen (i.e. you select NO), your exam will end and will be scored without the possibility to return back to it. If this happens, you will have to pay IIBA \$100.00 USD (+GST/HST for Canadian Residents) to reschedule your exam.
- You will then have 2 minutes to agree to the Non Disclosure Agreement (NDA) screen that is presented after the exam and name confirmation screen. If you do not respond within 2 minutes OR you do not agree with the NDA screen (i.e. you select NO), your exam will end and will be scored without the possibility to return back to it. If this happens, you will have to pay IIBA \$100.00 USD (+GST/HST for Canadian Residents) to reschedule your exam.

## Step 5 – Taking the Exam



- Arrive on time for the exam. The reporting time is indicated in the exam registration Confirmation email.
- Provide the following when arriving at the exam:
  - Confirmation email
  - Two sets of Id's
- **Identification Requirements:** When you arrive at the test center, you are required to present ONE form of non-expired, government-issued, photo and signature-bearing identification in order to test. The primary form of identification must bear your signature and a recent photograph and be current (not expired).



# Step 5 – Taking the Exam



## Acceptable and Non-Acceptable ID's

### ■ Acceptable ID's

- Current non expired driver's license with photo and signature
- State or government-issued Identification with photo and signature
- Valid Passport with photo and signature
- National Identification Card with photo and signature
- Military Identification Card with photo and signature

### ■ Unacceptable ID's

- Expired Driver's License or Passport
- Draft Classification Card
- Letter of Identity from a notary
- Social Security Card, National Identification Number
- Credit Card or Bank Card of any kind
- Employee Identification

## Step 5 – Taking the Exam



### Acceptable and Non-Acceptable ID's

- If you cannot present one of the primary ID's listed containing both a photo and signature, you must present TWO of the following current (not expired) ID's ONE of which must contain a recent recognizable photo and ONE of which must contain your signature:
  - Valid driver's license
  - Military Identification Card
  - National identification Card
  - Valid Passport
  - Student Identification Card
  - State/Province Identification Card
- If you are testing outside of your country of citizenship, you MUST present a valid passport.
- If you present primary identification without a signature, you MUST present a second form of current signature identification. You will not be admitted to the examination without the proper identification, and there will be no refund of your test fee.

## Step 5 – Taking the Exam



### Notification of Exams Results

- For CBT exams, immediate scoring is available so the candidate will see their results on the screen within minutes of submitting the exam.
- Applicants who do not successfully pass the exam will be provided some guidance as to the Knowledge Areas that require attention in their results screen. In this case, the applicant is allowed to retake the exam one time within the one-year period from the date of application approval results email. However, the applicant must wait three months from the date of their last exam before retaking the exam.
- If the exam is passed, the applicant is granted certification and may use the designation of “Certified Business Analysis Professional™ (CBAP®)”.

## Step 5 – Preparing for the Exam

### Exam Cancellation Policy

- You must cancel and/or reschedule via Prometric's online registration system.
- If you cancel 30 or more days before your exam date, there is no charge to you.
- If you cancel 5-29 days prior to your exam date, you will be required to pay Prometric a \$50 USD cancellation/rescheduling fee.
- If you cancel less than five days before your exam date or, you fail to appear for a scheduled test or, you present yourself more than 15 minutes after the scheduled start time for taking the test and you are refused admission, you will forfeit the exam fee you paid. In addition, you will have to pay the full exam fee to IIBA to reschedule.



## Section 2:

# After You Become Certified

How to Write CBAP® Examination?

## Granting CBAP<sup>®</sup> Certification



- If the CBAP<sup>®</sup> exam is passed, the applicant is granted Certification and may use the designation of “Certified Business Analysis Professional<sup>™</sup> (CBAP<sup>®</sup>)”. In addition:
- IIBA will email the successful candidate at the beginning of the following month. For example, if the candidate passes the exam on April 15th, the candidate will receive the email from IIBA the first week in May. The email will confirm the candidate’s result and will direct the candidate to the LinkedIn group for recipients and to the standards guide to obtain the CBAP<sup>®</sup> logo.
- The email will also indicate when the CBAP<sup>®</sup> recipient can expect to receive their Certification kit including the certificate and wallet card. These are printed and mailed from Canada mid-month following the month the exam was passed. For example, if you passed your exam on April 15th, your kit will be mailed on May 15th.

After You Become Certified

## Re-Writing the CBAP® Exam



- If the candidate does not pass the CBAP® exam, he or she is allowed to retake the exam once within the one year period from the date of their application approval and exam eligibility email. However, they must wait three months from the date of their last exam sitting before retaking the exam.

After You Become Certified

# Maintaining Your Certification



- All CBAP® recipients are required to meet continuing proficiency requirements in order to maintain their designation. Continuing proficiency is one of the important benchmarks of a quality certification program. The IIBA certification needs to be renewed every three years.
- The CBAP® Recertification Handbook and related forms are posted on the IIBA website.



# Suspending or Withdrawing



- The IIBA Certification Body reserves the right to revoke an IIBA CBAP® certification at any time after review of a reported professional misconduct or for a misuse of the CBAP® logo.
- The Certification Body also reserves the right to conduct random post-certification audits. All fees paid shall be forfeited in the event of a revoked or suspended certification.
- Those CBAP® recipients whose certification has been revoked will not be allowed to reapply for the CBAP® Certification for a period of time.
- CBAP® recipients and applicants for CBAP® certification may request a review of an adverse IIBA Certification Body action, decision, or determination. IIBA will investigate the appeal or complaint and provide notification of their resolution. Please contact [certification@iiba.org](mailto:certification@iiba.org) for information.

After You Become Certified

# Audit of Candidate and Information



- Applicants and CBAP® recipients may receive a request from the IIBA Certification Body to validate any information on their application form. It is the applicant's or CBAP® recipient's responsibility to obtain and provide verification of any statements made within an application.



# Section 3: Disclaimer

How to Write CBAP® Examinations

## Section 3:

# Disclaimer



- Business Beam published this document to facilitate our training participants who wants to write CBAP® examination.
- The information mentioned in this document (exam pricing, availability, etc.) is copied from various websites. Business Beam is not the owner of this information. The respective information owner may change the information without any notice.
- Business Beam does not take any responsibility or liability of the examination results of any candidate. It is expected that all candidates will carefully understand the respective policies and procedures of Business Beam, Prometric, Pearson VUE, respective Examination Institute, or selected ATO before writing any examination.



# Thank You!



For more information, please contact us at  
[training@businessbeam.com](mailto:training@businessbeam.com)