

CBDA CERTIFIED IIBA®

CERTIFICATION IN BUSINESS DATA ANALYTICS HANDBOOK

THE IIBA® GUIDE TO PURSUING THE IIBA®-CBDA

NOVEMBER 2023

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1.0 Introduction

Welcome to the IIBA® Certification in Business Data Analytics Handbook. This handbook describes the process for attaining the IIBA®-CBDA certification and where information is already on our website, will direct you to the specific webpage through key links. Review each of the links for details.

This certification recognizes your ability to effectively execute analysis related work in support of business analytics initiatives.

Earning this certification informs employers of your passion for and competencies performing business analysis on analytics initiatives. The certification helps identify skilled business data analytics professionals to organizations seeking these in-demand skills. IIBAs Digital Badge & Registry validates credential holders and allows for online digital credentialing sharing.

This certification program has been carefully designed to be aligned with the International Standards Organization (ISO), ISO/IEC 17024 conformity assessment outlining the standards for certifying the competence of personnel.

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2.0 Fair and Equitable Policy

IIBA policies and procedures contribute to the development, oversight, evaluation and maintenance of fair and equitable certification and assessment. IIBA complies with all applicable laws and regulations, including the Americans with Disabilities Act and Accessibility for Ontarians with Disabilities Act (AODA). Please contact IIBA certification@iiba.org prior to scheduling your exam if special accommodation is required.

3.0 Exam Information

The IIBA-CBDA exam is a competency-based exam for business analysis professionals executing analysis related work in support of business analytics initiatives. It is for business analysis professionals with two to three years' experience executing analysis-related work in business analytics.

The IIBA- CBDA exam is aligned with the six Blueprint Domains (Knowledge Areas) as found in the Guide to Business Data Analytics (Members only). The domains are also outlined in the following documents with the five practitioner-based domains discussed in IIBA®'s Introduction

to Business Data Analytics: A Practitioners View, and one organizational-based domain discussed in *IIBA®'s Introduction to Business Data Analytics: An Organizational View*.

The exam tests your ability to answer questions focused on real world scenarios.

The IIBA-CBDA exam is weighted across six knowledge areas (domains) and consists of 75 multiple-choice, scenario-based questions to be completed within 2 hours.

Knowledge Area/Domain	Exam Coverage
Identify Research Questions	20%
Source Data	15%
Analyze Data	16%
Interpret and Report Results	20%
Use Results to Influence Business Decision Making	20%
Guide Company-level Strategy for Business Analytics	9%

Review the IIBA-CBDA Certification page and Certification FAQs in detail to assist in exam study and preparation:

- CBDA Competencies
- Exam information and blueprint
- Self-assessment to check your readiness to write the IIBA-CBDA exam
- Sample exam questions

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4.0 Certification Process

Step 1 – Purchase The Exam

Login with your IIBA credentials or create an account.

From the top of the page, select ***Certification*** and from the drop-down menu select ***My Certifications***. This will take you to the ***Certification Summary Page*** from where you can select CBDA – Certification in Business Data Analytics to pay your exam fee and complete your goals. See list of Certification and Exam Fees.

Once you pay for the exam, you will receive an email notification confirming your purchase and an email notification outlining *Next Steps – Complete Your Attestations*.

Step 2 – Complete The Attestations

Use the link from your *Next Steps-Complete Your Attestations* email notification or login to your IIBA account to access your ***Certification Summary Page***. Select the ***Get Started*** button to complete your attestations by agreeing to the Code of Conduct and Terms and Conditions.

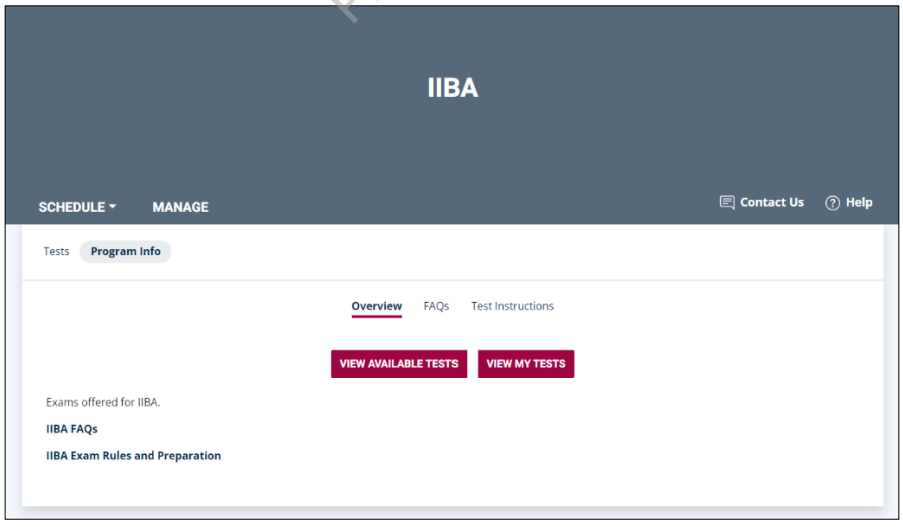
Step 3 – Schedule and Take The Exam

You can schedule your exam when you are ready. Review the Exam Information page for key information on identification (ID) requirements, minimum system requirements, exam rules and regulations and exam scheduling and rescheduling. We recommend that you review this information thoroughly so that you are prepared with everything you need to know about the exam process and what to expect on exam day.

To schedule your exam, login to your IIBA account and access the ***Certification Summary Page***. Select ***Get Started*** to complete the goal ***Schedule and Pass Exam.***

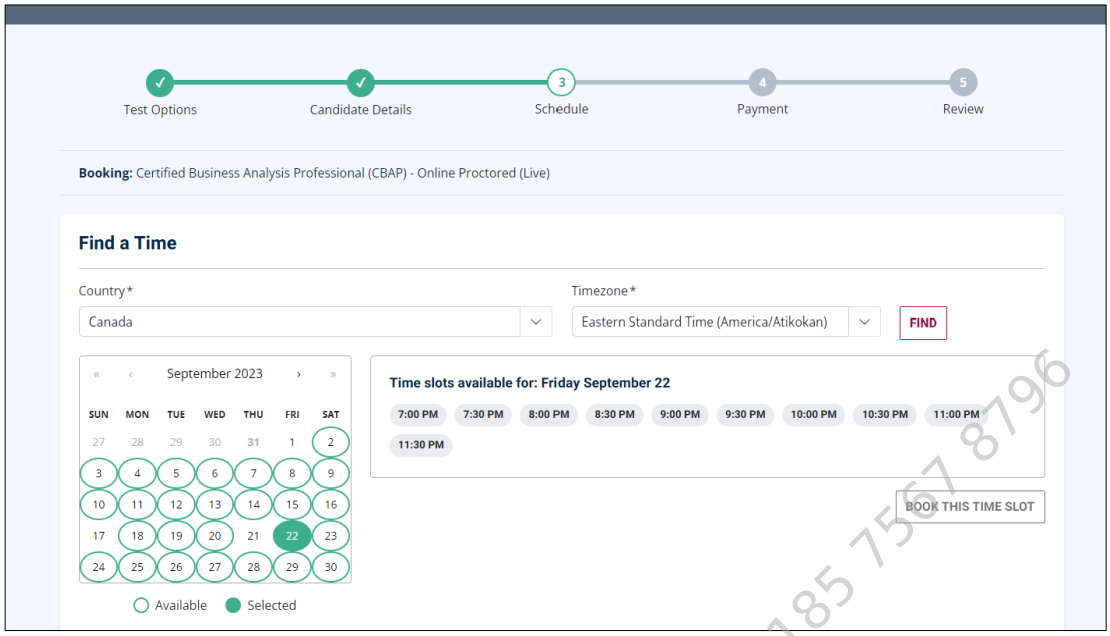


You will be redirected to the PSI Exam Scheduling Page. Select VIEW AVAILABLE TESTS .



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Continue Booking and follow the instructions on the screen to schedule the date and time of your exam. Available dates and times will appear on the screen, select your preferred date and time and confirm by selecting BOOK THIS TIME SLOT.



Review the booking details and select PURCHASE to complete the process.

Booking is confirmed and your exam is scheduled. PSI will send you email confirmation.



To cancel or re-book your exam, login to your IIBA account and access the ***Certification Summary Page***. Select ***Get Started*** to ***Schedule and Pass Exam*** and from the PSI Exam Scheduling select CANCEL BOOKING or RE-BOOK. This *cannot be changed within 48 hours* of your exam date.



Once you have completed the exam, a *pass or fail result will be displayed on the screen*. IIBA will email you your exam performance summary within 2 business days. For further information, review the Exam Information page.

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5.0 Your Online Proctored Exam

IIBA online remote proctored certification exams offer the convenience and flexibility to take your exam securely from the convenience of your home. You choose when to sit the exam. A simple check-in procedure, ID verification and monitoring by PSI-certified proctors ensures the integrity and security of the exam.

The online proctoring experience is most successful when you prepare in advance and know what to expect on exam day.

Read the IIBA Guide to Online Proctored Exams in detail to know what to expect. The Guide provides the **critical information that must be followed on exam day** including:

- ☐ Technical requirements to launch the exam
- ☐ System compatibility check
- ☐ Government issued photo identification
- ☐ Room / workspace set up
- ☐ Security check
- ☐ What's allowed and not allowed for the online exam
- ☐ A list of major and minor violations that may end your exam session
- ☐ Complete details on how to schedule, re-schedule and cancel your exam session

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6.0 Maintaining Your Certification

Individuals who have attained the IIBA-CBDA designation must demonstrate an ongoing professional commitment to the business analysis profession and satisfy recertification requirements and renew their credential every year. Review the Recertification Handbook for recertification requirements and details on how to record your Continuing Development Units (CDUs) online in the **BA Development Log.**

7.0 Suspending or Withdrawing Certification

IIBA reserves the right to revoke the IIBA-CBDA certification at any time after review of a reported professional misconduct or for a misuse of the IIBA-CBDA logo or trademarks. IIBA also reserves the right to conduct random post-certification audits.

All fees paid shall be forfeited in the event of a revoked or suspended credential. Recipients whose certification has been revoked will not be allowed to reapply for the IIBA-CBDA for a period of time to be decided at the discretion of IIBA.