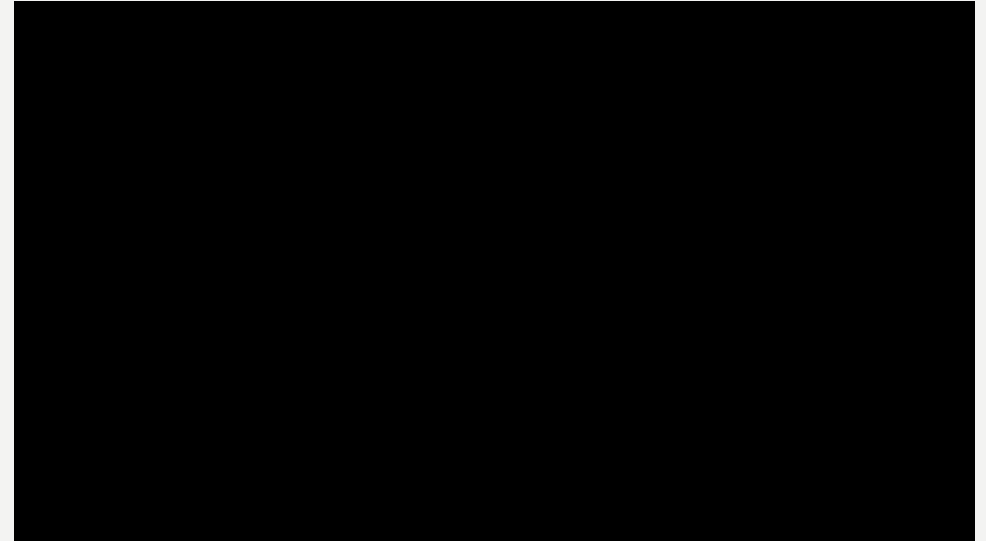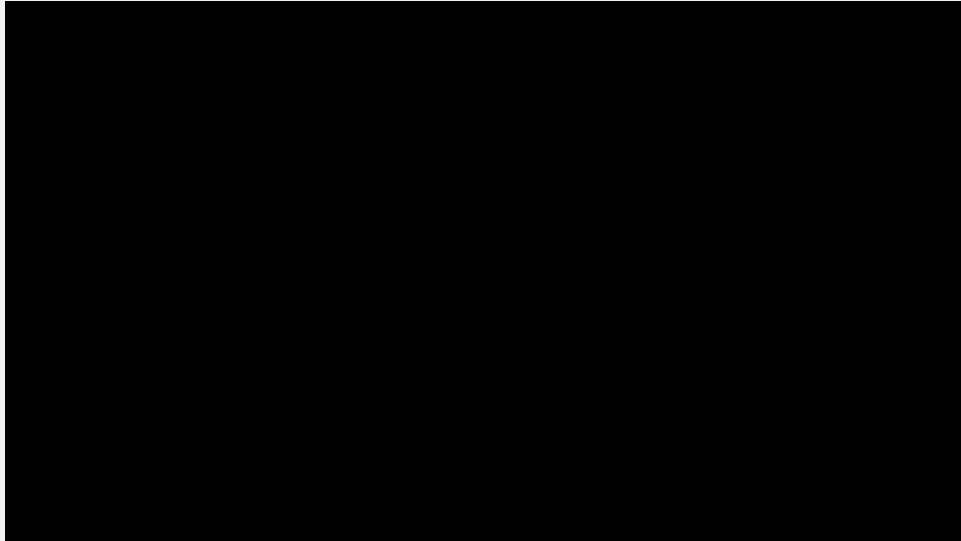# CERTIFICATION

MY EXPERIENCE AND WHY NOW IS THE IDEAL TIME TO PURSUE IT

EASTERN IOWA IIBA

APRIL 20, 2016

WHY?

ELIGIBILITY

Requirement	CBAP	CCBA
BA Experience	7500 hours of BA experience over the past 10 years	3750 hours of BA experience over the past 7 years
Knowledge Area	900+ hours in at least 4 of the 6 core *BABOK®* Knowledge Areas	900+ hours in at least 2 of the 6 core *BABOK®* Knowledge Areas –OR– 500 hours in 4 of the 6 Knowledge Areas
Education	High School or College Degree	High School or College Degree
Professional Development	21 Hours in past 4 Years	21 Hours in past 4 Years
References	Two references from a career manager, client, or a CBAP	Two references from a career manager, client, or a CBAP
Additional	Signed Code of Conduct	Signed Code of Conduct
Fees	$125 application plus $325 exam fee ($450 for non-members)	$125 application plus $325 exam fee ($450 for non-members)
Renewal	Once every 3 years; need 60 CDUs for renewal	Once every 3 years; need CDUs for renewal (unknown at this time)

EXPERIENCE

- 7500 hours over past 10 years
  - 900 hours in 4 of 6 *BABOK®* Knowledge Areas
- Hours spent on business activities (<u>not</u> just working hours)
- Online application requires project information
  - Project name
  - Start/end date (estimate if needed)
  - Role
  - Organization and contact
    - Let them know ahead of time
    - Contact does not need to still be employed there
    - If all else fails default to HR
    - Share your approach and application with them as appropriate
  - Hours spent doing business analysis tasks
  - Describe tasks and deliverables
- The IIBA® audits some applications, so be prepared to support the hours
- **<u>Report BA hours only</u>**
  - The IIBA® will deduct a proportionate percentage of hours for non-BA tasks from reported hours

PROFESSIONAL DEVELOPMENT

- 21 hours in past 4 years

- You must have the 21 hours of courses **before** you submit your application.

- **Business analysis** training topics

  – Requirements elicitation

  – Requirements analysis or modeling courses,

  – Requirements planning/managing

  – etc.

- Training on related fields such as project management or software testing do not count towards the 21 hours.

- You do not need to submit a course certificate with your application, but be prepared to provide one if you are audited.

- Watermark Learning CBAP Certification Preparation v2.0

  – In person

  – Virtual

  – On demand

REFERENCES

- Need 2 from any of these
  - Career manager (<u>not</u> project manager)
  - Client
  - CBAP
- Contact them in advance
- Once entered on application, an email will be sent with link to complete the reference
- Do this early as references must be complete before application will be accepted

APPLICATION

- CBAP Application Worksheet (Excel)
  - The tasks provided in the spreadsheet are considered BA tasks by IIBA
  - Remember only select BA tasks when submitting your application!
- My approach
  - Experience
  - Application
    - Spell check!
- Timelines
  - Within two weeks of receiving your application package, IIBA® will notify you that your application is being processed.
  - The IIBA® will then assess the application for completeness and fulfillment of the CBAP or CCBA certification requirements.
  - The IIBA® will notify you, via email, of the results of this assessment within 21 days of receiving the application.
    - Mine took 8 days (expect longer timeline now)

http://www.watermarklearning.com/certification/business-analysis-training/cbap-ccba/cbap-ccba-faq-page.php

EXAMS

- 150 multiple-choice questions
- CBAP
  - Many situation-based questions that require candidates to apply their knowledge of the *BABOK®*
  - Based mostly on the tasks and techniques identified in the *BABOK®*, version 2.0
  - The *BABOK®* references other sources that CBAP candidates may find helpful
- CCBA
  - Mostly comprised of knowledge and fact-oriented questions about tasks and techniques in the *BABOK®*
  - Based solely on the *BABOK®*, with knowledge-based questions only
- The IIBA® has not published percentages, but assume you will need to score 70% or better to pass
- Best guess is that the first time pass rate is between 80% and 90%
  - The IIBA® screens applications so well and demands so many years of experience
  - Examinees so far have been super-prepared to pass

http://www.watermarklearning.com/certification/business-analysis-training/cbap-ccba/cbap-ccba-faq-page.php

EXAM PREPARATION

- Read the BABOK
- Study by Style
- My approach
  - Amazon Fire reader
  - Study Guides
  - Practice Exams
    - Online and paper
  - Mnemonics
  - Flash Cards
    - Audio
- Median study time 100 hours (80 hours after taking a CBAP preparation class)
- Ideal time to take the exam is 6-8 weeks after taking a prep class

BLUE
- Give me the details
- Thorough processing
- Research
- Data/facts

Study Tips:
- Re-Read BABOK
- Take Notes
- Complete practice exams
- Study your notes

RED
- Action-oriented
- Get to the point
- Practical action
- Immediate and fast

Study Tips:
- Take practice exams
- Re-Read Study Guides
- Use Mnemonics

GREEN
- Reflective
- Give me time to process and review
- Structured activities

Study Tips:
- Practice Exams
- Training Class
- Flashcards
- Notes review

YELLOW
- Experiential
- Get me involved
- Interactive
- Spontaneous

Study Tips:
- Flashcards with a "buddy"
- Training Class
- Take practice exams
- Audio Flashcards

Table 2: Learning Styles by Color. © 2000 Andrew Lothian, Insights Learning.

http://www.watermarklearning.com/resources/article_pdfs/CBAP-CCBA%20Certification-Foolproof%20Plan.pdf

EXAM DAY

- Rest, food, hydration
- Resist temptation for final cram
    - Relax
- Test center
    - Exact match on ID name
        - Middle name and suffix
    - Lockers
    - TSA style wand
    - Sign in/sign out
    - Big brother watching
- Brain dump
    - I wrote the mnemonics and filled them out as needed (just a few)
- Online administration
    - Flag questions for review
    - Plan breaks
        - Can't leave building but unattended
- My approach
    - 75 Questions then 5 minute break (twice)
    - Flagged Questions
        - Flagged ~ ½
        - Changed very few after review
    - About 1 hour for each part (3 hours + breaks)

WHY NOW?

- Cut over to BABOK v3 expected in September
- v2 well established and understood
- ~ ½ the material to cover
  – BABOK v2 → 271 pages
  – BABOK v3 → 514 pages
- Terminology changes
  – Appendix D: Summary of Changes from BABOK® Guide v 2.0

RESOURCES

- IIBA Certification

- Watermark Learning CBAP/CCBA Resources

- Watermark Learning CBAP and CCBA Certification Resources and Steps

- Watermark IIBA Certification Chat

  - Friday May 6th 2016 11:00 - 11:30 AM

  - Recording of prior chat

CONTACT

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