

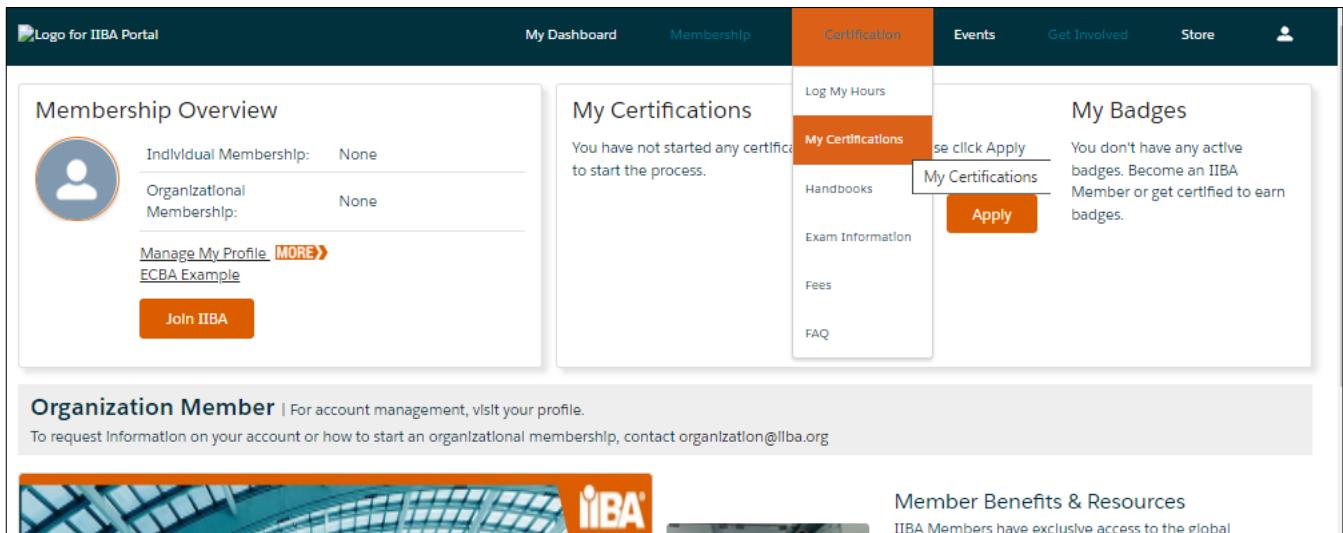
# ENTRY CERTIFICATE IN BUSINESS ANALYSIS™ (ECBA™) APPLICATION PROCESS

This document outlines the steps to follow to complete your ECBA™ Application process. Please refer to the [Core BA Certification Handbook](#) for requirements and policies.

1. [Login](#) with your IIBA credentials or [create an account](#). If this is your first time logging in, you will receive an email to activate your IIBA profile and change password.



2. From the top of the page, select **Certification** and then from the drop-down menu select **My Certifications**. This will take you to the [Certification Summary Page](#) from where you can select ECBA™.

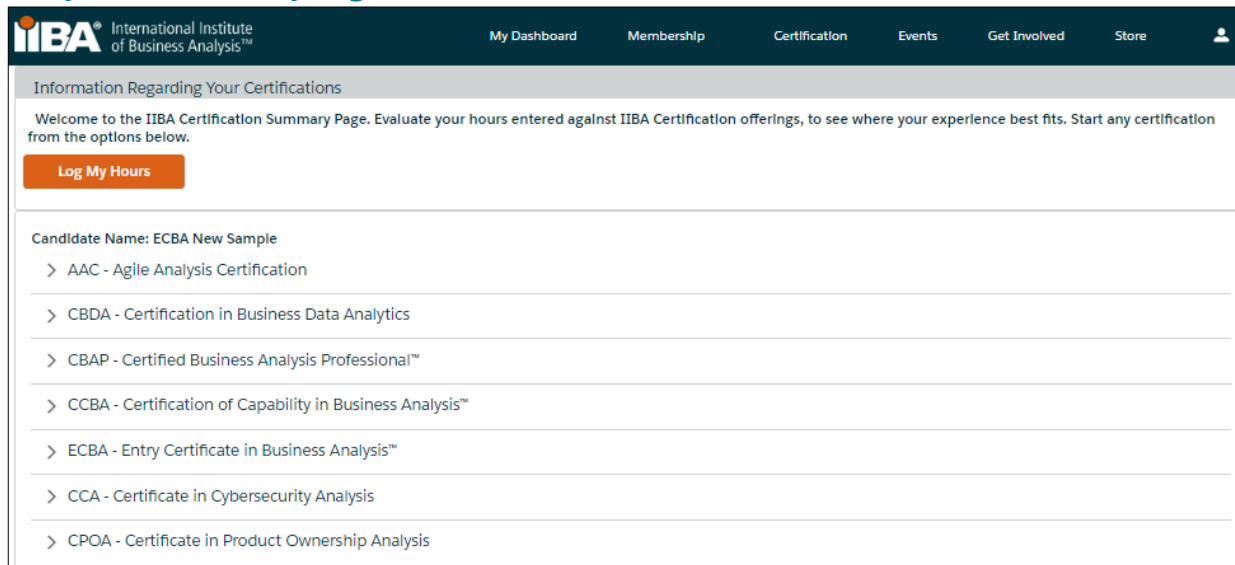


## Before you Get Started:

The ECBA™ Application **fee is non-refundable and non-transferrable**. Ensure you meet the requirements for ECBA™ by reviewing the [Certification Handbook here](#) or by selecting [Log My Hours](#) and accessing the ECBA, CCBA and CBAP Certification Handbook from the right side of the page.

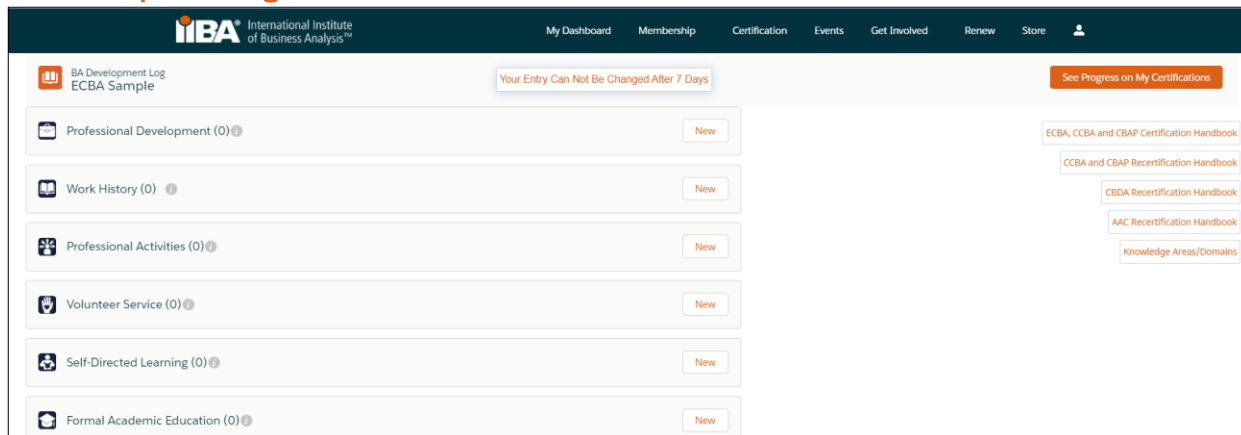
Throughout this process, you will use the [Certification Summary Page](#) and the [BA Development Log](#) to meet your goals and monitor your progress.

## Certification Summary Page



The screenshot shows the IIBA Certification Summary Page. At the top, there is a navigation bar with the IIBA logo and menu items: My Dashboard, Membership, Certification, Events, Get Involved, and Store. Below the navigation bar, the page title is "Information Regarding Your Certifications". A welcome message reads: "Welcome to the IIBA Certification Summary Page. Evaluate your hours entered against IIBA Certification offerings, to see where your experience best fits. Start any certification from the options below." A prominent orange button labeled "Log My Hours" is positioned below the message. Underneath, the candidate name is listed as "Candidate Name: ECBA New Sample". A list of certification options is provided, each with a right-pointing chevron icon: AAC - Agile Analysis Certification, CBDA - Certification in Business Data Analytics, CBAP - Certified Business Analysis Professional™, CCBA - Certification of Capability in Business Analysis™, ECBA - Entry Certificate in Business Analysis™, CCA - Certificate in Cybersecurity Analysis, and CPOA - Certificate in Product Ownership Analysis.

## BA Development Log

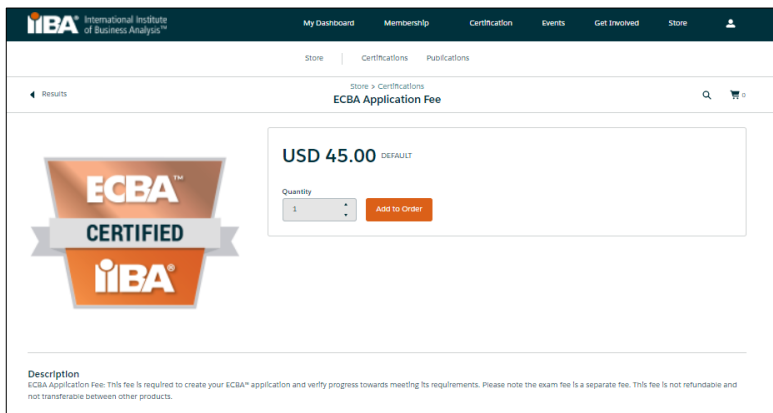


The screenshot displays the IIBA BA Development Log interface. The top navigation bar includes the IIBA logo and menu items: My Dashboard, Membership, Certification, Events, Get Involved, Renew, and Store. The page title is "BA Development Log" for "ECBA Sample". A warning message states: "Your Entry Can Not Be Changed After 7 Days". On the right side, there is a button labeled "See Progress on My Certifications". The main content area is divided into two columns. The left column lists six categories for logging development activities, each with a "New" button: Professional Development (0), Work History (0), Professional Activities (0), Volunteer Service (0), Self-Directed Learning (0), and Formal Academic Education (0). The right column lists five certification handbooks: ECBA, CCBA and CBAP Certification Handbook; CCBA and CBAP Recertification Handbook; CBDA Recertification Handbook; AAC Recertification Handbook; and Knowledge Areas/Domains.

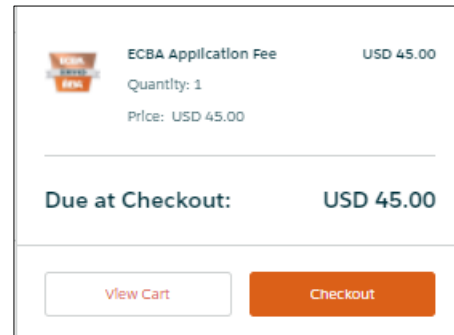
### 3. Get Started

ECBA - Entry Certificate in Business Analysis™ <input type="button" value="Get Started"/>				
APPLICATION REQUIREMENTS				Met
REQUIREMENT NAME	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	MET
Professional Development (hrs):	21	0	21	

### 4. Click on Add to Order and Checkout to pay the Application Fee.



The screenshot shows the product page for the ECBA Application Fee. The price is listed as USD 45.00. A quantity selector is set to 1, and there is an 'Add to Order' button. Below the product image, there is a description: 'ECBA Application Fee. This fee is required to create your ECBA™ application and verify progress towards meeting its requirements. Please note the exam fee is a separate fee. This fee is not refundable and not transferable between other products.'

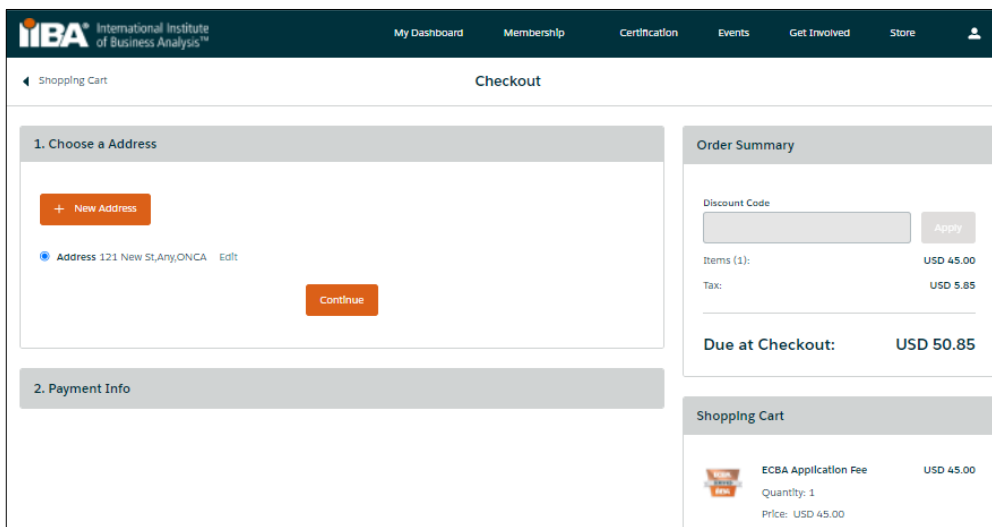


The screenshot shows a summary of the checkout process. It lists 'ECBA Application Fee' with a quantity of 1 and a price of USD 45.00. Below this, it states 'Due at Checkout: USD 45.00'. At the bottom, there are two buttons: 'View Cart' and 'Checkout'.

### 5. Proceed with Payment Information, Continue and Process Payment

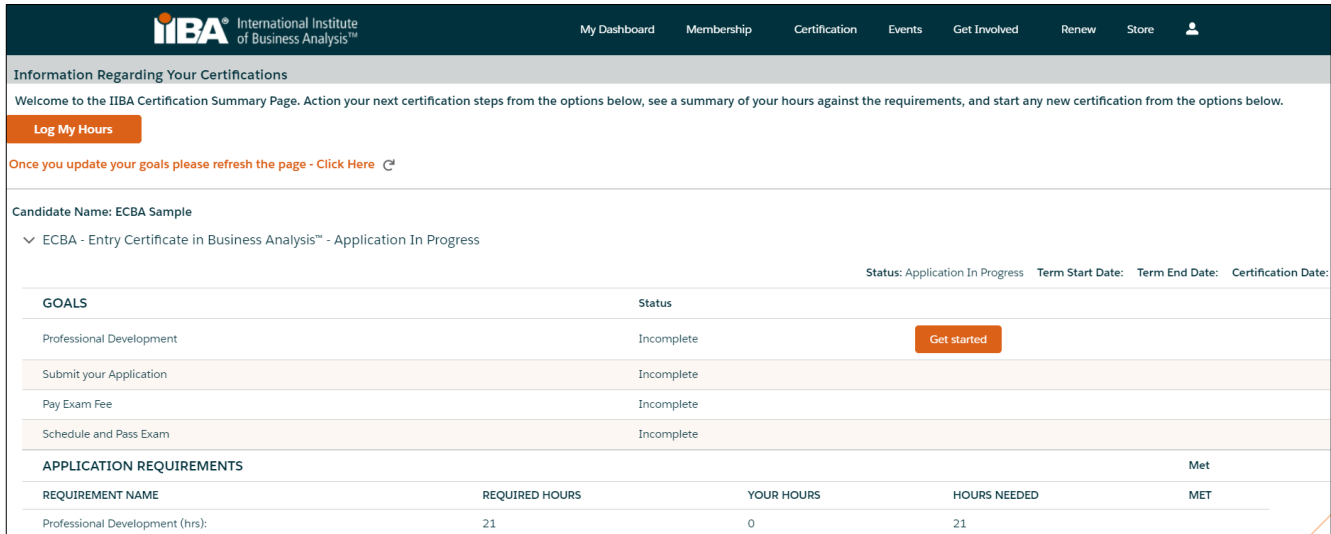
Do not click on New Address. Click on **Continue**.

**NOTE:** For coupon codes, you must click on **Continue** for the address and **THEN** add the coupon code. If the coupon code does not work, contact [certification@iiba.org](mailto:certification@iiba.org).



The screenshot shows the checkout page with three main sections: '1. Choose a Address', '2. Payment Info', and 'Order Summary'. Under '1. Choose a Address', there is a '+ New Address' button and a selected address: 'Address 121 New St,Any,ONCA Edit'. A 'Continue' button is visible below the address. The 'Order Summary' section shows a 'Discount Code' field with an 'Apply' button, 'Items (1): USD 45.00', 'Tax: USD 5.85', and a total 'Due at Checkout: USD 50.85'. The 'Shopping Cart' section at the bottom right shows the 'ECBA Application Fee' with a quantity of 1 and a price of USD 45.00.

- A receipt will generate once payment is processed. To see your receipt, select **View Receipt**.
- Complete each of the goals by selecting **Get Started**. Refer to the [Certification Handbook](#) for requirements and policies.



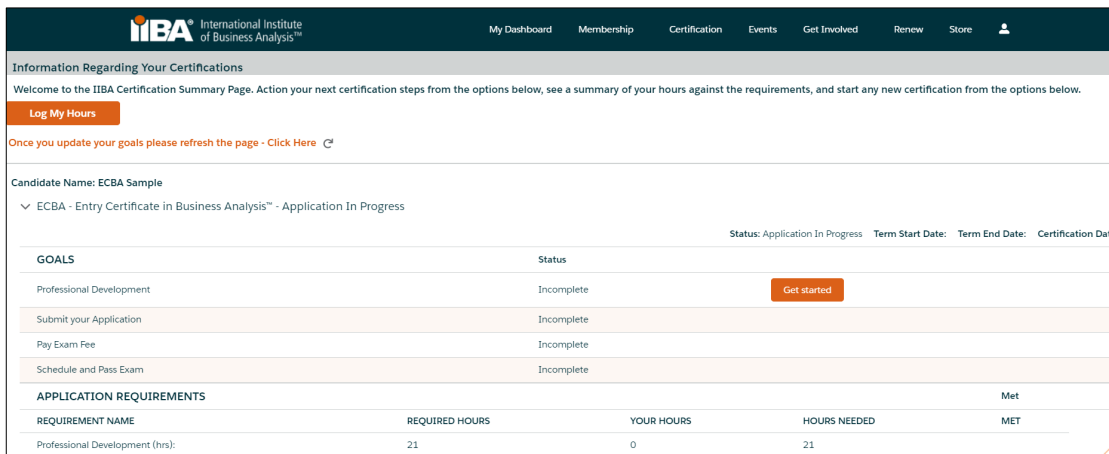
The screenshot shows the IIBA Certification Summary Page for a candidate named ECBA Sample. The page displays the status of various goals and application requirements. The 'Professional Development' goal is currently 'Incomplete' and has a 'Get started' button next to it. The 'Application Requirements' table shows that 21 hours are required, 0 have been logged, and 21 more are needed.

GOALS	Status
Professional Development	Incomplete <a href="#">Get started</a>
Submit your Application	Incomplete
Pay Exam Fee	Incomplete
Schedule and Pass Exam	Incomplete

APPLICATION REQUIREMENTS				Met
REQUIREMENT NAME	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	MET
Professional Development (hrs):	21	0	21	

- Select **Get Started** to complete the goal **Professional Development**.



This screenshot is identical to the previous one, but the 'Get started' button for the 'Professional Development' goal is highlighted in orange, indicating it is the next step to be taken.

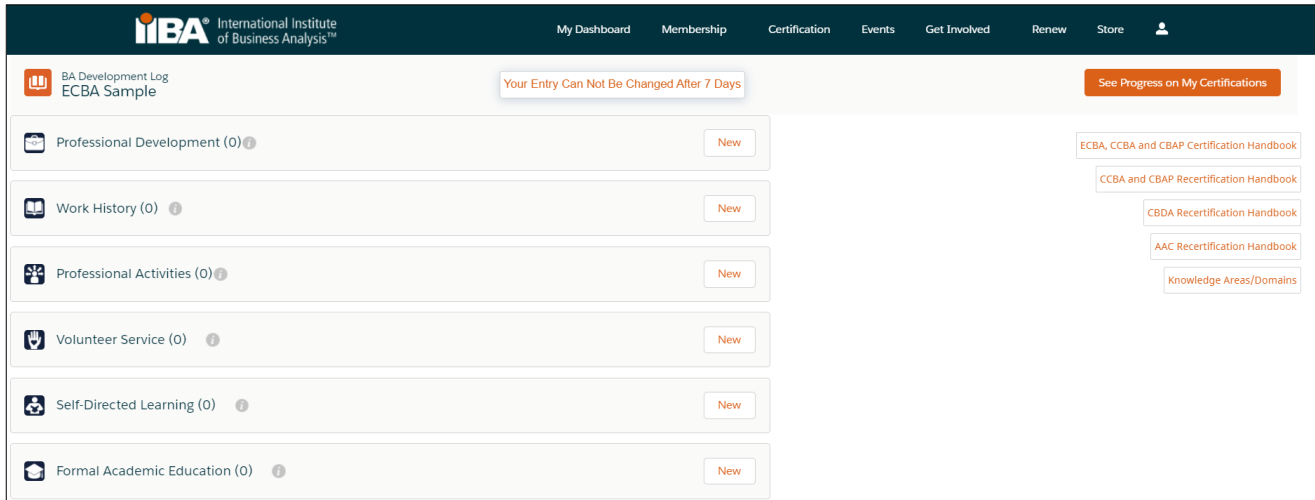
You will land on the **BA Development Log** from where you can log your hours under the **Professional Development** category.

The requirement is to log **a minimum of 21 hours** of professional development. The content must align with the **BABOK® Guide v3.0** and can consist of any of the following activities:

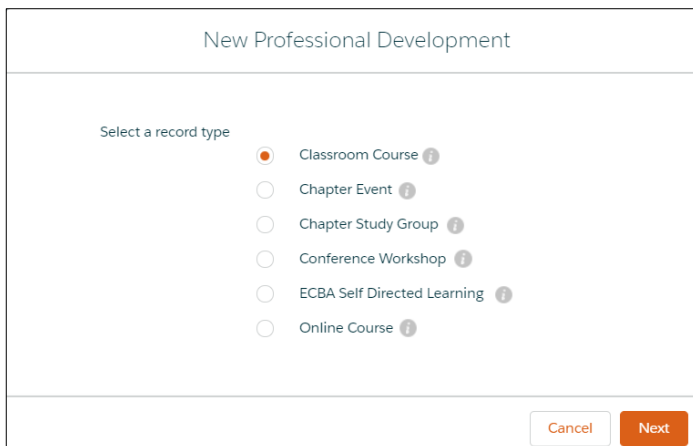
- Classroom courses (IIBA® Education Endorsed Provider, “EEP” courses, other training providers courses)
- Chapter events (presentations, workshops, conference days)
- Chapter study groups

- 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)

9. Select **New** to begin to log your hours.



Steps 10 through 15 will illustrate how to record your hours under the Professional Development category in each of the six record types.



10. Record Hours for Classroom Courses.

Use this record type to record training and education hours completed through IIBA® Endorsed Education Providers (EEP) as well as other training providers. Select the record type, **Classroom Course** and click on **Next**, complete the information and **Save**.

New Professional Development

Select a record type

Classroom Course ⓘ  
 Chapter Event ⓘ  
 Chapter Study Group ⓘ  
 Conference Workshop ⓘ  
 ECBA Self Directed Learning ⓘ  
 Online Course ⓘ

Complete the Information and **Save**.

New Professional Development: Classroom Course

Training completed through IIBA Endorsed and other training providers.

\* Activity Title:

\* Organization Name:

Description:

Organization Website:

\* Contact First Name:

\* Contact Last Name:

\* Contact Email:

Contact Phone:

\* Start Date:

\* End Date:

\* Hours:

\* Knowledge Area (Domain)

Available	Chosen
Strategy Analyst - KA6	Business Analysts Planning & Monitoring - KA3
Solution Evaluation - KA5	Elicitation and Collaboration - KA2
Agile Mindset - KA8	Requirements Life Cycle Management - KA3
Strategy Horizon - KA5	Requirements Analysis & Design Definition - KA5
Initiative Horizon - KA10	Business Analysts Knowledge - KA7
Delivery Horizon - KA11	
Identify Research Questions - KA12	
Source Data - KA13	
Analysis Data - KA14	
Interpret and Report Results - KA15	

System Information

\* BA Development Log:

Search BA Development Logs:

What resources did you use to prepare?

Select a Knowledge Area (KA) from the “Available” field and use the arrow to move it to the “Chosen” field.

Select as many of the ECBA™ KAs as are relevant to the activity.

- Business Analysis Planning & Monitoring
- Elicitation and Collaboration
- Requirements Life Cycle Management
- Requirements Analysis & Design Definition
- Business Analysts Knowledge

The hours will appear in your **BA Development Log**.

Select **See Progress on My Certifications** for the **Certification Summary Page** where the system tracks Required Hours; Your Hours; Hours Needed and Met.

Once the 21 hours are met:

- A checkmark appears next to the **Met** status
- The Professional Development goal status is **Complete**

REQUIREMENT NAME	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	MET
Professional Development (hrs):	21	21	0	<input checked="" type="checkbox"/>

## 11. Record Hours for a Chapter Event.

Use this record type to record hours for chapter events including presentations, workshops and conference days. Select the record type, **Chapter Event** and click on **Next**, complete the information and **Save**.

New Professional Development

Select a record type

- Classroom Course ⓘ
- Chapter Event ⓘ
- Chapter Study Group ⓘ
- Conference Workshop ⓘ
- ECBA Self Directed Learning ⓘ
- Online Course ⓘ

Complete the Information and **Save**.

New Professional Development: Chapter Event

Chapter events including presentations, workshops, conference days.

\*Activity Title

\*Organization Name

Description

Organization Website

\*Contact First Name ⓘ

\*Contact Last Name ⓘ

\*Contact Email ⓘ

Contact Phone ⓘ

\*Start Date ⓘ

\*End Date ⓘ

\*Hours

\*Knowledge Area / Domain ⓘ

Available	Chosen
Strategy Analysis - KA6	Business Analysis Planning & Monitoring - KA1
Solution Evaluation - KA8	Elicitation and Collaboration - KA2
Agile Mindset - KA9	Requirements Life Cycle Management - KA3
Strategy Horizons - KA5	Requirements Analysis & Design Definition - KA4
Initiative Horizons - KA10	Business Analysis Knowledge - KA7
Delivery Horizons - KA11	
Identify Research Questions - KA12	
Source Data - KA13	
Analyze Data - KA14	
Interpret and Report Results - KA15	

System Information

\*BA Development Log ⓘ

Search BA Development Logs...

What resources did you use to prepare? ⓘ

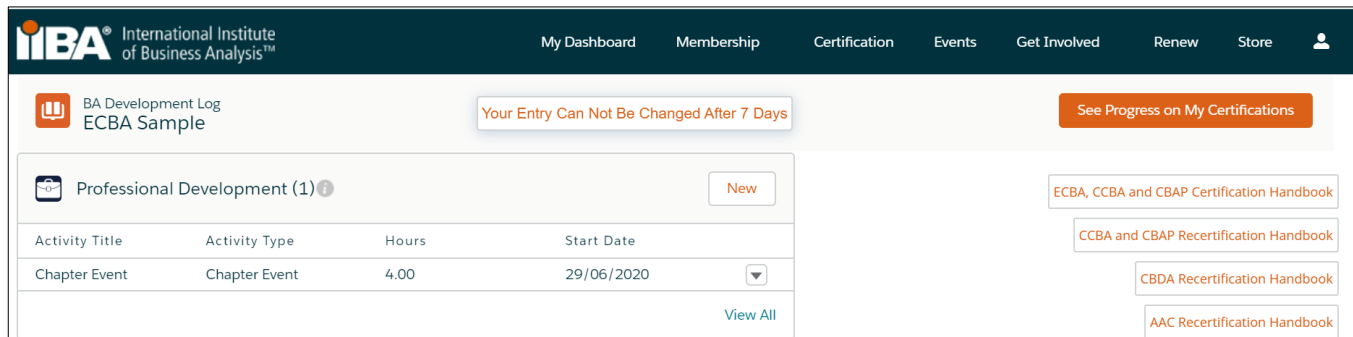
Select a Knowledge Area (KA) from the “Available” field and use the arrow to move it to the “Chosen” field.

Select as many of the ECBA™ KAs as are relevant to the activity.

- Business Analysis Planning & Monitoring
- Elicitation and Collaboration
- Requirements Life Cycle Management
- Requirements Analysis & Design Definition
- Business Analysis Knowledge



The hours will appear in your **BA Development Log**.



The screenshot shows the IIBA user dashboard. At the top, there are navigation links: My Dashboard, Membership, Certification, Events, Get Involved, Renew, and Store. Below the navigation, there is a section for 'BA Development Log' with a sub-section for 'ECBA Sample'. A message states 'Your Entry Can Not Be Changed After 7 Days'. There is a 'See Progress on My Certifications' button. Below this, there is a 'Professional Development (1)' section with a 'New' button. A table lists activities:

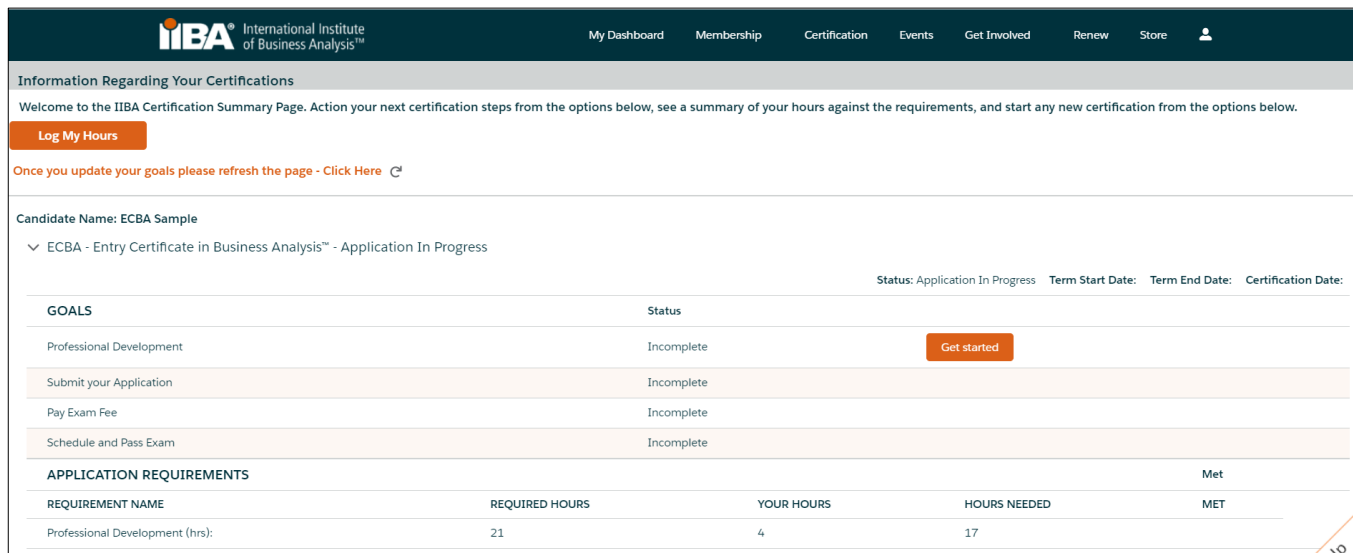
Activity Title	Activity Type	Hours	Start Date
Chapter Event	Chapter Event	4.00	29/06/2020

There is a 'View All' link below the table. On the right side, there are links for 'ECBA, CCBA and CBAP Certification Handbook', 'CCBA and CBAP Recertification Handbook', 'CBDA Recertification Handbook', and 'AAC Recertification Handbook'.

Select **See Progress on My Certifications** for the **Certification Summary Page** where the system tracks Required Hours; Your Hours; Hours Needed and Met.

Once the 21 hours are met:

- A checkmark appears next to the **Met** status
- The Professional Development goal status is **Complete**. The following Log has not yet met the hours.



The screenshot shows the IIBA Certification Summary Page. It includes a 'Log My Hours' button and a message: 'Once you update your goals please refresh the page - Click Here'. The candidate name is 'ECBA Sample'. The application status is 'Application In Progress'. There is a table for 'GOALS' with columns for 'GOALS' and 'Status':

GOALS	Status
Professional Development	Incomplete
Submit your Application	Incomplete
Pay Exam Fee	Incomplete
Schedule and Pass Exam	Incomplete

There is a 'Get started' button next to the 'Professional Development' goal. Below this is a table for 'APPLICATION REQUIREMENTS' with columns for 'REQUIREMENT NAME', 'REQUIRED HOURS', 'YOUR HOURS', 'HOURS NEEDED', and 'MET':

REQUIREMENT NAME	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	MET
Professional Development (hrs):	21	4	17	

## 12. Record Hours for a Chapter Study Group.

Use this record type to record hours for chapter study groups. Select the record type, **Chapter Study Group** and click on **Next**, complete the information and **Save**.

New Professional Development

Select a record type

Classroom Course ⓘ  
 Chapter Event ⓘ  
 Chapter Study Group ⓘ  
 Conference Workshop ⓘ  
 ECBA Self Directed Learning ⓘ  
 Online Course ⓘ

Complete the Information and **Save**.

New Professional Development: Chapter Study Group

Structured, facilitated study with objectives, interactivity, assessment.

\* Activity Title

\* Organization Name

Description

Organization Website

\* Contact First Name ⓘ

\* Contact Last Name ⓘ

\* Contact Email ⓘ

Contact Phone ⓘ

\* Start Date ⓘ

\* End Date ⓘ

\* Hours

\* Knowledge Area (Domain) ⓘ

Available	Chosen
Strategy Analysis - KA1	Business Analysis Planning & Monitoring - KA3
Solution Evaluation - KA6	Elicitation and Collaboration - KA2
Agile Mindset - KA8	Requirements Life Cycle Management - KA5
Strategy Horizon - KA9	Requirements Analysis & Design Definition - KA4
Initiative Horizon - KA10	Business Analysis Knowledge - KA7
Delivery Horizon - KA11	
Identify Research Questions - KA12	
Source Data - KA13	
Analysis Data - KA14	
Interpret and Report Results - KA15	

System Information

\* BA Development Log ⓘ

Search BA Development Log... ⓘ

What resources did you use to prepare? ⓘ

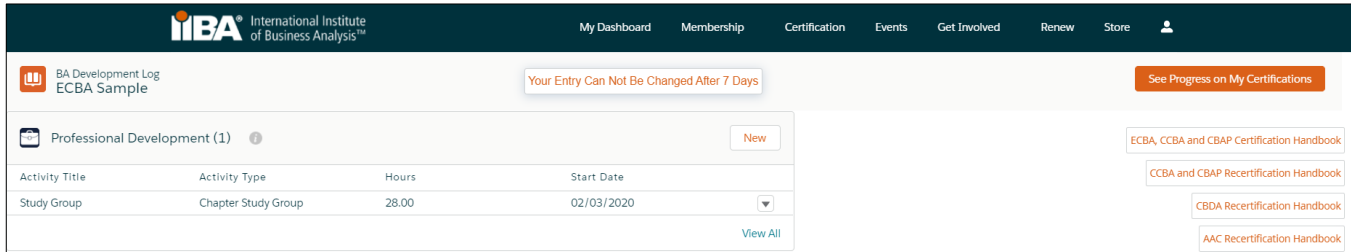
-None-

Select a Knowledge Area (KA) from the “Available” field and use the arrow to move it to the “Chosen” field.

Select as many of the ECBA™ KAs as are relevant to the activity.

- Business Analysis Planning & Monitoring
- Elicitation and Collaboration
- Requirements Life Cycle Management
- Requirements Analysis & Design Definition
- Business Analysis Knowledge

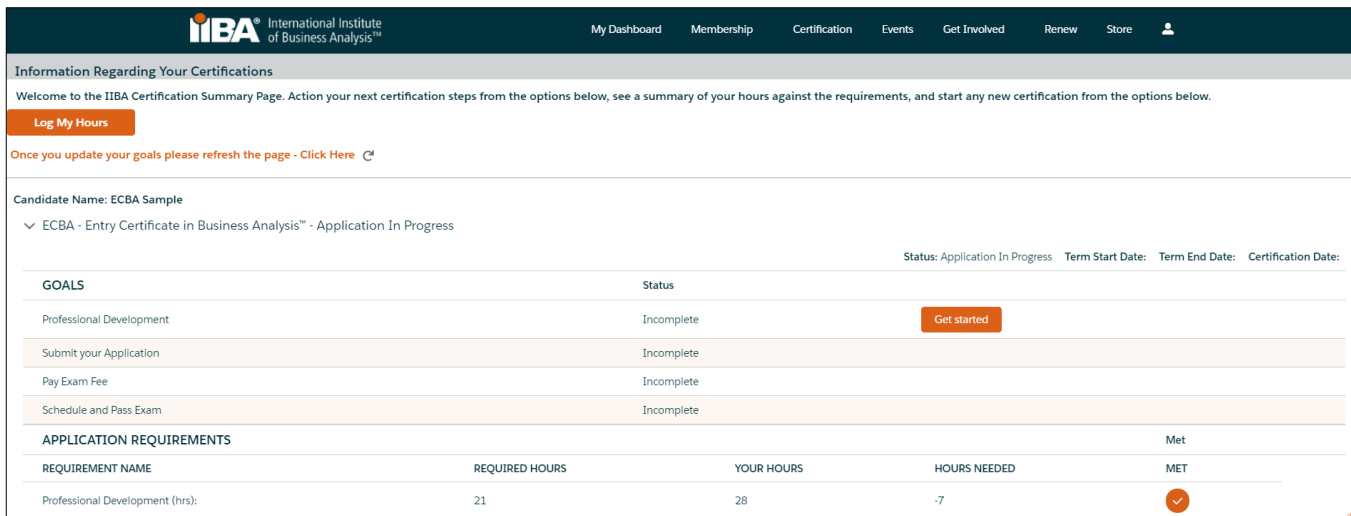
The hours will appear in your **BA Development Log**.



Select **See Progress on My Certifications** for the **Certification Summary Page** where the system tracks Required Hours; Your Hours; Hours Needed and Met.

Once the 21 hours are met:

- A checkmark appears next to the **Met** status
- The Professional Development goal status is Complete



GOALS	Status	
Professional Development	Incomplete	<a href="#">Get started</a>
Submit your Application	Incomplete	
Pay Exam Fee	Incomplete	
Schedule and Pass Exam	Incomplete	

APPLICATION REQUIREMENTS	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	Met
Professional Development (hrs):	21	28	-7	<input checked="" type="checkbox"/>

### 13. Record Hours for a Conference Workshop.

Use this record type to record conference keynotes, track sessions, tutorials, & workshops. Select the record type, **Conference Workshop** and click on **Next** complete the information and **Save**.

New Professional Development

Select a record type

Classroom Course ⓘ  
 Chapter Event ⓘ  
 Chapter Study Group ⓘ  
 Conference Workshop ⓘ  
 ECBA Self Directed Learning ⓘ  
 Online Course ⓘ

Complete the Information and **Save**.

New Professional Development: Conference Workshop

Conference track sessions, tutorials, keynotes & workshops.

\* Activity Title

\* Organization Name

Description

Organization Website

\* Contact First Name ⓘ

\* Contact Last Name ⓘ

\* Contact Email ⓘ

Contact Phone ⓘ

\* Start Date ⓘ

\* End Date ⓘ

\* Hours

\* Knowledge Area (Domain) ⓘ

Available	Chosen
Strategy Analysis - KA1	Business Analysis Planning & Monitoring - KA3
Solution Evaluation - KA2	Elicitation and Collaboration - KA2
Agile Mindset - KA6	Requirements Life Cycle Management - KA3
Strategy Horizon - KA5	Requirements Analysis & Design Definition - KA5
Initiative Horizon - KA10	Business Analysis Knowledge - KA7
Delivery Horizon - KA11	
Identify Research Questions - KA12	
Source Data - KA13	
Analyze Data - KA16	
Interpret and Report Results - KA15	

System Information

\* BA Development Log ⓘ

Search BA Development Logs... ⓘ

What resources did you use to prepare? ⓘ

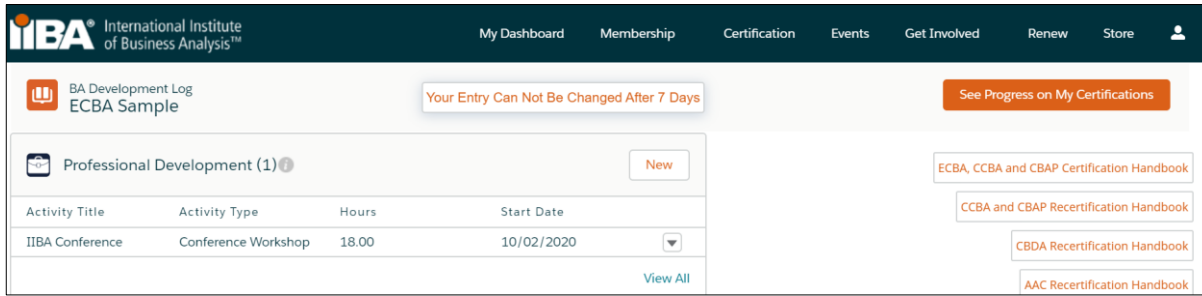
--None--

Select a Knowledge Area (KA) from the “Available” field and use the arrow to move it to the “Chosen” field.

Select as many of the ECBA™ KAs as are relevant to the activity.

- Business Analysis Planning & Monitoring
- Elicitation and Collaboration
- Requirements Life Cycle Management
- Requirements Analysis & Design Definition
- Business Analysis Knowledge

The hours will appear in your **BA Development Log**.



BA Development Log  
ECBA Sample

Your Entry Can Not Be Changed After 7 Days

See Progress on My Certifications

Professional Development (1)

Activity Title	Activity Type	Hours	Start Date
IIBA Conference	Conference Workshop	18.00	10/02/2020

View All

ECBA, CCBA and CBAP Certification Handbook

CCBA and CBAP Recertification Handbook

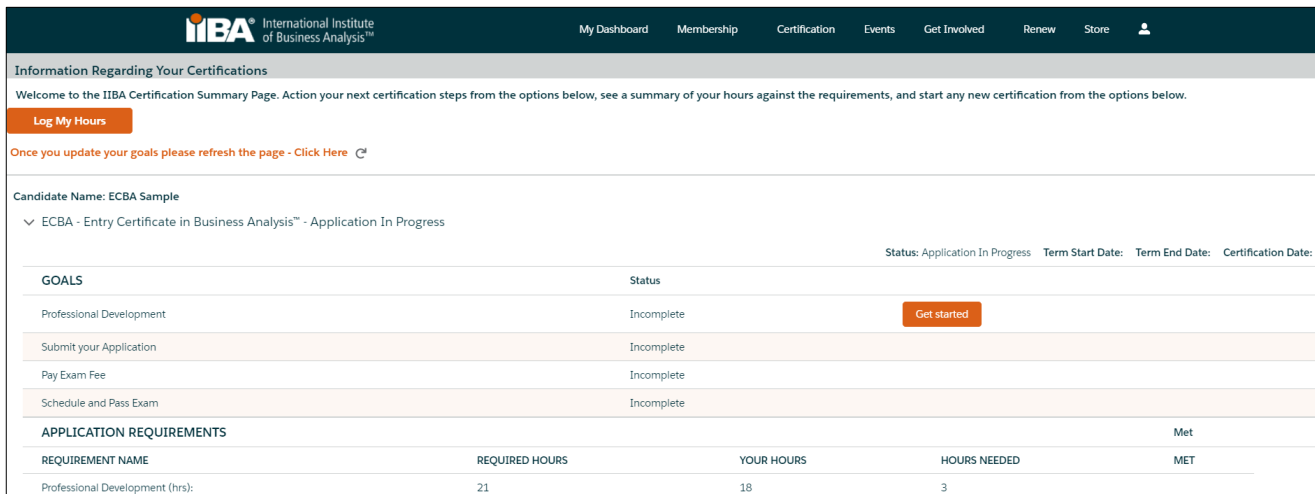
CBDA Recertification Handbook

AAC Recertification Handbook

Select **See Progress on My Certifications** for the **Certification Summary Page** where the system tracks Required Hours; Your Hours; Hours Needed and Met.

Once the 21 hours are met:

- A checkmark appears next to the Met status
- The Professional Development goal status is Complete



Information Regarding Your Certifications

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.

Log My Hours

Once you update your goals please refresh the page - [Click Here](#)

Candidate Name: ECBA Sample

ECBA - Entry Certificate in Business Analysis™ - Application In Progress

Status: Application In Progress Term Start Date: Term End Date: Certification Date:

GOALS	Status
Professional Development	Incomplete <a href="#">Get started</a>
Submit your Application	Incomplete
Pay Exam Fee	Incomplete
Schedule and Pass Exam	Incomplete

APPLICATION REQUIREMENTS	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	Met
Professional Development (hrs):	21	18	3	MET

#### 14. Record Hours for ECBA™ Self-Directed Learning.

Use this record type to record hours spent in self-directed learning such as reading/studying the BABOK® Guide v3.0 and watching archived webinars. Select the record type, **ECBA Self-Directed Learning** and click on **Next**, complete the information and **Save**.

### New Professional Development

Select a record type

- Classroom Course ⓘ
- Chapter Event ⓘ
- Chapter Study Group ⓘ
- Conference Workshop ⓘ
- ECBA Self Directed Learning ⓘ
- Online Course ⓘ

Complete the Information and **Save**.

### New Professional Development: ECBA Self Directed Learning

Reading /reviewing the BABOK® Guide and watching archived webinars.

\*Activity Title

Description

\*Start Date ⓘ

\*End Date ⓘ

\*Hours

\*Knowledge Area/Domain ⓘ

Available	Chosen
Strategy Analysis - KA4	Business Analysis Planning & Monitoring - KA1
Solution Evaluation - KA6	Elicitation and Collaboration - KA2
Agile Mindset - KA8	Requirements Life Cycle Management - KA3
Strategy Horizon - KA9	Requirements Analysis & Design Definition - KA5
Initiative Horizon - KA10	Business Analysis Knowledge - KA7
Delivery Horizon - KA11	
Identify Research Questions - KA12	
Source Data - KA13	
Analyze Data - KA14	
Interpret and Report Results - KA15	

System Information

\*BA Development Log ⓘ

What resources did you use to prepare? ⓘ

Select a Knowledge Area (KA) from the “Available” field and use the arrow to move it to the “Chosen” field.

Select as many of the ECBA™ KAs as are relevant to the activity.

- Business Analysis Planning & Monitoring
- Elicitation and Collaboration
- Requirements Life Cycle Management
- Requirements Analysis & Design Definition
- Business Analysis Knowledge

The hours will appear in your **BA Development Log**.

Select **See Progress on My Certifications** for the **Certification Summary Page** where the system tracks Required Hours; Your Hours; Hours Needed and Met.

Once the 21 hours are met:

- A checkmark appears next to the Met status
- The Professional Development goal status is Complete

GOALS	Status
Professional Development	Complete <input checked="" type="checkbox"/>
Submit your Application	Incomplete <input type="checkbox"/>
Pay Exam Fee	Incomplete <input type="checkbox"/>
Schedule and Pass Exam	Incomplete <input type="checkbox"/>

APPLICATION REQUIREMENTS	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	Met
Professional Development (hrs):	21	24	-3	<input checked="" type="checkbox"/>

### 15. Record Hours for an Online Course.

Use this record type to record hours for online courses and live webinars completed through IIBA® Endorsed Education Providers (EEP) as well as other training providers. Select the record type, **Online Course** and click on **Next**, complete the information and **Save**.

New Professional Development

Select a record type

- Classroom Course ⓘ
- Chapter Event ⓘ
- Chapter Study Group ⓘ
- Conference Workshop ⓘ
- ECBA Self Directed Learning ⓘ
- Online Course ⓘ

Complete the Information and Save.

New Professional Development: Online Course

Training completed through Endorsed and other providers and live webinars.

\* Activity Title

\* Organization Name

Description

Organization Website

\* Contact First Name ⓘ

\* Contact Last Name ⓘ

\* Contact Email ⓘ

Contact Phone ⓘ

\* Start Date ⓘ

\* End Date ⓘ

\* Hours

\* Knowledge Area / Domain ⓘ

Available	Chosen
Strategy Analysis - KA1	Business Analysis Planning & Monitoring - KA3
Solution Evaluation - KA2	Elicitation and Collaboration - KA2
Agile Mindset - KA6	Requirements Life Cycle Management - KA3
Strategy Horizon - KA5	Requirements Analysis & Design Definition - KA5
Initiative Horizon - KA10	Business Analysis Knowledge - KA7
Delivery Horizon - KA11	
Identify Research Questions - KA12	
Source Data - KA13	
Analysis Data - KA14	
Interpret and Report Results - KA15	

System Information

\* BA Development Log ⓘ

What resources did you use to prepare? ⓘ

Select a Knowledge Area (KA) from the “Available” field and use the arrow to move it to the “Chosen” field.

Select as many of the ECBA™ KAs as are relevant to the activity.

- Business Analysis Planning & Monitoring
- Elicitation and Collaboration
- Requirements Life Cycle Management
- Requirements Analysis & Design Definition
- Business Analysis Knowledge



The hours will appear in your **BA Development Log**.

**BA Development Log**  
ECBA Sample

Your Entry Can Not Be Changed After 7 Days

See Progress on My Certifications

Professional Development (2) New

Activity Title	Activity Type	Hours	Start Date
ECBA Essentials	Online Course	12.00	02/03/2020
Elicitation and Collab...	Online Course	15.00	25/05/2020

View All

ECBA, CCBA and CBAP Certification Handbook

CCBA and CBAP Recertification Handbook

CBDA Recertification Handbook

AAC Recertification Handbook

Select **See Progress on My Certifications** for the **Certification Summary Page** where the system tracks Required Hours; Your Hours; Hours Needed and Met.

Once the 21 hours are met:

- A checkmark appears next to the Met status
- The Professional Development goal status is Complete

**Information Regarding Your Certifications**

Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.

[Log My Hours](#)

Once you update your goals please refresh the page - [Click Here](#)

Candidate Name: ECBA Sample

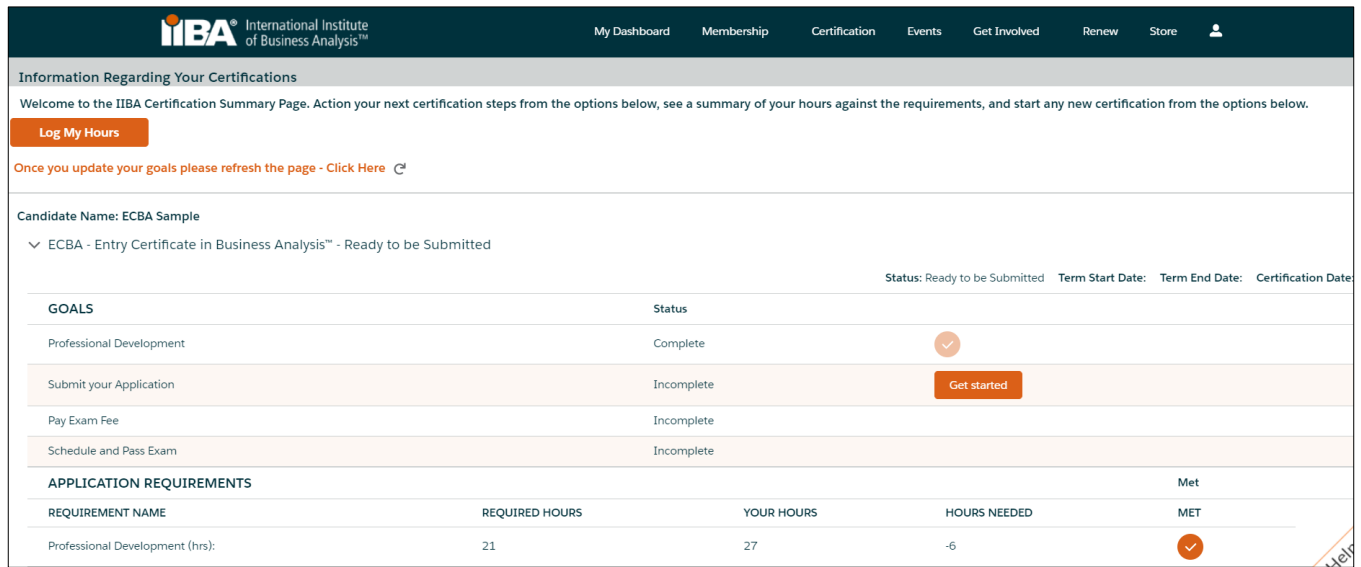
ECBA - Entry Certificate in Business Analysis™ - Ready to be Submitted

Status: Ready to be Submitted Term Start Date: Term End Date: Certification Date

GOALS	Status
Professional Development	Complete <span>✓</span>
Submit your Application	Incomplete <span>Get started</span>
Pay Exam Fee	Incomplete
Schedule and Pass Exam	Incomplete

APPLICATION REQUIREMENTS	Met			
REQUIREMENT NAME	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	MET
Professional Development (hrs):	21	27	-6	<span>✓</span>

## 16. Select Get Started to Submit your Application.



**Information Regarding Your Certifications**  
 Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.

[Log My Hours](#)

Once you update your goals please refresh the page - [Click Here](#)

Candidate Name: ECBA Sample

▼ ECBA - Entry Certificate in Business Analysis™ - Ready to be Submitted

Status: Ready to be Submitted Term Start Date: Term End Date: Certification Date:

GOALS	Status
Professional Development	Complete <span>✓</span>
Submit your Application	Incomplete <a href="#">Get started</a>
Pay Exam Fee	Incomplete
Schedule and Pass Exam	Incomplete

APPLICATION REQUIREMENTS				Met
REQUIREMENT NAME	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	MET
Professional Development (hrs):	21	27	-6	<span>✓</span>

## 17. Agree to the Attestations.

- Read the documents
- Agree to the conditions
- Determine if you want your name to appear on the Certification Registry

After your application is submitted, you will be “Approved” or “Approved Pending Audit”.

**IIBA**® International Institute of Business Analysis™ My Dashboard   Membership   Certification   Events   Get Involved

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### Attestations

Please read the following documents and agree to them by clicking on the following checkboxes:

[ECBA Terms and Conditions](#)

[ECBA Code of Conduct](#)

[Certification Handbook](#)

I agree to the ECBA Terms and Conditions.\*

I agree to abide by the ECBA Code of Conduct.\*

I have read the Certification Handbook.\* ⓘ

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### Certificate Registry

Do you consent to having the following information made publicly available, upon your achievement of the certificate, on our international public registry, located within the [Certified Registries section](#) of the [IIBA website](#), and used for statistical purposes by IIBA for affiliated chapters and organizations:

1. Certificate achieved
2. First and last names
3. City, state/province and country
4. Achievement date

I consent to the above statement.

If, after providing consent, you wish to opt out of the registry, please follow these steps:

1. Navigate to the [IIBA website](#)
2. Log in
3. In the top ribbon, click on the downward arrow and then on the *Profile* option
4. Once inside your profile, Click on the *My Profile* button, located on the top right-hand side
5. Within the *Profile* option, de-click the *Cert Directory Consent* option
6. Press on the *Save Profile Information* button

---

**Submit**

## 18. Your One-Year Application Term

Once “Approved”, you will have a **one-year Application Term** in which to schedule and take your exam. Within the **one-year**, you have three attempts, each at a fee, to write the exam, if required. [Certification Fees](#) apply.

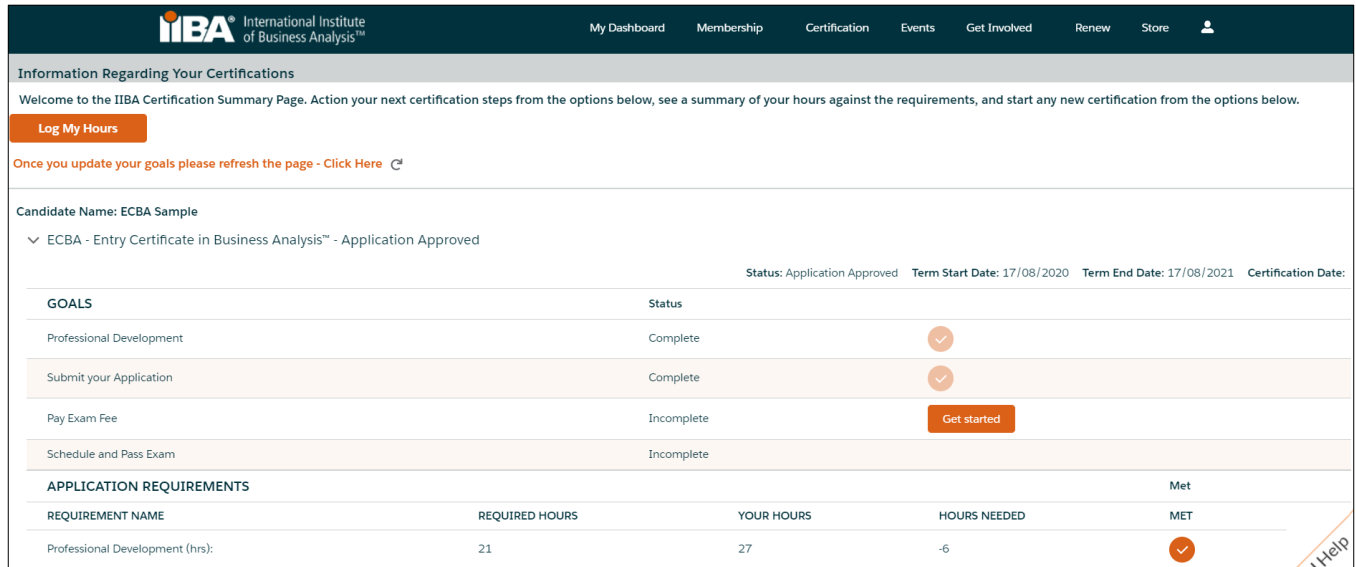
Your **one-year Application Term** will start from the day your application is approved.

If your application lapses, you will have to pay the application fee again, re-verify that you meet the requirements, and pay the exam fee.

## 19. Select Get Started to Pay Exam Fee

For payment instructions, follow Steps 4-6.

After payment of the exam fee, you will receive a confirmation email from IIBA® indicating your next steps **Schedule and Pass Exam**.



**Information Regarding Your Certifications**  
 Welcome to the IIBA Certification Summary Page. Action your next certification steps from the options below, see a summary of your hours against the requirements, and start any new certification from the options below.

[Log My Hours](#)

Once you update your goals please refresh the page - [Click Here](#)

Candidate Name: ECBA Sample  
 ECBA - Entry Certificate in Business Analysis™ - Application Approved

Status: Application Approved Term Start Date: 17/08/2020 Term End Date: 17/08/2021 Certification Date:

GOALS	Status	
Professional Development	Complete	✓
Submit your Application	Complete	✓
Pay Exam Fee	Incomplete	<a href="#">Get started</a>
Schedule and Pass Exam	Incomplete	

APPLICATION REQUIREMENTS				Met
REQUIREMENT NAME	REQUIRED HOURS	YOUR HOURS	HOURS NEEDED	MET
Professional Development (hrs):	21	27	-6	✓

## 20. You May Also Like

- [Certification Fees](#)
- [Cancellation and Reschedule Policy](#)
- [Certification FAQs](#)
- [Exam Information](#)