



IIBA Certification and Recertification - Terms and Conditions

CCBA® and CBAP® - Certification Application/Fee:

I agree to the terms and conditions listed below for submission and payment of an application:

- This application is the property of International Institute of Business Analysis™ (IIBA®) and is protected by copyright. Once the application is complete, it is confidential.
- By creating an account with IIBA and submitting my online application, I understand that IIBA may contact me regarding my account and online application.
- I consent to IIBA collecting and storing the foregoing information, in accordance with the **Privacy Policy**, and contacting my stated references and contacts to confirm any or all information in my online application.
- I understand that the **application fee is non-transferable between products and individuals and non-refundable**, and that if my application is approved, I have one year from the time my approval email is sent by IIBA to take the exam before my application lapses. If my application lapses, I must reapply and repay the application fee.
- I am aware that IIBA will send me email reminders before my application lapses.

ECBA™, CCBA®, CBAP®, IIBA®-AAC, IIBA®-CBDA, IIBA®-CCA, IIBA®-CPOA - Exam and Exam Rewrite Fees:

I agree to the terms and conditions listed below for payment of exam and exam rewrite fees as follows:

- Exam candidates have **12 months from the day IIBA received an exam or exam rewrite fee to request a refund**.
- After such time, the candidate's exam or exam rewrite fee payment will become non-refundable and the candidate will forfeit their payment. This means that to schedule and sit the exam, the candidate will need to repay the exam or exam rewrite fee.
- Refund process within the 12 months eligibility period:
 - Any fees required to cancel your exam still apply as per the policy on the **Exam Information** webpage.
 - To receive a refund of the exam or exam rewrite fee payment, candidates must first cancel their scheduled exam, and then e-mail their refund request to **certification@iiba.org**.
- If a candidate misses their scheduled exam date without cancelling or rescheduling in advance and paying the necessary fee as per the policy on the **Exam Information** webpage, the candidate will be considered a no-show. This means the candidate will have to forfeit their exam fee or exam rewrite fee already paid (unless there is an extenuating circumstance) and, will have to repay the exam fee or exam rewrite fee to schedule and sit the exam.
- I am aware that IIBA will send me email reminders before my exam expires.

ECBA™, CCBA®, CBAP®, IIBA®-AAC, IIBA®-CBDA, IIBA®-CCA, IIBA®-CPOA - Marks:

Recipients in good standing (i.e., those who successfully pass the exam and recertify when required on time) are granted a limited, non-exclusive, and revocable license and permission to use the following marks and trademarks (collectively “ECBA™/CCBA®/CBAP®/IIBA®-AAC/IIBA®-CBDA/IIBA®-CCA/IIBA®-CPOA Marks”) for the term that the recipient is in good standing in accordance with the terms and conditions and, that as a recipient, I agree:

- to use the ECBA™/CCBA®/CBAP®/IIBA®-AAC/IIBA®-CBDA/IIBA®-CCA/IIBA®-CPOA Marks in accordance with the standards set out in the **IIBA Terms of Use**; and
- to terminate the use of the ECBA™/CCBA®/CBAP®/IIBA®-AAC/IIBA®-CBDA/IIBA®-CCA/IIBA®-CPOA Marks in the event the certificate/certification is revoked, or the recipient is no longer in good standing.
- that IIBA reserves the right to revoke the license herein at its sole discretion at any time.

CCBA®, CBAP®, IIBA®-AAC, IIBA®-CBDA – Recertification Application/Fee:

I agree to the terms and conditions listed below for submission and payment of a recertification application:

- This application is the property of International Institute of Business Analysis™ (IIBA®) and is protected by copyright. Once the application is complete, it is confidential.
- By submitting my online application, I understand that IIBA may contact me regarding my account and online application.
- I consent to IIBA collecting and storing the foregoing information, in accordance with the **Privacy Policy**, and contacting my stated contacts to confirm any or all information in my online application.
- I am aware that IIBA will send me reminder emails before my certification status lapses.
- I understand that the **recertification fee is non-transferable between products and individuals and non-refundable.**

Definitions:

- Entry Certificate in Business Analysis™ (ECBA™)
- Certification of Capability in Business Analysis™ (CCBA®)
- Certified Business Analysis Professional™ (CBAP®)
- Agile Analysis Certification (IIBA®-AAC)
- Certification in Business Data Analytics (IIBA®-CBDA)
- Certificate in Cybersecurity Analysis (IIBA®-CCA)
- Certificate in Product Ownership Analysis (IIBA®-CPOA)