

# FAQ

## Do I need to be an IIBA Member?

Yes - you must be an IIBA member in good standing.

Not a member yet? [Start here](#) or contact your local IIBA chapter.

The series is open to all IIBA members, although it is only being marketed through participating chapters.

## How is the study group going to be conducted?

All study group sessions will be virtual, conducted via Zoom.

Invitations will be sent after registration is confirmed.

We will use the same Zoom link every week.

## What is the time commitment?

Sessions are scheduled for Tuesday and Thursday nights for 2 hours, starting on Tuesday, April 6, 2021.

The study group is expected to meet for 8 weeks, up to 32 hours in total. The series may be extended beyond eight weeks if necessary to cover the material.

## When will this be held?

The virtual study group will be held Tuesday and Thursday evenings from 6-8 p.m. CST beginning April 6.

## How much will it cost?

The sessions are free, and the material is based on the *BABOK Guide*, which is available to you as a PDF with your IIBA membership.

## Are there study materials?

Your primary study material is the *BABOK Guide*, which is free online with your IIBA membership.

We will be using course materials created by one of the series planners, allowing us to present this series at no cost to participants.

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## **How do I get the deck for the night(s) I'll be presenting?**

We will use Signup Genius to coordinate facilitators, who will receive decks to facilitate their sessions at least a couple of weeks in advance.

## **Can I count my participation towards requirements to sit for the exam?**

Yes. Whether you plan to sit for the ECBA, CCBA or CBAP exam, this group qualifies for PD hours. You will receive a certificate for the total hours you participate during the session.

## **What do you mean, “for the total hours I participate”?**

We will take attendance at every session. You are not required to attend any particular session, unless you signed up as a facilitator. There is no penalty if you have to miss a night. After the series, we will provide the number of hours that you can claim on your certification application.

## **What does it mean to “facilitate”?**

Studies show that a good way to learn a topic is to explain the material to someone else, and last year’s participants said that preparing for their sessions was a major factor in helping them learn the material in depth.

You will be asked to sign up for one session to present on a chapter of the BABOK. More than one person can sign up to facilitate the same session. In that case, we recommend that you team up to co-present the material or at least to confirm handoffs between slides or sections. We will have a basic slide deck available for you to build on, so you don’t have to start from scratch.

A best practice from last year: teams who presented related material (e.g., where a *BABOK Guide* subject area is split across two nights) would meet the weekend before presenting to practice their sections, confirm handoffs between the deck(s), and review any quizzes or other supplemental materials that they created.

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## **Where do I sign up to co-facilitate?**

Use this link to sign up using Signup Genius  
We will explain more in the first session.

## **How will I learn what I need to know for the exam if the participants are the ones co-facilitating?**

Great question! We will have at least one IIBA member per session who is a certified CBAP and is familiar with the exam material. This person will be there to help guide the discussion and lend their experience.

## **Will you record the sessions?**

Yes, we plan to record every session and make it available to participants. Once the study group series ends, the sessions will no longer be available to download/stream.

## **What is an Accountability Team?**

We will be teaming small groups of certification candidates with a CCBA or CBAP, as appropriate for the exam being pursued.

The teams will determine how they want to work together, but the expectation is that they will meet regularly for several months to provide accountability partners and help get each team member certified.

## **Am I guaranteed to pass the test once I finish this study group?**

No, there is no guarantee you will pass the exam; however by pointing you to the materials and facilitating a learning environment, we are doing everything possible to help you be successful.

## **I just want to participate, but I am not interested in pursuing certification. Can I still sign up?**

Yes, you may! The material, discussion, and networking opportunities may help with your job or career goals.

**For inquiries, contact us at  
[centralregion@gcc.iiba.org](mailto:centralregion@gcc.iiba.org)**

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## **I signed up as a CCBA/CBAP moderator. What does that mean?**

First, to co-moderate, you need to have your CCBA or CBAP certification already. We will require at least one CBAP at each session (which enables the sessions to count for PDs), and we learned last year that it works best if we have three certified participants to provide a range of experience and perspectives.

Your role in this study group is to be the voice of experience, both from a real-world perspective and as someone who has taken the test and knows what kinds of questions to prepare for. You may want to quiz participants with questions similar to the ones you experienced as well. If the presenters appear to be communicating incorrect information, gently guide the conversation to correct the information being provided.

One of the participants will be primarily responsible for administrative tasks, like making sure the recording is started and that attendance is taken. That role will be clearly indicated on the Signup Genius form.

We will take attendance, and like the participants, you will receive a certificate recording the number CDUs you earned (generally 2 CDUs per session). You can count a maximum of 5 CDUs towards recertification, although you're welcome to sign up for as many sessions as you like. Many of the CBAPs who participated last year enjoyed it and moderated more than two sessions. The hours can be claimed under category 3d, "Member/Moderator of panel discussion on business analysis at a conference, symposium, workshop or formal course." For more information, you can refer to the IIBA recertification guide.

**MORE  
QUESTIONS?**



For inquiries, contact us at  
[centralregion@gcc.iiba.org](mailto:centralregion@gcc.iiba.org)