AGILE ANALYSIS CERTIFICATION HANDBOOK

THE IIBA® GUIDE TO PURSUING THE IIBA®-AAC

AUGUST, 2020

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1.0 Introduction

Welcome to the IIBA® Agile Analysis Certification Handbook. This handbook describes the process for attaining the IIBA®-AAC 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 focuses on applying an agile mindset to the fundamental knowledge, competencies, and techniques of business analysis.

IIBA®-AAC recognizes your ability to effectively execute analysis related work in an agile context. Earning this certification provides potential employers, a clearer indication of the competencies that you have developed.

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.

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).

3.0 Exam Information

The IIBA®-AAC exam is a competency-based certification exam that recognizes your development of enhanced capabilities. It is for business analysis professionals with two to three years' experience executing analysis-related work in an agile context.

The IIBA®-AAC exam is closely aligned to the Agile Extension to the BABOK® Guide and tests your ability to answer questions focused on real world scenarios.

The IIBA®-AAC exam is weighted across four knowledge areas (domains) and consists of 85 multiple-choice, scenario-based questions to be completed within 2 hours.

Knowledge Area/Domain	Exam Coverage
Agile Mindset	30%
Strategy Horizon	10%
Initiative Horizon	25%
Delivery Horizon	35%

Review the IIBA®-AAC Certification page for further information to assist in exam study and preparation:

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

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 AAC – Agile Analysis Certification to pay your exam fee and complete your goals.

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*.
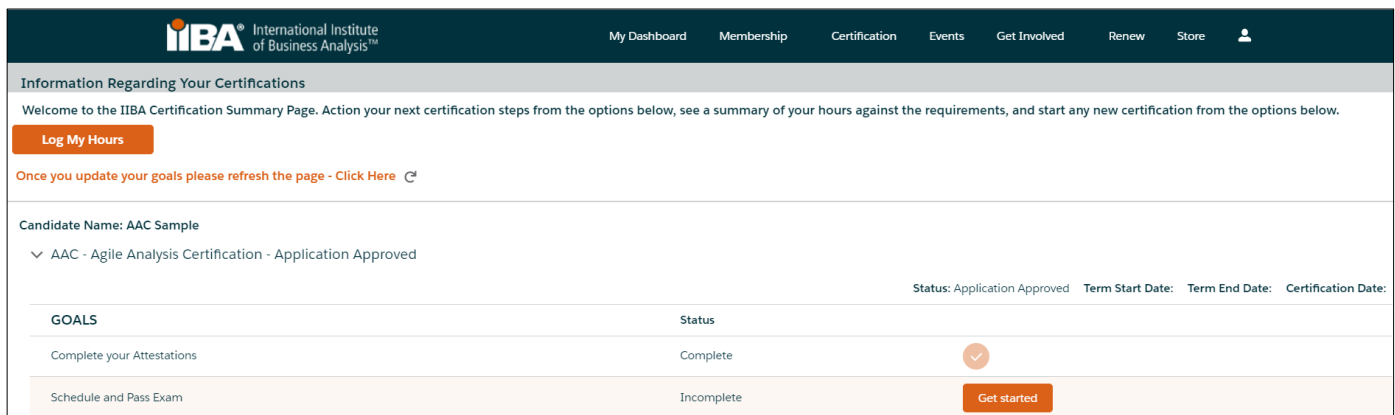
Step 2 – Complete The Attestations

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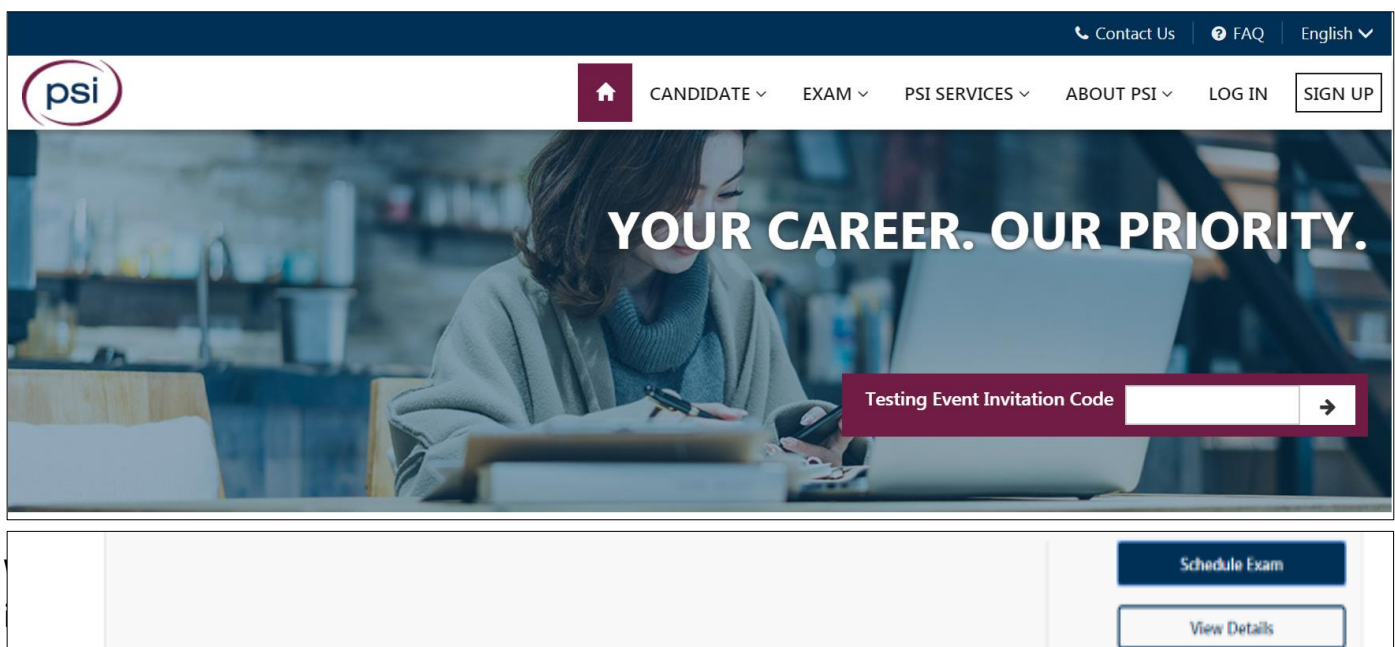
To schedule your exam, **login to your IIBA account** and access the *Certification Summary Page*. Select *Get Started* to complete the goal *Schedule and Pass Exam.*

This will take you automatically to the **Exam Scheduling Page**. Click on the *Schedule Exam* button to begin.

Security Procedures and the [System Compatibility Test](#) is also available on this page.

For full details, review the [Exam Information](#) page from the IIBA website to ensure that you are familiar with the system requirements, identification, room set-up, how to launch your exam and cancellation and reschedule policy.

On the day of your exam, the exam proctor will guide you through the process and check you in at your scheduled start time.

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.

5.0 Maintaining Your Certification

Individuals who have attained the IIBA®-AAC 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.

6.0 Suspending or Withdrawing Certification

IIBA reserves the right to revoke the IIBA®-AAC certification at any time after review of a reported professional misconduct or for a misuse of the IIBA®-AAC 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®-AAC for a period of time to be decided at the discretion of IIBA.

7.0 You May Also Like

Certification Fees

Certification FAQs

Certification Badge & Registry