
CBTA Certification

About Skill Certification Board

IT professionals with domain knowledge are highly valuable to progressive companies. Millions of high-caliber software professionals struggle to acquire industry business process knowledge and therefore fail to reach their full career potential. Skill Certification Board's mission is to enable business operations and technology professionals to advance their careers by developing and certifying their domain skills. Through our platform skillboard.org, we conduct remote proctored career skill assessments to certify candidates' skills in the Business Operations and corresponding Business Technology applications.

CBTA ("Certified Business Technology Associate") Certification Eligibility

CBTA Certification is an intermediate level certification for IT professionals with one to five years of experience in different industries, such as financial services, banking, retail, etc. Candidates are evaluated for the fundamental knowledge of industry processes and the applied skills necessary to resolve common business problems in operations and technology, enabling the business to deliver services to clients. Skill Certification Board has defined the syllabus for the certification exam, in line with the business knowledge and skills required to develop and support technology applications in the selected domain. Candidates who successfully pass the assessment, scoring the required minimum score for CBTA Certification, are awarded the CBTA Certification and a digital badge.

Validity

The certification is valid for three years. To maintain their certification, Certified Business Technology Associates must recertify after three years, either by taking a recertification assessment or through continuing education credits. Continuing education credits may be earned by taking other relevant industry certifications, participating in approved industry conferences, including professional presentations, and writing industry thought papers published on skillboard.org or other approved online forums.

Assessment Process

To ensure integrity of the assessment, Skill Board certification exams are online remote proctored. The remote proctor verifies the student's identity, providing an assurance that the candidate taking the exam is the candidate enrolled for the exam. A web camera and screen capture technology are used to monitor the testing environment, the student's activity, and the computer screen. To prevent cheating in the exam, candidates must take the assessment using a Safe Exam Browser (a web browser environment to conduct e-assessments safely). The software temporarily turns any computer into a secure workstation. It controls access to resources, such as system functions, other websites and applications, and prevents unauthorized resources being used during an exam.

Result

Upon completing exams, candidates will receive a preliminary pass or fail notification on the testing screen. An exception to this policy occurs when results are under review for security or technical reasons. Successful candidates are issued digital badge with online verifiable credentials within five business days after the close of the exam. All candidates can view the transcripts of their exam on www.skillboard.org under the "Dashboard-Transcripts" tab.
