Virtual Study Group FAQ

2024 | centralregion@gcc.iiba.org

## Do I need to be an IIBA member?

Yes - you must be an IIBA member in good standing. Not a member yet? [Start here](https://www.iiba.org/) or contact your local IIBA chapter. The series is open to all IIBA members, although it is only being marketed through participating chapters.

## How do I sign up for the study group as a participant?

Use [this link](https://nashville.iiba.org/event/iiba-americas-central-regional-study-group-2024) to register. When your registration has been confirmed, we will send you a link to sign up for a session to facilitate or co-facilitate.

Registration will open at 9 AM on Monday, March 11th, 2024

## 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.

To avoid bandwidth issues that can arise with Zoom, you will not be expected to be on camera unless you are facilitating that day’s session.

## In addition to Zoom, you will have a Slack channel that you can communicate to the other Participants and moderators.

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## When will this be held?

## The virtual study group will be held Saturday mornings from 9 AM Central time through noon, starting on Saturday, April 6th, 2024 through July 20, 2024.

We will not hold sessions on April 27, May 25, and July 4th.

The series we’ll have participants decide which day to hold the final session - this decision will be made towards the end of the series.

## What is the time commitment?

The study group will meet for 10 weeks, for a planned total of 30 hours, which count towards professional development (PD) hours for the certification application. The series may be extended beyond ten weeks if necessary to cover the material.

You will also need to set aside time to prepare for the session that you facilitate, which may include time reviewing the deck, meeting with co-facilitators, and preparing quizzes or other activities around the material. You will need to track that time individually for inclusion in PD or self-study hours.

## How much will it cost?

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

## Are there study materials?

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

We will be using powerpoint slide decks that were created by a past study group planner, which lets us present this series at no cost.

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

At least two weeks prior to each session, we will send the deck to those who registered to facilitate sessions.

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

Yes. Whether you plan to sit for the CCBA or CBAP exam, this group qualifies for PDs. 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 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 session, although you will not get PDs for that session. After the series, we will provide the number of hours that you can claim on your certification application.

In addition, hours that you spend preparing for facilitation would count as self-study.

## What does it mean to “facilitate?”

While we teach, we learn. Studies show that a good way to learn a topic is to explain the material to someone else, and previous 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 a chapter of the BABOK. More than one person can sign up to co-facilitate the same session. Co-facilitators can team up to co-present the material or have hand-offs 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.

## How will I learn what I need to know for the test if the participants are the ones facilitating?

Great question! Please keep in mind that this is a study group and not a training course. You are expected to come to each session prepared to discuss the material for that session.

## 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.

If you’re not present at the session, though, you will not receive PDs for that session.

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

No, there is no guarantee you will pass the test. We are facilitating an environment where you can discuss the materials and your learnings. We hope that all participants will be successful, but we are not making the kind of guarantees that you get from some of the paid courses that are available.

## 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.