

The Chartered Association of Business Administrators

## CABA Information Brochure



## About the Chartered Association of Business Administrators

Chartered Association of Business Administrators® is a leading not-for-profit professional body for those working in the business administrative profession.

The Association has a growing global presence with members employed in all sectors of the economy and make a significant contribution to the efficiency of any business.

Earning a CABA designation helps you develop the skills and knowledge needed to succeed in today's business environment.

**FIND OUT MORE AT:**  
[www.charteredaba.org/about.html](http://www.charteredaba.org/about.html)

The CABA designation represents high ethical and professional standards and is committed to raising the profile of the business administration profession.

### **Our current designations are:**

- Chartered Business Administrator ®
- Chartered Business Consultant ®
- Chartered Marketing Consultant
- Chartered Human Resource Consultant ®
- Chartered Project Management Consultant ®

Our vision is to be the professional body of first choice for business administrators.

To be a strong, visible and respected professional body for business administrators offering membership and qualifications that are recognized and valued.

### **We aim to add value to individuals and organizations by:**

- Providing training and development opportunities
- Assessing and ensuring professional conduct of a high quality
- Offering flexible solutions to training needs
- Promoting life-long competence.
- The mission of the CABA is to promote the development and best practice in international business management.

## CABA Membership

CABA has a global membership who work in all areas of business administration and business consultancy. Many can be found in top positions in some of the most profitable companies across the globe.

Here's what you'll need to apply for CABA membership:

- A bachelor's degree or equivalent education/work experience in business.
- Three years minimum professional work experience in business administration.
- Successfully completing one of CABA's five designations.

Choosing CABA membership enables you to be part of a professional body that represents and supports excellence in all aspects of the business administration profession world-wide. We look forward to welcoming you.

**Associate membership (ACABA)** is available for business professionals who do not wish to study for a CABA designation.

**Fellowship (FCABA)** is our highest grade for those who have been members for 3 years or more.

**FIND OUT MORE AT:**  
[www.charteredaba.org/join.html](http://www.charteredaba.org/join.html)



## Associate Membership - ACABA

Associate membership is ideal for someone who is not qualified but who has a strong interest in the profession.

Associate membership is for non-studying members who may at some point wish to study for a CABA designation.

It also gives non-qualified members the opportunity to stay connected to their professional body.

### **An applicant must complete and submit the following:**

The associate application form must be completed and returned to CABA along with the application fee.

**FIND OUT MORE AT:**

[www.charteredaba.org/associate.html](http://www.charteredaba.org/associate.html)



## Advantages of Membership

Certification can lead to better visibility, opportunities, and jobs. In today's increasingly complex and highly-specialized economy, credentials are so important.

Sure, you know you've got the skills to do the job, but how do you convince potential customers and employers you do?

For many career-minded professionals, certification is often the answer.

- Standardizes practices and/or standards within an industry.
- Advances the specialty/field.
- Increases cooperation between organizations in the same discipline.
- Provides a means for an industry to self-regulate.
- Potential benefits to those with current Certification.
- Grants recognition of knowledge and skills by a third party.
- Enhances professional reputation.
- Provides personal accomplishment.
- Supports continued professional development.
- Demonstrates a high level of commitment to the field of practice.
- Demonstrates a specific level of knowledge and skill
- Increases opportunities for career advancement and/or increased earnings.
- Can validate skills and knowledge.
- Could communicate credibility.
- Serves as a differentiator in a competitive job market.
- Potential Benefits to Employers.
- Improves customer satisfaction Increases competence level of employees.
- Useful in making employment decisions.
- Provides professional development opportunities for employees.
- Ongoing enhancement of knowledge and skills Increases confidence in employees abilities.
- Demonstrates employers acommitment to competence.



[www.charteredaba.org](http://www.charteredaba.org)

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