



# **Business Analyst Interview Questions**

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# Top 65+ Business Analyst Interview Questions and Answers

The main job [role of Business Analysts](#) includes assessing the business needs of the company, understanding its integration with the latest technologies, and providing technical solutions to solve business issues. This set of Business Analyst interview questions and answers aims to prepare you for real-world jobs. Here, you will prepare for some of the most frequently asked questions during Business Analyst job interviews.

This comprehensive blog on Business Analyst Interview Questions for freshers as well as experienced professionals can be divided, as mentioned below:

[Basic Business Analyst Interview Questions for Freshers](#)

[Business Analyst Interview Questions for Intermediate](#)

[Business Analyst Interview Questions for Experienced](#)

[Technical/Problem-Solving Business Analyst Interview Questions](#)

[Scenario-based/Role-Specific Business Analyst Interview Questions](#)

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[Business Analyst Trends in 2024](#)

[Job Opportunities for Business Analysts](#)

[Roles and Responsibilities of Business Analysts](#)

[Conclusion](#)

Did You Know?

1. According to [Gartner](#), only 20% of the total analytics insight delivers business outcomes.

2. A [McKinsey](#) survey reveals 50% of the people who use customer analytics drive sales above their competitors.
3. The [Certified Business Analysis Professional \(CBAP\)](#) certification is widely recognized in the industry and signifies professional proficiency in business analysis techniques, practices, and principles.

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## Basic Business Analyst Interview Questions For Freshers

### 1. What is the difference between a Data Analyst and a Business Analyst?

Let's look at a brief comparison of [Business Analysts vs Data Analysts](#).

Data Analyst	Business Analyst
Applies statistical and mathematical models to uncover patterns, trends, and correlations in data	Maps out business processes and identifies areas for improvement
Focuses on data and analytics	Focuses on business processes

Examples of tools and technologies: <a href="#">SQL</a> , Excel, Python, R, Tableau	BPMN, UML, JIRA, Excel, PowerPoint are few examples of tools and technologies
Works with large datasets, performs data cleaning, transformation, and statistical analysis	Conducts research and interviews stakeholders to understand business requirements

## 2. List the core competencies of a Business Analyst.

Some [Business Analyst skills](#) are:

1. Analytical thinking and decision-making
2. Business and industry knowledge
3. Business process management
4. Technical and soft skills
5. Problem-solving and negotiation skills

## 3. What is a Feasibility study?

The requirements and problems of a business/project should be studied and understood by a BA, and he/she should set a scope for the business problem. The [feasibility study](#) identifies the possibility (success rate) of the proposed idea for a business problem. It helps identify new opportunities and focus on the project.

## 4. What are the different tools used in Business Analytics?

Here is a list of [Business Analytics Tools](#):

1. MS Office and [SQL](#)
2. Blueprint

3. [Python](#) and [R Programming](#)
4. [QlikView](#) and [Tableau](#)
5. [Azure](#)

Go through the [Business Analyst Course in London](#) to get a clear understanding of the role of a Business Analyst!

## 5. Explain the business analysis process flow.

1. Information gathering
2. Identify the key stakeholders
3. Identify the business objective
4. Determine the available options
5. Scope the definition
6. Define the delivery plan
7. Define the requirements of the project
8. Implementation and evaluation

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## 6. What are the different phases of an IT project?

There are five phases in [project](#) management, which include:

1. Project initiation
2. Project planning
3. Project execution
4. Project monitoring and control
5. Project closure

## 7. Differentiate between a Software development life cycle and a Project life cycle.

Software Development Life Cycle (SDLC)	Project Life Cycle (PLC)
Used for developing particular software products	Used for developing a new product in the business
Mostly involves single software across different phases	Involves multiple software in a single customer scenario
SDLC phases include requirement gathering, design, coding, documentation, operations, and maintenance	PLC phases include Idea generation, screening, research, development, testing, and analysis

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## 8. What are the tasks and responsibilities of a Project Manager?

A [Project Manager](#) is responsible for taking decisions, controlling risks, and delivering the project on the stipulated time. His/her responsibilities include:

1. Defining the scope
2. Resource planning
3. Cost and budget estimation
4. Risk analysis
5. Quality control

## 9. Differentiate between Risk mitigation and Risk avoidance.

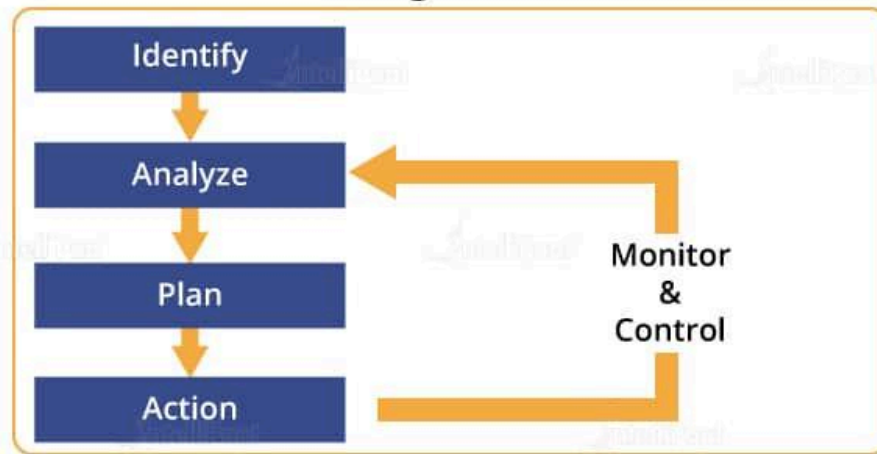
Risk Mitigation	Risk Avoidance
Risk mitigation is what to do when a risk occurs.	Risk avoidance is what to do to avoid the risk.
It reduces the probability of a risk's occurrence.	It avoids the risk by eliminating the cause.
It checks whether any impact occurs for the project/business.	The impact of the threat's occurrence is reduced to 0%.
Cost is high in case any risk occurs.	Cost is eliminated in risk avoidance.

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## 10 How do you perform risk management in your project?

A risk is characterized as an unpredictable occurrence that poses a potential threat to the ongoing operations of a business, potentially impacting its revenue or even profitability. Various risk management techniques can be employed to address such risks, including risk avoidance, reduction, transfer, and acceptance. It is imperative to undertake a systematic process of identifying, analyzing, evaluating, and controlling risks within a business context.

## The Risk Management Process

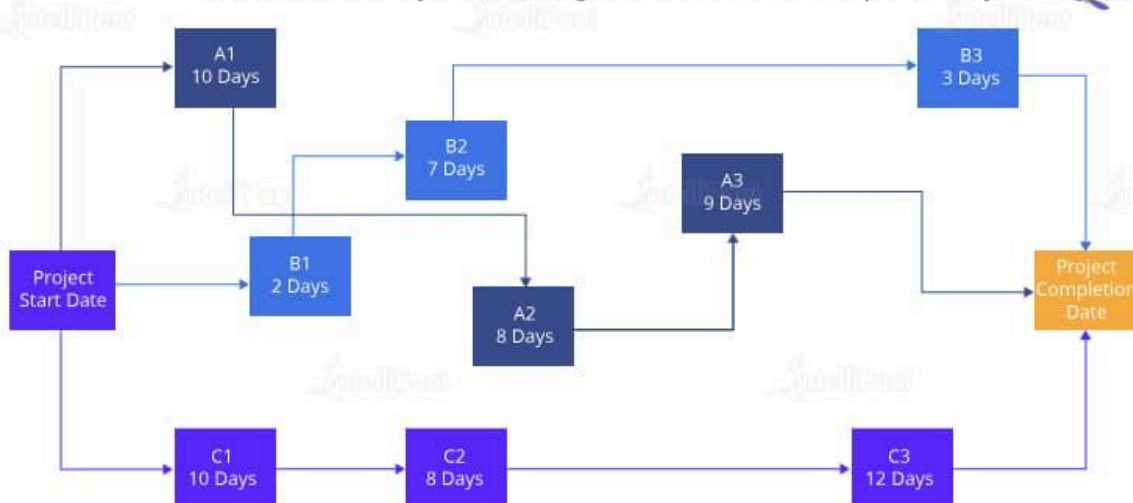


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## 11. What do you mean by critical path analysis?

A project will involve a set of activities from start to finish. A critical path is the set of activities that includes the longest path in the whole project. So, critical path analysis is a key component in reducing project timelines and controlling costs.

### Critical Path Analysis Showing Three Paths to Complete Project





## 12. How does CATWOE help in business analysis and decision-making?

Customers, Actors, Transformation process, Worldview, Owners, and Environmental constraints (CATWOE) help in making decisions ahead of time. It includes analyzing how those decisions will affect customers (C); who are involved as actors (A); what different transformation (T) processes are that might affect the system, global picture, and worldwide (W) issues; who is responsible/has ownership (O) for the business; and what the environmental (E) impacts of the project/business.

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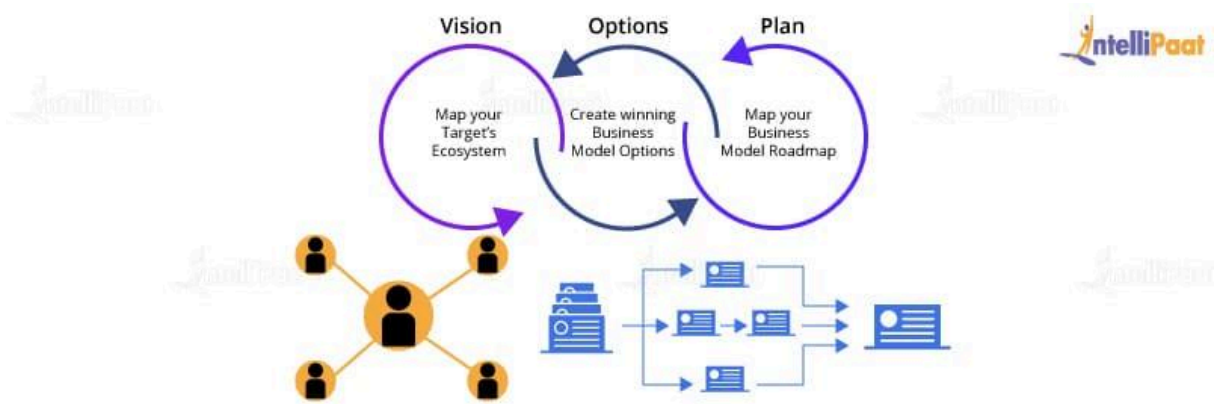
## 13. List various components of strategy analysis.

To develop a strategic plan for an organization, the key components are:

1. Vision
2. Mission
3. Objectives
4. Strategies
5. Action plan

## 14. What is business modeling?

Business modeling encompasses the process of determining the value proposition of a business and formulating a systematic approach to its operations. This approach referred to as business modelling, entails the establishment of a vision, mission, and strategies that outline the path to accomplish organizational objectives.



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## 15. List various software engineering processes.

1. Gathering of requirements
2. Analyzing
3. Designing
4. Implementing
5. Testing
6. Deploying in the business environment

## 16. What are the roles and responsibilities of a business analyst in an organization?

A Business analyst bridges the gap between all the stakeholders and executives of different business units in a company. Their key responsibilities are to define business needs and provide meaningful inferences that could drive the business in the right direction.

## 17. What do you mean by INVEST?

I ⇒ Independent

N ⇒ Negotiable

V ⇒ Valuable

E ⇒ Estimable

S ⇒ Sized-Appropriately

T ⇒ Testable

## 18. What are the project documents that a business analyst requires?

Here is the list of documents required:

- Business case
- Business analysis plan
- Business requirement document
- User stories
- Stakeholder management plan
- Functional/process document
- Gap analysis document
- Solution approach document
- Change request logs
- Impact analysis document
- System test cases
- UAT progress report

## 19. What do you know about FMEA?

FEMA stands for Foreign Exchange Management Act, 1999, which came into power on December 29, 1999. It is a set of regulations that empowers the Reserve Bank of India to pass regulations and enables the Government of India to pass rules relating to foreign exchange in tune with the foreign trade policy of India.

## 20. What do you understand by the term business modeling?

Business modeling means modeling the business so that it runs comfortably. It is a step-by-step proposition that the business takes to operate smoothly. The attributes required to build a business model are:

- Vision
- Mission
- Objectives
- Strategies
- Action plan

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## Business Analyst Interview Questions for Intermediate

### 21. What is RUP methodology?

The Rational Unified Process (RUP) is a methodology for developing software applications, offering a range of tools to facilitate the coding of the final product and tasks associated with this objective. RUP adopts an object-oriented approach, ensuring efficient project management and the production of high-quality software.

### 22. What is RAD methodology?

Rapid Application Development (RAD) is a software development methodology that emphasizes rapid prototyping and iterative development. It aims to expedite the software development process by quickly delivering functional prototypes and involving end-users and stakeholders throughout the development cycle.

The development process in RAD is divided into smaller iterations or increments, known as "RAD cycles" or "RAD iterations." Each iteration typically lasts a short duration, ranging from a few weeks to a few months. During each cycle, the development team collaborates closely with users and stakeholders to gather requirements, design, develop, test, and deploy a working prototype or a subset of the final system.

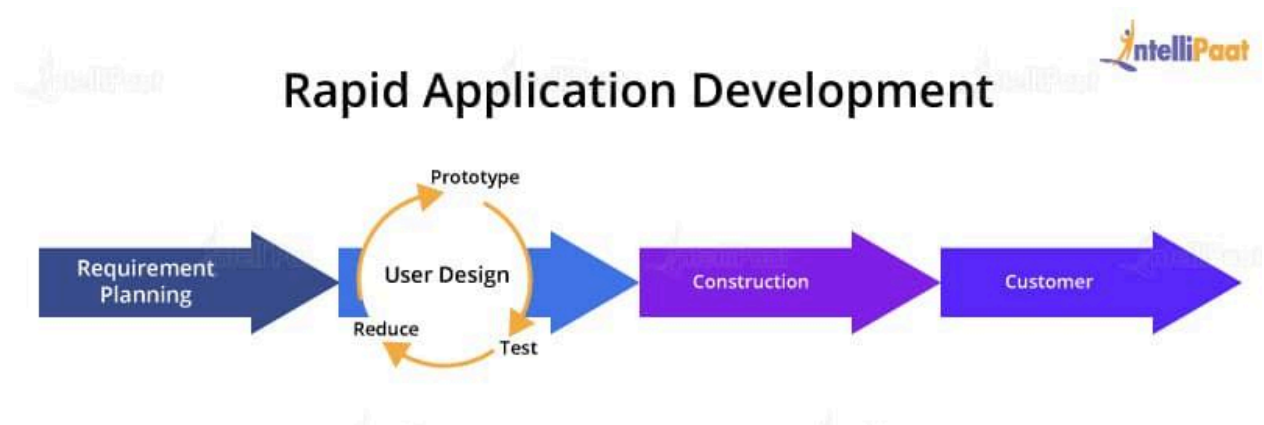
RAD methodology emphasizes using visual modelling tools, prototyping techniques, and code generators to accelerate the development process. The primary goal is to rapidly develop and deliver usable software, incorporating feedback from users and stakeholders in subsequent iterations. This iterative approach allows flexibility and quick adaptation to changing requirements and market conditions.

Key features of RAD methodology include

- active user involvement,
- collaborative development,
- emphasis on prototyping and iterative development, and
- the use of tools and techniques to expedite the development process.

It is particularly suitable for projects with well-defined objectives, where time-to-market is critical, and user feedback is crucial for success.

Organizations can streamline development by adopting the RAD methodology, improving communication and collaboration, and delivering software solutions that align closely with user needs and expectations.



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## 23. List the components of the Requirements Work Plan.

1. Project description
2. Key issues
3. Deliverables
4. Goals and objectives
5. Strategy
6. Resources
7. Budget and time



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## 24. What are the initial steps involved in product development?

1. Market analysis
2. SWOT analysis
3. Personas
4. Competitor analysis
5. Identifying the strategic vision

## 25. What is the significance of the Requirement Traceability Matrix?

A Requirement Traceability Matrix is a document that contains the requirements, tests, results, and issues inside it. It is used to define if the requirements have been fulfilled or not.

## 26. What is an Agile Manifesto?

An agile manifesto is a set of documents that emphasizes individuals and interactions over processes and tools, customer collaboration over contract negotiation, and responding to change over following a plan.

## 27. What do you mean by the Pugh matrix?

The Pugh matrix is a decision-making tool that is used to decide for a business based on the evaluation of multiple scenarios against some particular set of criteria.

## 28. What do you mean by Kano analysis?

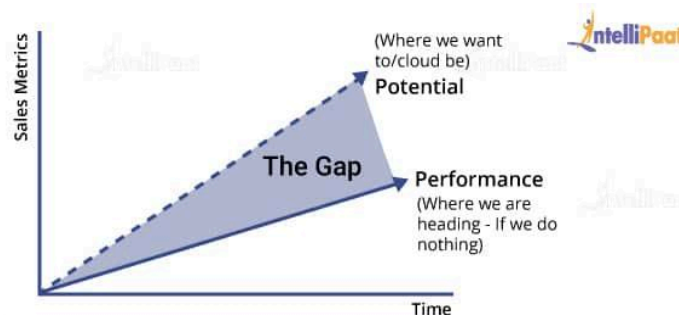
The Kano analysis is an approach used to measure the satisfaction level of the customer. It is one of many prioritization frameworks that help the product team prioritize the initiative.

## 29. What do you mean by feasibility study?

It is a study in the early project phase that is used to determine if the ideas in the projects are feasible or not. It is carried out unbiasedly to identify the potential advantages and disadvantages of a business decision.

## 30. What is Gap analysis?

Gap analysis is a widely used technique in business analysis that is used to understand and analyze the gaps that exist between the goal system and the existing system and its functionalities.



It can also be considered a performance-level assessment between the current functionalities and the goal functionalities.



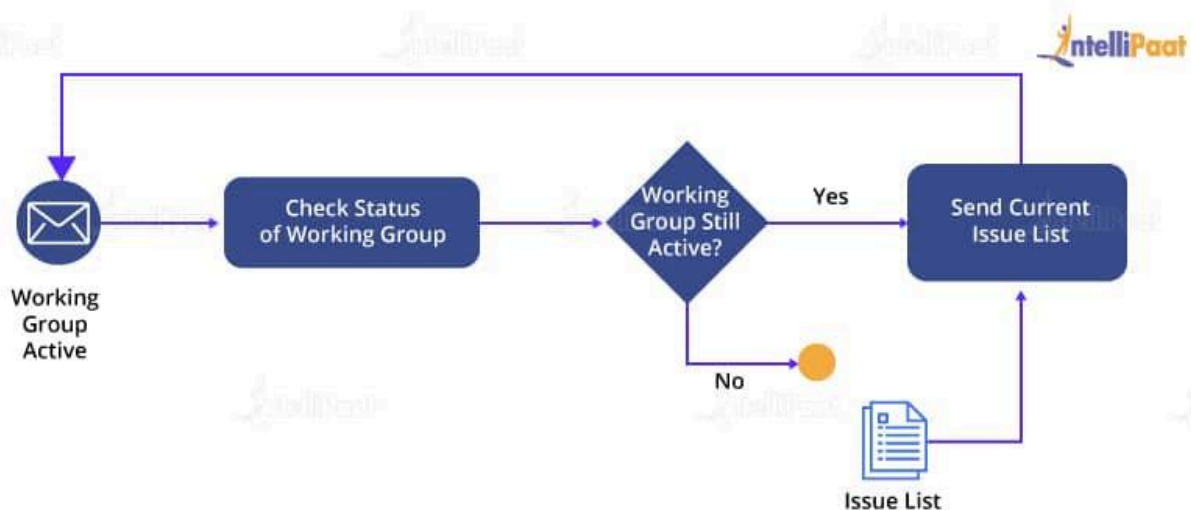
## Business Analyst Interview Questions for Experienced

### 31. What is the purpose of the Requirement Traceability Matrix?

Requirement Traceability Matrix (RTM) is used to record all the requirements given by a client, so the purpose of RTM is to ensure that all of the mentioned requirements are met.

### 32. What is business process modeling?

Business process modeling is a part of business process management, which is used to improve the business process. It is the representation of an organization's business process.



### 33. List the benefits of business process modeling.

1. It is used to show a clear understanding of the business processes.
2. It provides consistency and control over the processes of the project.
3. It is used to identify and eliminate errors and bottlenecks.
4. It gives a pathway for a clear start and end to the process without hassles.

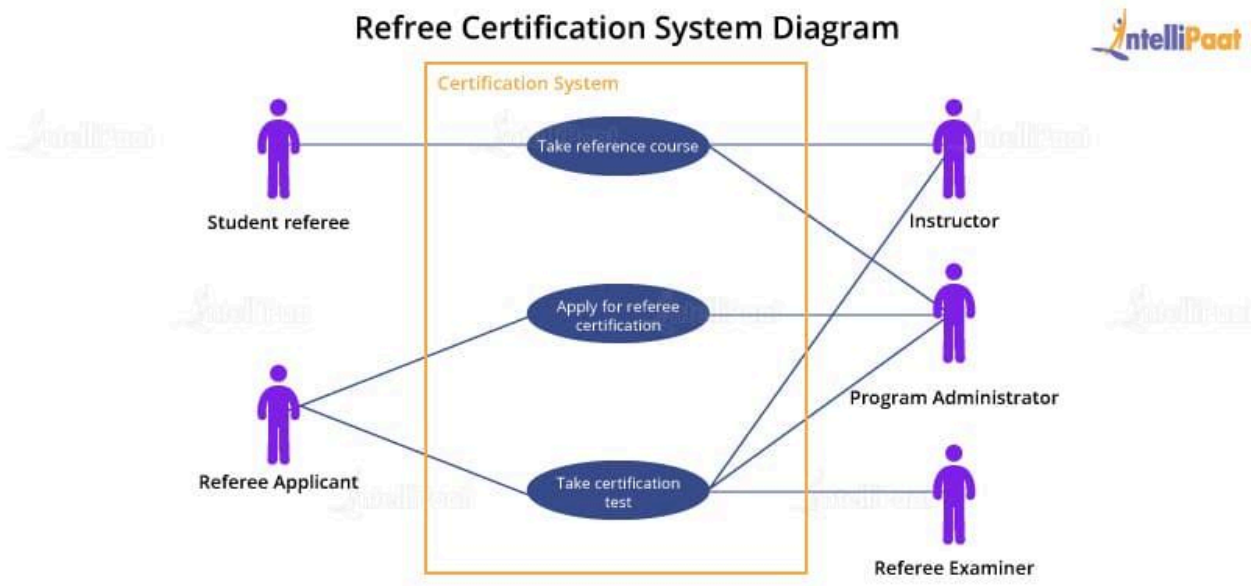
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### 34. What is the use of UML?

Unified Modeling Language (UML) is a general-purpose, developmental modeling language that provides a standard way to visualize the system. It is used to:

1. Reason for the system behavior
2. Detect and eliminate errors
3. Propose design plans to stakeholders

The below diagram demonstrates the use of UML:

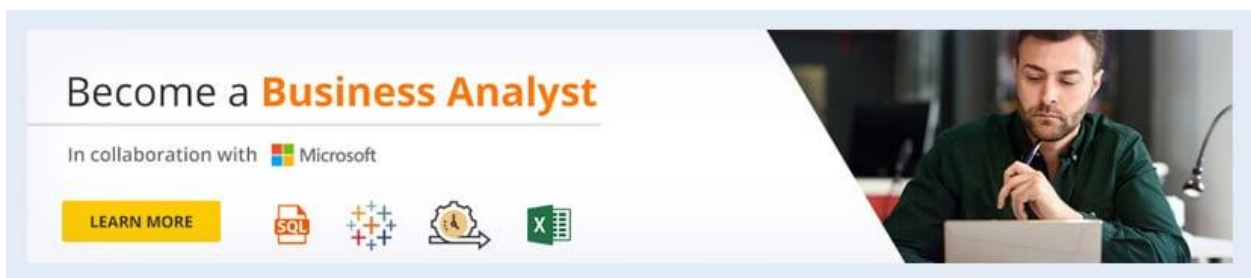


## 35. How do you analyze performance metrics?

1. Make sure that your key deliverables are met.
2. The budget and time for the project should not be extended.
3. Quality deliverables are maintained.

## 36. What do you think is the scope of Business Analysts in the Agile methodology perspective?

With [Agile methodology](#), Business Analysts act as a bridge between the development team and stakeholders. They act on key deliverables to prioritize and deliver the project in the stipulated time and budget.



## 37. What is meant by scope creep?

Scope creep is defined as uncontrolled or sudden changes or deviations in the project's scope without changes in other resources of the project. It is due to the failure in proper monitoring, miscommunication, etc.

## 38. List the elicitation techniques in Business Analytics.

[Elicitation](#) is a practice of collecting requirements from end customers and stakeholders; it is a requirement-gathering process. Various techniques involved in this are:

1. Brainstorming
2. Document analysis
3. Focus group
4. Interface analysis
5. Interview
6. Observation
7. Prototyping
8. Requirements workshop
9. Reverse engineering
10. Survey

## 39. What are the different tools used in Business Analytics?

The tools mostly used by [Business Analyst](#) are:

1. [Microsoft Excel](#)
2. [Microsoft PowerBI](#)
3. [Tableau](#)
4. [Microstrategy](#)
5. [QlikSense](#)

## 40. What is the requirement-elicitation technique?

The process of gathering requirements from stakeholders, executives, users, and customers by conducting meetings, questionnaires, interviews, brainstorming, prototyping, sessions, webinars, etc. is called an elicitation technique.

## 41. What are non-functional requirements, and how do you capture them?

Functional requirements define what a product is supposed to do.

Non-functional requirements (NFRs) define how the product should be.

No functional requirements are captured in the SRS (System Design Document).

## 42. Which documents are used to capture non-functional requirements?

The documents used to capture non-functional requirements are:

- SDD (System Design Document)
- FRD (Functional Requirement Document)

## 43. How do you perform requirement gathering?

The process of requirement gathering generally involves multiple steps that are agnostic to the Software Developer Life Cycle. They include:

1. Assign roles
2. Interview stakeholders
3. Gather and document
4. List requirement
5. Get approval
6. Monitor progress

# Technical/Problem-Solving Business Analyst Interview

## 44. What is an SRS?

SRS, or Software Requirement Specification, is a document containing a list of features and requirements for a product.

## 45. Explain the key elements of a SRS.

The key elements of a SRS are :

1. The Purpose of this Document
2. Scope of this Document
3. Functional Requirements
4. Interface Requirements
5. Performance Requirements
6. Design Constraints
7. Non-Functional Attributes
8. Preliminary Schedule and Budget

## 46. What is the difference between BRD and SRS?

BRD	SRS
It stands for Business Requirement Document.	It stands for Software Requirements Specification.
BRD is created by a business analyst after their interaction with the clients.	SRS is designed based on technical expertise and needs.

## 47. How do you say that a requirement is perfect?

To measure if a requirement is perfect or not, we make use of a strategy called SMART, where:

S: Smart: Simple and well-defined

M: Measurable: criteria to determine progress in achieving the goal

A: Achievable: Should be achievable

R: Relevant: Reasonable, practical, and relevant

T: Timed: A clearly defined timeline.

## 48. Define analytical reporting.

Analytical reporting is a type of business reporting that consists of data analysis, information, and recommendations.

## 49. What is the difference between exception flow and alternate flow?

Exception flow handles exceptions or errors that occur during the execution of a program.

Alternate flow specifies the order in which the program is to be executed.

## 50. What is Pareto analysis?

It is a technique used for identifying important factors that contribute to a particular problem or goal.

## 51. Define the term Use Case.

Use Case: A use case is a description of all the ways the user wants to use the product.

## 52. Define the term User Story.

User Story: A user story is a short note that is used to define what the user needs to do as part of the work.

## 53. Define the term Acceptance Criteria.

Acceptance Criteria: It is a set of predefined criteria that is used to define if a user story is complete or not.

## 54. Explain what you understand by project life cycle.

A project life cycle is a design that the business analyst makes for managing the product. This includes all the decision points and phases during the project's lifespan.

## 55. List the models you can use in the project life cycle.

The different models we can use are:

1. [Waterfall model](#)
2. Spiral model
3. Iterative model
4. [Agile model](#)
5. V-shaped model.



Also, check out the the [difference between Agile Model and Waterfall Model](#)

## Scenario-Based/Role-Specific Business Analyst Interview Questions

### 56. Differentiate between Agile and Waterfall models.

Agile Model	Waterfall Model
Flexible in nature	Structured software development methodology
Focuses on customer satisfaction, majorly	The internal process does not require customer participation
Flexible to changes in requirement	Requirements must be clearly defined; changes are difficult to implement
Incremental approach	Sequential design process
Testing can be done in every phase	Testing is performed only in the final phase

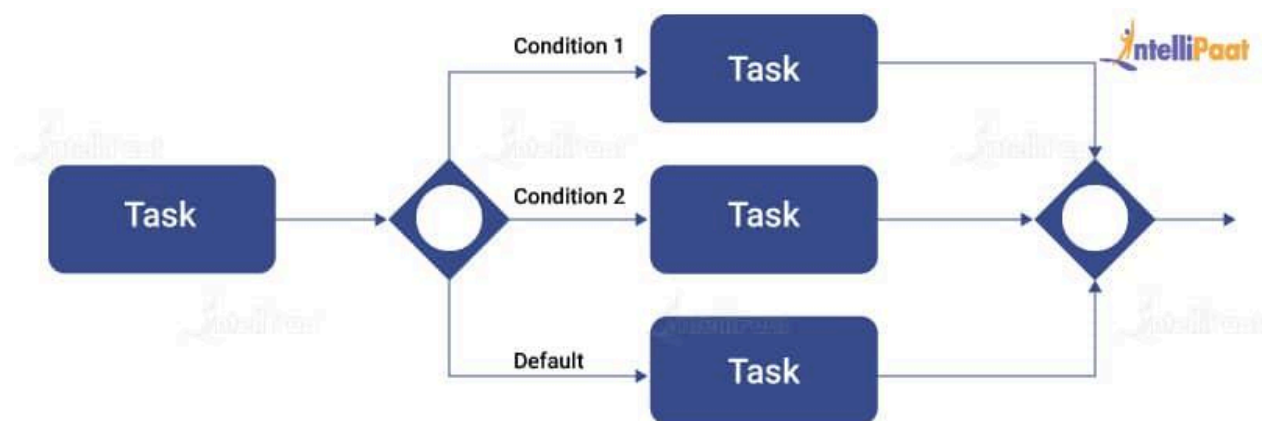
Also, check out the [blog on user acceptance testing](#).

### 57. What are project deliverables?

**Project deliverables** are a set of measurable goods and services that are delivered to the end customer at the completion of a project. It is the outcome of the project.

## 58. What is the BPMN gateway? What are its elements?

BPMN gateway is used for controlling the sequence of processes and flow of interaction, which is in a way a processing modeling component.



The elements of BPMN gateway are:

1. Flow objects
2. Data connection objects
3. Swimlanes
4. Artifacts

*Have you got more queries regarding these interview questions for Business Analysts? Come to our [Community](#) and get them clarified today!*

## 59. What are some of the steps that you can take to avoid scope creep?

The following steps can be very useful in avoiding scope creep:

- Highly readable documentation about the project scope
- Defining proper change management schemas

- Accurate documentation of new requirements in logs
- Avoiding the addition of a lot of extra features to existing entities

## 60. Differentiate between BRD and SRS in Business Analysis.

Business Requirements Document	System Requirements Specification
High-level functional specification of software	Technical specification of software
Created by Business Analysts after client interaction	Created by Systems Architects with technical expertise
Derived from the client's requirement	Derived from BRS after client engagement

## 61. What is requirement prioritization in Business Analysis?

Requirement prioritization, as the name suggests, is a structured process that is used to allocate the requirements based on urgency with respect to many factors, such as:

- Project phase
- Delivery schedule
- Cost capping

## 62. What are the techniques used for requirement prioritization?

There are a variety of techniques used for requirement prioritization, and the following are some of the most widely used ones:

- **MoSCoW Method:** This technique categorizes requirements into four prioritization levels: Must have, Should have, Could have, and Won't have. Must-have requirements are essential for the project's success, while the other categories indicate decreasing levels of importance.
- **Kano Model:** This technique categorizes requirements into three categories: Basic, Performance, and Excitement. Basic requirements are expected and must be fulfilled, performance requirements lead to customer satisfaction, and excitement requirements are unexpected features that can delight the customer.
- **Analytic Hierarchy Process (AHP):** AHP is a structured technique that allows decision-makers to compare and prioritize requirements based on their relative importance. It involves creating a hierarchy of requirements and assigning weights to each requirement based on pairwise comparisons.
- **Cost of Delay:** This technique considers the impact of delaying a requirement. Requirements with a higher cost of delay are prioritized higher, as their delay can result in significant negative consequences or missed opportunities.
- **Weighted Scoring:** In this technique, requirements are evaluated based on specific criteria, and each criterion is assigned a weight indicating its relative importance. The requirements are then scored against each criterion, and the scores are multiplied by the corresponding weights to calculate an overall prioritization score.
- **Theme Screening:** This technique involves identifying and prioritizing requirements based on the alignment with project goals, business objectives, and strategic themes. Requirements that align closely with the project's vision and objectives are prioritized higher.

- User Story Mapping: This technique involves creating a visual representation of requirements in a hierarchical manner. It helps in identifying dependencies between requirements and allows teams to prioritize based on the critical path or essential user journeys.
- 100-Point Method: In this technique, stakeholders are given a fixed number of points (e.g., 100) to distribute among the requirements based on their importance. The requirements with higher point allocations are considered higher priority.

## 63. What documents are needed by a business analyst? Which documents have you prepared in your previous work?

Here is the list of documents made by a business analyst:

- Business case
- Business analysis plan
- Business requirement document
- User stories
- Stakeholder management plan
- Functional/process document
- Gap analysis document
- Solution approach document
- Change request logs
- Impact analysis document
- System test cases
- UAT progress report

Here you have to explain the answer regarding your experience. You have to explain what documents you have to make, why you made them in the first place, and how you made them.

Check out the [Business Analyst Career Path](#) by IntelliPaat

## **64. What is the fundamental difference between a requirement and a need from a business analysis perspective?**

Need is a very high-level term or part of a broader spectrum of the future goals of a business. While requirements are some detailed descriptions and specific, measurable, and time-based goals of the business.

*Check out the difference between a [Business Analyst Vs Data Scientist](#)*

## **65. How do you handle conflicting priorities when working on multiple projects?**

As a business analyst, you have to focus on the business goals and how each decision will affect them.

## **66. How do you present a complex product analysis report to management?**

To present a complex product analysis, first of all, you need to have a summary of the whole analysis, then break the whole analysis into small chunks that are easy to digest and make use of simple words so that everyone understands. Also, make use of understandable visualizations like charts, presentations, graphs, etc. Lastly, have some answers to the questions to provide further clarifications.

## **67. How do you handle multiple projects effectively on a tight deadline?**

Using time management tools and techniques like prioritization and delegation. Communicating with the stakeholders and setting realistic deadlines so that everyone meets them. Breaking huge tasks into small pieces and distributing them

into manageable jobs. Lastly, reprioritization of tasks according to the deadlines of the project can also be considered to meet the deadline.

## Business Analyst Salary Based on Experience

The average salary for a Business Analyst is ₹8,80,000 per year in India and \$93,375 per year in the United States. The average additional cash compensation for a Business Analyst in India is ₹80,000, with a range from ₹50,000 – ₹1,03,750, while \$5,715, with a range from \$4,286 – \$8,001 in the United States.

Job Role	Experience	Salary Range
Business Analyst	0 – 2 years	₹6L – ₹12L /yr
Senior Business Analyst	2 – 4 years	₹9L – ₹18L /yr
Lead Business Analyst	5 – 7 years	₹12L – ₹20L /yr
Principal Business Analyst	8+ years	₹14L – ₹26L /yr

## Business Analyst Trends in 2024

1. Global Demand: According to [LinkedIn](#), there are currently 36,000+ jobs posted for the role of business analyst in the United States.
2. Projected Growth: According to the [U.S. Bureau of Labor Statistics](#), employment of business analysts is projected to grow 10 percent from 2022 to 2032, much faster than the average for all occupations.

3. Regional Trends: According to [LinkedIn](#), there are currently 9000+ jobs posted for the role of business analyst in India.

## Job Opportunities in Business Analyst

Job Role	Description
Data Analyst	They are responsible for analyzing the data. They help organizations to make data-driven decisions.
Enterprise Analyst	They are responsible for analyzing and optimizing the overall operations, strategies, and systems of an organization.
Business Consultant	They are responsible for improving the performance and productivity of the organization by providing recommendations on business strategy.
Marketing Specialist	They are responsible for making marketing strategies to increase their online presence.

## Business Analyst Roles and Responsibilities

As a business analyst, you will be guiding the business in improving its products, services, and other business units by drawing meaningful inferences from the company data. You will be bridging the gap between IT and business by providing data-driven recommendations and reports to executives and stakeholders.



According to a [business analyst job description](#) posted by Flipkart on their career portal:

Job Role: Business Analyst

Responsibilities:

- You will be responsible for defining, analyzing, and communicating key metrics and business trends to the management teams.
- You model data to create reporting infrastructure and dashboards for business process management and data mining.
- You execute quantitative analysis that translates data into actionable insights and communicates them to stakeholders.

Technical Skills:

- Exceptional written and verbal communication skills.
- Knowledge of BI tools (Cognos, BO, Pentaho, Qlikview), web analytics tools (GA, Omniture, etc.), and statistical tools (R, SAS, etc.)
- Strong problem-solving and analytical skills.
- Knowledge of SQL, Excel, and scripting languages.

## Conclusion

I hope this set of Business Analyst Interview Questions will help you prepare for your interviews. Best of luck!

*Looking to start your career or even elevate your skills in the field of business analytics you can enroll in our [comprehensive Business Analyst course](#) or [Business Analyst Certification Course in collaboration with E&ICT MNIT Jaipur](#) and get certified today.*