



Application for Professional Certification in Business Continuity & Disaster Recovery Planning

Introduction

Thank you for applying for certification as a Business Continuity professional. DRI CANADA is an affiliate of DRI International, which offers certification that sets a global standard in knowledge and experience in your profession.

DRI CANADA bases certification on *Professional Practices for Business Continuity Planners*, a book that describes the main subject areas of business continuity planning and disaster recovery. This book will help you complete your application. We suggest you familiarize yourself with it—and the requirements of the various certification levels—before you begin the application.

Once you have completed your application, check it thoroughly. Unless you complete all required sections, your application will not be considered. If you have questions about the application or the application process, please contact DRI CANADA office by writing info@dri.ca or calling 1-888-728-3742 (local 613-258-2271).

Fax your completed application to 613-258-1447 or mail it to:

DRI CANADA
200 Sanders Street, Suite 201
P.O. Box 552
Kemptville, ON K0G 1J0

About DRI CANADA and DRI International

DRI CANADA serves Canada's business continuity planning/disaster recovery profession by providing internationally recognized services, certification and standards.

DRI CANADA was incorporated as a not-for-profit organization in 1996 to:

- Promote commonly accepted understanding across the business continuity planning/disaster recovery industry through education, assistance and the development of a standard resource base
- Certify qualified business continuity planning/disaster recovery professionals
- Promote the credibility and professionalism of certified business continuity planning/disaster recovery professionals

With DRI International, an affiliate based in Washington, DC, DRI, CANADA sets baseline levels for the knowledge and capabilities of business continuity planning/disaster recovery professionals. The Canadian and U.S. organizations have published *Professional Practices for Business Continuity Professionals* with the Business Continuity Institute, which is based in England.

Tips on Completing Your Application

The following general tips will help you complete your application successfully:

- Write your application in the first person. For example, use “I”, not “we” or “my team”.
- Use your own words to describe your work in each of the 10 professional practice areas.
- Set down in months the time applied to each practice area. You should show less than 100% for a practice area in a given period of time if you have worked in more than one practice area during that time.
- When documenting your professional practice, do not just copy from your CV. In your own words, expand on what the CV contains. Avoid using the services of a professional writer.
- When documenting professional practice areas, avoid copying information. Tell us in your own words what you have done in each professional practice area.
- If you do not provide additional information when asked, your application may not succeed.
- Avoid using as references those who reported to you.
- Since this is an application for professional certification, we expect you have the needed information and will provide it completely, accurately and succinctly.
- Type your application. The look of an application and supporting materials have a bearing on its success.

Checklist for Completing Your Application

- ☐ In Section A - Applicant Information, format your name as you want it to appear on your certificate.
- ☐ In Section B - Application for Certification, remember to enter the certification level for which you are applying.
- ☐ Enclose your application payment (\$300 for MBCP, \$250 for CBCP, \$250 for CFCP or \$75 for ABCP). Make a cheque out to “DRI CANADA”. We also accept credit cards (Visa, MasterCard, or American Express) and money orders.
- ☐ Complete Section C - Job Description and/or Résumé by attaching a job description and/or résumé.
- ☐ Complete Section D - How My Work Experience Qualifies Me for Professional Certification.
- ☐ In Section E, list experiences that related directly to business continuity/disaster recovery planning. Include time frames for each experience. List as references manager or supervisor who can validate the experience. Consultant should list as references clients who can validate their experience.
- ☐ CBCP applicants: Outline experience in at least 5 subject areas. Two subject areas must be from among Business Impact Analysis, Developing Business Continuity Strategies, Developing and Implementing Business Continuity Plans, Maintaining and Exercising Business Continuity Plans.
- ☐ CFCP applicants: Outline experience in at least 3 subject areas with 2 references per area. One subject area must be from among Business Impact Analysis, Developing Business Continuity Strategies, Developing and Implementing Business Continuity Plans, Maintaining and Exercising Business Continuity Plans.
- ☐ MBCP applicants: Outline experience over 5 years in at least 7 subject areas, with 2 references per area.
- ☐ Provide references from among supervisors and managers (or, for a consultant, clients).
- ☐ Inform references that DRI CANADA will contact them about your application for certification.
- ☐ Complete Section I - Symposiums, Courses, and/or Conferences and Section J - Articles Published.
- ☐ Complete Section K by signing and dating your application.
- ☐ Make and retain a copy of your application and supporting documents.
- ☐ Ensure that your application is printed on one side of a page and that you have met all the requirements in Section B before submitting it.
- ☐ Put your full name at the top left corner on every page of your application.

Applicant Information

Name (Last, First, Middle): _____

Home (Street address, City, Province, Postal Code)

Home Telephone: _____ Home Fax: _____ Home E-mail: _____

Work (Company name, Street address)

Work Telephone: _____ Work Fax: _____ Work E-Mail: _____

Check Preferred Mailing Address: Business _____ Home _____

Check Preferred Billing Address (for annual fees): Business _____ Home _____

Please enter your name as you wish it to appear on your certificate*

* Please note that this statement does not imply or guarantee certification.

Application for Certification

I hereby apply for the following level of certification (Please read the requirements carefully.):

☐ **Master Business Continuity Professional (MBCP)**

Requirements:

- 1) Pass on the pass/fail CBCP certification examination.
- 2) At least 5 years of significant experience in Business Continuity planning in at least 7 subject matter areas of the *Professional Practices for Business Continuity Planners*. Four of the 7 subject matter areas must be from among Business Impact Analysis, Developing Business Continuity Strategies, Developing and Implementing Business Continuity Plans, Maintaining and Exercising Business Continuity Plans.
- 3) References who will verify your experience.
- 4) Passing the MBCP Case Study Examination or completing a DRI Directed Research Project.
- 5) Payment of the \$300.00 non-refundable application fee.

NOTE: MBCP APPLICANTS MUST CALL THE DRI CANADA OFFICE BEFORE STARTING THE APPLICATION PROCESS

☐ **Certified Business Continuity Professional (CBCP)**

Requirements:

- 1) Pass on the pass/fail CBCP certification examination.
- 2) At least 2 or more years of significant experience in Business Continuity planning in at least 5 subject matter areas of the *Professional Practices for Business Continuity Planners*. Two of the subject matter areas must be from among Business Impact Analysis, Developing Business Continuity Strategies, Developing and Implementing Business Continuity Plans, Maintaining and Exercising Business Continuity Plans".
- 3) References who will verify your experience.
- 4) Payment of the \$250.00 non-refundable application fee.

☐ **Certified Functional Continuity Professional (CFCP)**

Requirements:

- 1) Pass on the pass/fail CFCP certification examination.
- 2) At least 2 or more years of significant experience in Business Continuity planning in at least 3 subject matter areas of the *Professional Practices for Business Continuity Planners*. One subject matter area must be from among Business Impact Analysis, Developing Business Continuity Strategies, Developing and Implementing Business Continuity Plan, Maintaining and Exercising Business Continuity Plans.
- 3) References who will verify your experience.
- 4) Payment of the \$250.00 non-refundable application fee.

☐ **Associate Business Continuity Professional (ABCP)**

Requirements:

- 1) Pass on the pass/fail ABCP certification examination.
- 2) Completed sections A, B, C, and K of this application.
- 3) No fee on first-time qualification; \$75.00 non-refundable application fee for subsequent years.

Job Description and/or Résumé

Attach a copy of your current job description, including your job title and/or a résumé.

"How My Work Experience Qualifies Me for Professional Certification"

Describe your experiences and accomplishments as a business continuity/disaster recovery planner and tell how they relate to your qualifications for professional certification. Please be factual and concise about your business continuity/disaster recovery planning experience and your commitment to the discipline. Your statement should be one, double-spaced page only.

Experience (Professional Practice Subject Matter Areas 1-10)

The following tips will help you complete this section:

- Describe your experience under the applicable Professional Practices subject matter areas (1 page per practice).
- State at least the minimum required experience.
- Use a separate page for each subject matter area.
- Restrict the list of your experiences in a subject matter area to those to do with business continuity/disaster recovery planning.
- Show full- and part-time experience.
- Remember to enter the location and time spent in each experience.
- Enter detailed explanations in the related experience column.
- To help you complete the application, we make available a copy of the *Professional Practices for Business Continuity Planners*. The document can be obtained from our web site at www.dri.ca.
- Provide references for each area of experience. A manager or supervisor should validate experiences you list. If you are a consultant, provide contact information for clients who can validate the experience you list.

Professional Practice Subject Matter Areas

1. **Project Initiation and Management:** Establish the need for a Business Continuity Management (BCM) Process, including obtaining management support and organizing and managing the BCP project to completion. This includes defining the problem, communicating the need for a BCP, developing budget requirements, identifying planning team(s) and action plans, and developing project management and documentation requirements.
2. **Risk Evaluation and Control:** Determine the events and environmental surroundings that can adversely affect an organization, the damage that such events can cause, and the controls needed to prevent or minimize the effects of potential loss. This includes understanding loss potentials, determining the organization's vulnerability to loss potentials, identifying controls and safeguards to prevent or minimize the effect of the loss potential, and evaluating the effectiveness of controls and safeguards.
3. **Business Impact Analysis*:** Identify the impacts of disruptions on the organization and the techniques that can be used to quantify and qualify them. This includes assessing effects of disruptions, defining criticality and prioritizing the business functions and records, and determining recovery time frames and minimum resource requirements.
4. **Developing Business Continuity Management Strategies*:** Determine and guide the selection of alternative business recovery operating strategies to be used to maintain the organization's critical functions. This includes identifying recovery strategy requirements, assessing suitability of alternative strategies, preparing cost/benefit analysis of recovery strategies, and selecting alternate site(s) and off-site storage.
5. **Emergency Response and Operations:** Develop and implement procedures to respond to and stabilize a situation following an incident or event. This includes identifying and developing emergency response procedures, identifying command and control requirements and procedures, and defining strategy for salvage and restoration.
6. **Developing and Implementing Business Continuity Plans*:** Design, develop and implement the Business Continuity Plan. This includes defining recovery management and control requirements, identifying and defining the format and structure of major plan components, developing the business operations plan, developing the information technology recovery plan, developing the communication systems plan, and developing end-user plans.
7. **Awareness and Training Programs:** Prepare a program to create organizational awareness and enhance the skills required to develop, implement, maintain and execute the Business Continuity Plan. This includes defining the objectives of training, developing the types of training programs, developing awareness programs, and identifying other opportunities for education.
8. **Maintaining and Exercising Business Continuity Plans*:** Pre-plan, coordinate, evaluate, test and exercise the plan, and document the results. Develop processes to maintain the currency of the plan in accordance with the strategic direction of the organization. This includes determining exercise requirements, developing scenarios, establishing evaluation criteria, defining exercising objectives, preparing post-exercise reporting, defining a plan maintenance schedule, maintaining the plan, and developing change control procedures.
9. **Crisis Communication:** Develop, coordinate, evaluate, implement and exercise public relations and crisis communication plans. This includes identifying components of a public relations program and identifying external agencies with whom prior relationships need to be established.
10. **Coordination with External Agencies:** Establish procedures and policies for coordinating response, continuity and restoration activities with local authorities while ensuring compliance with applicable statutes or regulations. This includes identifying applicable laws and regulations governing emergency response, identifying agencies supporting disaster recovery and business continuity, and developing plans to meet statutory requirements.

* Applicants must have at least 2 years of experience in at least 1 of these subject matter areas.

Professional Practice Area _____

Company Name	
Title or Role	
Time in Title or Role	/ / through / /
What You Did: (This area is expandable. Attach pages, if necessary.)	
How You Did It: (This area is expandable. Attach pages, if necessary.)	
<p>NOTE: A Committee Member can ask for additional detailed information only once. So, be as detailed as possible. Failure to respond accurately can result in an unsuccessful application.</p> <p>NOTE: Copy or duplicate this page as needed to ensure you have 1 page for each professional practice subject matter area.</p>	

Applicant: Please do not write beyond this point on this page. (The remainder of this page will be completed by the reference.)

Yes No The applicant has performed the work described above while employed at
 (please circle) _____ (organization) for the period indicated.

Yes No The applicant accomplished the activities described above in a professional manner.
 (please circle)

My relationship to the applicant when the work was performed was:

Name (please print): _____ Title: _____

Signature: _____ Date: _____

E-mail address: _____

Identify References for Each Subject Matter Area Selected

Provide the names of at least 2 references for each subject area, as well as the time period for which each referee can verify your professional experience. You may attach additional pages. References must be supervisors, managers or clients who can personally attest to the experience listed. Please inform your references that they will be contacted by DRI CANADA to verify your statements.

Reference 1

Subject Matter Area Numbers: _____

Relationship (Supervisor/Manager/Client): _____ Years known: _____

Name: (Mr. or Ms.) _____ Organization: _____

Street Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Reference 2

Subject Matter Area Numbers: _____

Relationship (Supervisor/Manager/Client): _____ Years known: _____

Name: (Mr. or Ms.) _____ Organization: _____

Street Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Other Work Experience

Identify any experience in business continuity/disaster recovery planning not covered by this application that may help a Certification Commission in its review. Attach pages, if required.

Employment History

Provide your employment history for the past 10 years. Attach pages, if required.

Current Employer: _____

Employed from _____ to _____

Previous Employer: _____

Street Address: _____

Telephone: _____ Employed from _____ to _____

Previous Employer: _____

Street Address: _____

Telephone: _____ Employed from _____ to _____

Educational Background

Ensure that campus names and addresses are current and correct. Attach pages, if required.

School: _____

Address: _____

Attended from _____ to _____ Highest Degree Earned: _____

School: _____

Address: _____

Attended from _____ to _____ Highest Degree Earned: _____

Symposiums, Courses, and/or Conferences Related to Business Continuity

Please list conferences, symposia, courses and other learning events related to Business Continuity Planning that you have attended or have made presentations at during the past 10 years. Include the name, date, location and conference sponsor for each entry. Attach pages, if necessary.

Articles Published

List titles, topics and names of periodicals or newsletters in which articles you wrote have been published. Attach pages, if required.

I Hereby Apply for Certification as My Qualifications May Permit

Should my application for Certification be accepted, I agree to abide by the Code of Ethics of the DRI International. I affirm that the information contained herein is true and correct. I understand that if any information herein is found to be false the fees will be forfeited and no certification will be granted. In addition, I understand and acknowledge that all applications are subject to verification by the DRI International and hereby grant permission for the Certification Commission of the DRI International to verify any information I have given in this application. Further, I hereby grant permission for the DRI International to publish my name and Certification status. The DRI International reserves the right to verify employment and professional experience information provided in the application. If additional fees are required to verify information outside of Canada, the applicant will be responsible for such additional fees.

Signature (DRI CANADA must have your original signature on file.)

Date