

**GUIDELINES FOR RECERTIFICATION
CONTINUING EDUCATION ACTIVITY “POINTS” SCHEDULE
Schedule II**

Intent: To enable certified personnel to receive the majority of their Recertification credits from their involvement with BCP-related organizations, activities, and training.

- Requirements: CFCP Total of 80 points over a 2-year period.
CBCP Total of 80 points over a 2-year period.
MBCP Total of 80 points over a 2-year period.

CBCA Total of 80 points over a 2-year period.
CBCLA Total of 80 points over a 2-year period.

For CFCPs and CBCPs, two thirds of the points must be earned in activities directly related to business continuity / disaster recovery planning, or GROUP A activities.

Group A: Activities directly related to Business Continuity / Disaster Recovery Planning that enhance the professional development of contingency planning professionals will be awarded full credit.

Group B: Activities that augment, enhance, support and expand the professional’s capability, but which are not directly related to Business Continuity / Disaster Recovery Planning, also will be awarded full credit.

Group C: Activities that provide leadership and contribute to the enhancement of the profession.

NOTE: See Schedule I - **APPROVED EVENTS for CONTINUING EDUCATION ACTIVITY “POINTS” CREDIT**

CEAP #	ACTIVITY	POINTS Per Event	POINTS Maximum Per Two Year Period	Group
1.0	Affiliation with a National or International organization totally dedicated to Disaster Recovery, Business Continuity, or Emergency Management. Examples: Survive, ACP, DRI Canada, DRIE, DRII, IAEM. Points for affiliation are earned yearly.	3 points each organization each year	18 points	A
2.0	Affiliation with a National or International organization that includes Disaster Recovery, Business Continuity, or Emergency Management in its scope or activities. Examples: ISSA, ISACA, ASIS, NFPA, IAA, IACP, IAFC. Points for affiliation are earned yearly.	2 points each organization each year	12 points	B
3.0	Affiliation with a local or regional organization totally dedicated to Disaster Recovery, Business Continuity, or Emergency Management. Examples: NEDRIX, MADRA, CPE, BRIX, BRPA, and Local ACP Chapters. Points for affiliation are earned yearly.	3 points each organization each year	18 points	A

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4.0	Attendance at regular meetings of organizations totally dedicated to Disaster Recovery, Business Continuity, Emergency Management, or Emergency Response.			
4.1	Meeting duration of 2 or less hours:	<u>2</u> points each	12 Points	A
4.2	Meeting duration of 2 to 4 hours:	<u>4</u> points each	24 Points	A
4.3	Meeting duration of 5-6 hours:	<u>6</u> points each	36 Points	A
4.4	Meeting duration of 7-8 hours:	<u>8</u> points each	48 Points	A
5.0	Attendance at regular meetings of organizations that include BCP in the scope of their activities. Example: ASIS, ISSA, ISACA, including organizations that address both business resiliency and auditing.			
5.1	Meeting duration of 4 or less hours:	1 point each	<u>24</u> points	B
5.2	Meeting duration of 5-8 hours:	<u>2</u> points each	<u>24</u> points	B

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CEAP #	ACTIVITY	POINTS Per Event	POINTS Maximum Per Two Year Period	Group
6.0	Attendance at conferences totally dedicated to Disaster Recovery, Business Continuity, or Emergency Management			
6.1	Session duration of 1-8 hours:	<u>8</u> points each	16 points	A
6.2	Session duration of 9-16 hours:	<u>16</u> points each	32 points	A
6.3	Session duration of 17-24 hours:	<u>24</u> points each	48 points	A
6.4	Session duration of 25-32 hours:	<u>32</u> points each	64 points	A
6.5	Session duration of 33 hours or more:	<u>40</u> points each	64 points	A
7.0	Attendance at conferences, which include (a) Disaster Recovery, Business Continuity, or Emergency Management material. (b) Subjects related to the planner's work or position, such as, Management and/or auditing conferences.			
7.1	Session duration of 1-8 hours:	<u>2</u> points each	8 points	B
7.2	Session duration of 9-16 hours:	<u>4</u> points each	8 points	B
7.3	Session duration of 17-24 hours:	<u>6</u> points each	12 points	B
7.4	Session duration of 25-32 hours:	<u>8</u> points each	16 points	B
7.5	Session duration of 33 hours or more:	<u>10</u> points each	20 points	B
8.0	Extra points for attending an industry related conference which includes vendors exhibits in conjunction with speaker sessions and/or workshops			
8.1	1-15 Exhibitors:	<u>2</u> points each	4 points	A
8.2	16-30 Exhibitors:	<u>3</u> points each	6 points	A
8.3	31-45 Exhibitors:	<u>4</u> points each	8 points	A
8.4	More than 45 Exhibitors:	<u>5</u> points each	10 points	A

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CEAP #	ACTIVITY	POINTS Per Event	POINTS Maximum Per Two Year Period	Group
9.0	Speak at conferences, workshops, or seminars on the topics of Disaster Recovery, Business Continuity, or Emergency Management			
9.1	Internal company or other speaking opportunities:	<u>2</u> points each	<u>12</u> points	A
9.2	External speaking opportunities:	<u>6</u> points each	<u>30</u> points	A
10.0	Speak at conferences, workshops, or seminars on topics other than Disaster Recovery, Business Continuity, or Emergency Management			
10.1	Internal company or other speaking opportunities:	<u>1</u> points each	<u>6</u> points	B
10.2	External speaking opportunities:	<u>2</u> points each	<u>10</u> points	B
11.0	Editor of an internal newsletter totally dedicated to Disaster Recovery, Business Continuity, or Emergency Management. Points for editing a newsletter are earned yearly.			
11.1	1 edition per year:	<u>1</u> points each, each year	<u>8</u> points	A
11.2	2 editions per year:	<u>2</u> points each, each year	<u>16</u> points	A
11.3	3 or more editions per year:	<u>3</u> points each, each year	<u>24</u> points	A
12.0	Participation in the development and presentation of company-supported educational workshops or seminars			
12.1	Duration of Less than 1/2 day:	<u>1</u> points each	<u>4</u> points	B
12.2	Duration of 1/2 day:	<u>2</u> points each	<u>8</u> points	B
12.3	Duration of 1 day:	<u>5</u> points each	<u>20</u> points	B
13.0	Write and publish a book totally dedicated to the topics of Disaster Recovery, Business Continuity, or Emergency Management			
13.1	Up to 100 pages:	<u>10</u> points each	<u>20</u> points	A or C
13.2	More than 100 pages:	<u>20</u> points each	<u>40</u> points	A or C
14.0	Write and publish a book chapter totally dedicated to the topics of Disaster Recovery, Business Continuity, or Emergency Management			
14.1	Up to 10 pages:	<u>2</u> points each	<u>8</u> points	A or C
14.2	More than 10 pages:	<u>6</u> points each	<u>12</u> points	A or C

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15.0	Write and publish an article, create a video, or employ other media totally dedicated to the topics of Disaster Recovery, Business Continuity, or Emergency Management. Copy submitted for verification.			
15.1	Internal magazines or newsletters:	<u>1</u> point per 1000 words	<u>10</u> points	A or C
15.1	External magazines or newsletters	<u>2</u> points per 1000 words	<u>10</u> points	A or C
15.3	DRI International Quarterly News:	<u>3</u> points per 1000 words	<u>15</u> points	A or C
16.0	Develop accepted questions for DRI International certification examination.	<u>1</u> point for each question	<u>20</u> points	A
17.0	Develop material or do work for DRI International at request of DRI International office.	As assigned	<u>Unlimited</u>	A or C
18.0	Hold an elected / appointed position in an organization totally dedicated to Disaster Recovery, Business Continuity, or Emergency Management. Points for leading a DR/BC organization are earned yearly.			
18.1	National or International Organization:	<u>5</u> points each organization each year	<u>20</u> points	C
18.2	Regional Organization:	<u>4</u> points each organization each year	<u>16</u> points	C
18.3	Local Organization:	<u>3</u> points each organization each year	<u>12</u> points	C
19.0	Perform exceptional work within scope of present job description in areas of Disaster Recovery, Business Continuity, or Emergency Management, as recognized in writing by Supervisor and executive management and approved by DRI International management	<u>2</u> points each	<u>8</u> points	A
20.0	Direct or be responsible for facilitating, planning, executing, and/or participating in a corporate or organization-wide Business Continuity/Disaster Recovery exercise..			
20.1	For every two (2) hours exercise duration:	<u>1</u> point for each <u>2</u> hours of exercise activity	<u>60</u> points	A
21.0	Actively participate in an actual declared IT, corporate or organization-wide disaster response and execution of			

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	the company's BC Plan.			
21.1	For every one (1) hour of actual disaster response and/or recovery operations:	<u>1 point for each 1 hour of BC Plan execution</u>	60 points	A
22.0	Submit written scope and analysis of sanitized disaster exercise scenario where you may or may not have been responsible for its conduct.	<u>15 points each</u>	<u>60 points</u>	A
23.0	Attend and complete college or university courses (for credit), professional development classes or seminars.			
23.1	Course duration of 1-8 hours:	<u>4 points each</u>	<u>16 points</u>	B
23.2	Course duration of 9-16 hours:	<u>8 points each</u>	<u>32 points</u>	B
23.3	Course duration of 17-24 hours:	<u>12 points each</u>	<u>48 points</u>	B
23.4	Course duration of 25-32 hours:	<u>16 points each</u>	<u>64 points</u>	B
23.5	Course duration of 33 hours or more:	<u>20 points each</u>	<u>80 points</u>	B
24.0	Perform volunteer activities to assist other organizations (commercial, government, or non-profit) establish capabilities in Disaster Recovery, Business Continuity, or Emergency Management	<u>3 points each</u>	<u>12 points</u>	B
25.0	Teaching Business Continuity / Disaster Recovery related courses. For courses other than DRI International, submit outline of content, with verification of course presentation by client or supervisor letter.		Maximum Points for	
25.1	Course duration of 1-4 hours:	<u>5 points each</u>	Teaching	A or C
25.2	Course duration of 4-8 hours:	<u>10 points each</u>	Bus. Cont.	A or C
25.3	Course duration of 9-12 hours:	<u>15 points each</u>	or DR	A or C
25.4	Course duration of 13-16 hours:	<u>20 points each</u>	Related	A or C
25.5	Course duration of 17-20 hours:	<u>25 points each</u>	Courses:	A or C
25.6	Course duration of 21-24 hours:	<u>30 points each</u>	<u>80 points</u>	A or C
25.7	Course duration of 25-28 hours:	<u>35 points each</u>	Per	A or C
25.8	Course duration of 29-32 hours:	<u>40 points each</u>	Recertification	A or C
25.9	Course duration of 33 hours or more:	<u>50 points each</u>	Cycle	A or C

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26.0	Attending or completing Business Continuity/Disaster Recovery/Emergency Management related courses or webinars: - BC/DR national/international organization classes - BC/DR Vendor sponsored classes Emergency Management national/international organization.			
26.1	Course attended in person (make one entry per course attended)	1 point per hour attended	60 points	A
26.2	Course attended by correspondence (make one entry per course attended)	1 point per hour spent on course	40 points	A
26.3	Webinar (make one entry per webinar attended)	1 point per hour attended	20 points	A
<p><i>* Note: Each additional 30 minutes or .5 hours will equal .5 CEAP points. For example: An approved course that runs for 1.5 hours would equal 1.5 CEAP points.</i></p>				
27.0	Complete a risk analysis (Internal and or External), using one of the standard and accepted methodologies for a site, including a set of recommendations to improve asset protection.	<u>8</u> points each	<u>16</u> points	B
27.1	Include environmental, technical, and human threats to the company. Include prioritization of risks.	<u>3</u> points each	<u>6</u> points	B
27.2	Complete a Comprehensive Impact Threat Vulnerability Matrix.	<u>3</u> points each	<u>6</u> points	B
27.3	Perform as a valuable member of a Risk Assessment Team.	<u>2</u> points each	<u>4</u> points	B
28.0	Successfully install and implement controls (protecting corporate assets) developed through the completion of a Risk Assessment and / or Risk Analysis	<u>2</u> points each	<u>6</u> points	B

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29.0	Complete a comprehensive Business Impact Analysis using a database tool, interview process, questionnaire, or workshop methodology	<u>8</u> points per event	<u>16</u> points	B
29.1	Provide a sterilized full BIA report displaying costs of losing business function over time and the prioritized business functions and / or IT applications.	<u>3</u> points per event	<u>6</u> points	B
29.2	Perform as a valuable member of a BIA Team.	<u>1</u> points per event	<u>2</u> points	B
29.3	Develop an internal or external BIA questionnaire.	<u>2</u> points per event	<u>4</u> points	B
29.4	Conduct BIA interviews and rate the results.	<u>2</u> points per event	<u>4</u> points	B
30.0	Complete a Business Continuity Strategy, Internal or External, Business or Technology, using DRI International-accepted methodologies. Must include a report or presentation	<u>6</u> points per event	<u>12</u> points	B
30.1	Perform as a valuable member of a Business Continuity Plan of Record Team.	<u>2</u> points each	<u>4</u> points	B
30.2	Present a business continuity strategy via a written report or presentation.	<u>2</u> points per event	<u>4</u> points	B
30.3	Develop a matrix for scoring alternate site recovery options.	<u>2</u> points each	<u>4</u> points	B
31.0	Develop an Emergency Response Plan for an Internal or External Client. Present the emergency response plan via a written report or presentation	<u>6</u> points each	<u>12</u> points	B
31.1	Perform as a valuable member of an Emergency Response Planning Team.	<u>2</u> points each	<u>6</u> points	B
31.2	Develop an Emergency Response Plan (ERP) and or strategy in a specific business function or segment.	<u>1</u> point per event	<u>6</u> points	B

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32.0	Develop a Business Continuity Plan for an organization or an internal or external client	<u>10</u> points per event	<u>20</u> points	B
32.1	Develop a Business Continuity Handbook for business units.	<u>5</u> points per event	<u>10</u> points	B
32.2	Develop instruction sheet for plan development.	<u>5</u> points per event	<u>10</u> points	B
33.0	Develop or create awareness and education classes on Business Continuity and or Disaster Recovery	<u>6</u> points per event	<u>12</u> points	B
34.0	Develop a contingency plan maintenance schedule, including the identification of tools to be used for plan maintenance monitoring, a criterion for activities to assure the plan is complied with, an update process, and control functions. Follow through with this maintenance plan	<u>6</u> points per event	<u>12</u> points	B
34.1	Revise an existing Business Continuity Plan for either an internal or external organization.	<u>3</u> points per event	<u>18</u> points	B
35.0	Develop a Public Relations and Crisis Communication plan, including comprehensive documentation for the Incident Management Team	<u>3</u> points per event	<u>18</u> points	B
35.1	Exercise or test a Public Relations and Crisis Communications Plan.	<u>3</u> points per event	<u>6</u> points	B
35.2	Organize an organization-wide Incident Management Team.	<u>3</u> points per event	<u>6</u> points	B
35.3	Develop and exercise corporate crisis media policies.	<u>3</u> points per event	<u>6</u> points	B
36.0	Coordinate public authority incident command using an Incident Command System. Develop a plan for interfacing with Public Authorities during incidents	<u>4</u> points per event	<u>16</u> points	B
36.1	Conduct an exercise that includes local authorities.	<u>3</u> points per event	<u>9</u> points	B
36.2	Conduct a corporate and or facility exercise involving local emergency services, media, etc.	<u>3</u> points per event	<u>6</u> points	B
37.0	Grading of Master’s Level Examination by MBCPs.	<u>10</u> points per exam	<u>20</u> points	C
38.0	Subscribe to periodicals totally dedicated to Disaster Recovery, Business Continuity, or Emergency Management	<u>1</u> point per periodical	<u>6</u> points	C