



Guidelines for Recertification— Continuing Education Activity Points Credit, Schedule 2

This schedule of continuing education activity points aims to help certified personnel gain most of their recertification credits from involvement in business continuity organizations, activities and training.

To gain recertification as a CBCP or an MBCP, you need 80 continuing education activity points over a two-year period. Two-thirds of the points a CBCP must earn must be from activities directly related to business continuity or disaster recovery planning, or from Group A activities.

Item	Activity	Points/ event	Points/2 yrs. maximum	Group
1.0	Membership or maintenance of certification in an international or national organization dedicated to disaster recovery, business continuity or emergency management, such as Survive, ACP, DRI Canada, DRIE, DRII	3/yr per group	18 pts	A
2.0	Membership in an international or national organization that includes disaster recovery, business continuity or emergency management in its scope of activities, such as ISSA, ISACA, ASIS, NFPA, IAA, IACP, IAFC	2/yr per group	12 pts	B
3.0	Membership in a local or regional organization dedicated to disaster recovery, business continuity or emergency management, such as NEDRIX, MADRA, CPE, BRIX, BRPA and Local ACP Chapters	3/yr per group	18 pts	A
4.1	Attendance at regular meetings of organizations dedicated to disaster recovery, business continuity, emergency management or emergency response	2 pts/up to 2 hrs	Unlimited	A
4.2		4 pts/2-4 hrs	Unlimited	A
4.3		6 pts/5-6 hrs	Unlimited	A
4.4		8 pts/7-8 hrs	Unlimited	A
5.1	Attendance at regular meetings of organizations that include business continuity planning in the scope of their activities, such as ASIS, ISSA, ISACA	1 pt/up to 4 hrs	24 pts	B
5.2		2 pts/5-8hrs	24 pts	B
6.1	Attendance at conferences dedicated to disaster recovery, business continuity or emergency management	8 pts/1-8 hrs	Unlimited	A
6.2		16 pts/9-16 hrs	Unlimited	A
6.3		24 pts/17-24 hrs	Unlimited	A
6.4		32 pts/25-32 hrs	Unlimited	A
6.5		40 pts/33+ hrs	Unlimited	A
7.1	Attendance at conferences that include disaster recovery, business continuity or emergency management material, or subjects related to the planner's work or position, such as management conferences	2 pts/1-8 hrs	Unlimited	B
7.2		4 pts/9-16 hrs	Unlimited	B
7.3		6 pts/17-24 hrs	Unlimited	B
7.4		8 pts/25-32 hrs	Unlimited	B
7.5		10 pts/33+ hrs	Unlimited	B

Item	Activity	Points/ event	Points/2 yrs. maximum	Group
8.1 8.2 8.3 8.4	Extra points for attending industry-related conferences that include vendor exhibitors (VEs), speaker sessions and workshops	2 pts/1-5 VEs 3 pts/16-30 VEs 4 pts/31-45 VEs 5 pts/45+ VEs	Unlimited Unlimited Unlimited Unlimited	A A A A
9.1 9.2	Speaking at conferences, workshops or seminars on disaster recovery, business continuity or emergency management topics	2 pts/In-house 6 pts/Externally	12 pts 30 pts	A A
10.1 10.2	Speaking at conferences, workshops or seminars on topics other than disaster recovery, business continuity or emergency management	1 pt/In-house 2 pts/Externally	6 pts 10 pts	B B
11.1 11.2 11.3	Edit internal newsletter dedicated to disaster recovery, business continuity or emergency management for a full year	1 pt/1 edition 2 pts/2 editions 3 pts/3 editions	8 pts 16 pts 24 pts	A A A
12.1 12.2 12.3	Helping develop and present company educational workshops or seminars	1 pt/up to ½ day 2 pts/ ½ day 5 pts/1 day	4 pts 8 pts 20 pts	B B B
13.1 13.2	Write and publish a book on disaster recovery, business continuity or emergency management	10 pts/to 100 pp 20 pts/100+ pp	20 pts 40 pts	A or C A or C
14.1 14.2	Write and publish a book chapter on disaster recovery, business continuity or emergency management	2 pts/up to 10 pp 6 pts/10+ pp	8 pts 12 pts	A or C A or C
15.1 15.2 15.3	Write and publish an article, create a video or employ other media on the topic disaster recovery, business continuity, or emergency management. Copy must be submitted for verification.	1 pt/1000 words 1 pt/1000 words 1 pt/1000 words	10 pts 10 pts 10 pts	A or C A or C A or C
16.0	Develop questions accepted for use in DRII certification exam	1 pt/question	20 pts	A
17.0	Develop materials or work for DRII at the request of the DRII office	As assigned	Unlimited	A
18.1 18.2 18.3	Hold an elected/appointed position in an organization dedicated to disaster recovery, business continuity or emergency management.	5 pts/yr/national or international organization 4 pts/yr/regional org. 3 pts/yr/local organization	20 pts 16 pts 12 pts	C C C
19.0	Perform exceptional work within the scope of your present job in the areas of disaster recovery, business continuity or emergency management, as recognized in writing by a supervisor or by executive management and approved by DRII management	2 pts each	8 pts	A
20.1	Direct and be responsible for facilitating corporate or organization-wide business continuity/disaster recovery exercise verified by supervisor, client or customer	1 pt/each 2 hrs exercise lasts	60 pts	A
21.1	Take part in an IT, corporate or organization-wide disaster response and help the execute business continuity plan, verified by supervisor, client or customer	1 pt/each 1 hr of business continuity plan execution	Unlimited	A
22.1	Submit written scope and analysis of sanitized disaster exercise scenario where you may or may not have been responsible for its conduct	15 pts	60 pts	A

Item	Activity	Points/ event	Points/2 yrs. maximum	Group
23.1	Complete for credit college or university courses, professional development classes or seminars	4 pts/1-8 hrs	16 pts	B
23.2		8 pts/9-16 hrs	32 pts	B
23.3		12 pts/17-24 hrs	48 pts	B
23.4		16 pts/25-32 hrs	64 pts	B
23.5		20 pts/33+ hrs	80 pts	B
24.0	Volunteer to help other organizations set up disaster recovery, business continuity or emergency management	1 pt each	8 pts	B
25.1	Teach business continuity/disaster recovery courses. For other courses, submit outline of content, with verification of course outline by client or supervisor letter.	5 pts/1-4 hrs	80 pts	A or C
25.2		10 pts/4-8 hrs		A or C
25.3		15 pts/9-12 hrs		A or C
25.4		20 pts/13-16 hrs		A or C
25.5		25 pts/17-20 hrs		A or C
25.6		30 pts/21-24 hrs		A or C
25.7		35 pts/25-28 hrs		A or C
25.8		40 pts/29-32 hrs		A or C
25.9		50 pts/33+ hrs		A or C
26.1	Attending and completing business continuity/disaster recovery courses, as well as vendor-sponsored classes on disaster recovery, business continuity or emergency management. On-line and correspondence courses are acceptable. A course administrator, vendor or supervisor must verify course completion by letter. Include an estimate of the time required to complete the course.	8 pts each	32 pts	A
26.2		16 pts each	64 pts	A
26.3		24 pts each	80 pts	A
26.4		32 pts each	80 pts	A
26.5		40 pts each	80 pts	A
27.0	Complete an internal or external risk analysis for a site using a standard, accepted methodologies. Include recommendations to improve asset protection. Substantiate with sanitized report, or client or supervisor letter.	8 pts each	16 pts	B
27.1	Include environmental, technical and human threats, and include prioritization of risk	3 pts each	6 pts	B
27.2	Complete a Comprehensive Impact Threat Vulnerability Matrix	3 pts each	6 pts	B
27.3	Perform as a valuable member of a Risk Assessment Team	2 pts	4 pts	B
28.0	Successfully install and implement controls that protect corporate assets that are developed through a complete risk assessment and/or risk analysis. Substantiate with a sanitized installation schedule, or client or supervisor letter.	2 pts each	6 pts	B
29.0	Complete a comprehensive business impact analysis using a database tool, interview process, questionnaire or workshop methodology. Substantiate with a supervisor or client letter.	8 pts/event	16 pts	B
29.1	Provide a sanitized full BIA report showing costs of losing business over time and the prioritized business functions and/or IT applications.	3 pts/event	6 pts	B
29.2	Perform as a valuable member of a BIA team.	1 pt/event	2 pts	B
29.3	Develop an internal or external BIA questionnaire.	2 pts/event	4 pts	B
29.4	Conduct BIA interviews and rate the results.	2 pts/event	4 pts	B

Item	Activity	Points/ event	Points/2 yrs. maximum	Group
30.0	Complete a business continuity strategy, internal or external, business or technology using DRII-accepted methodologies. Include a report or presentation. Substantiate with a supervisor or client letter.	6 pts/event	12 pts	B
30.1	Perform as a valuable member of a business continuity plan of record team.	2 pts/event	4 pts	B
30.2	Present a business continuity strategy using a written report or presentation.	2 pts/event	4 pts	B
30.3	Develop a matrix for scoring alternate site recovery options. Provide a sample.	2 pts/event	4 pts	B
31.0	Develop an emergency response plan for an internal or external client. Present the plan using a written report or presentation. Substantiate with a supervisor or client letter.	6 pts/event	12 pts	B
31.1	Perform as a valuable member of an emergency response planning team.	2 pts/event	6 pts	B
31.2	Develop an emergency response plan (ERP) and/or strategy in a specific business function or segment.	0.5 pts/event	6 pts	B
32.0	Develop a business continuity plan for an organization or an internal or external client. Substantiate with a supervisor or client letter.	10 pts/event	20 pts	B
32.1	Develop a business continuity handbook for business units.	5 pts/event	10 pts	B
32.2	Develop an instruction sheet for plan development.	5 pts/event	10 pts	B
33.0	Develop or create awareness and education classes on Business Continuity and or Disaster Recovery. Substantiate with a supervisor or client letter.	6 pts/event	12 pts	B
34.0	Develop a contingency plan maintenance schedule that includes identification of tools to be used for plan maintenance monitoring, a criterion for activities to assure plan compliance, an update process and control functions. Follow through with this maintenance plan. Substantiate with a supervisor or client letter.	6 pts/event	12 pts	B
34.1	Develop a business continuity handbook for business units.	3 pts/event	18 pts	B
35.0	Develop a public relations and crisis communication plan, including comprehensive documentation for the incident management team. Substantiate with a supervisor or client letter.	3 pts	18 pts	B
35.1	Exercise or test a public relations and crisis communications plan.	3 pts	6 pts	B
35.2	Organize an organization-wide incident management team.	3 pts	6 pts	B
35.3	Develop and exercise corporate crisis media policies.	3 pts	6 pts	B
36.0	Coordinate public authority incident command using an Incident Command System. Develop a plan for interfacing with Public Authorities during incidents. Substantiate with a supervisor or client letter.	4 pts	16 pts	B
36.1	Conduct an exercise that includes local authorities.	3 pts	9 pts	B
36.2	Conduct a corporate and/or facility exercise involving local emergency services, the media and others.	3 pts/event	6 pts	B