



Train.  
Prepare.  
Recover.

## Guidelines for Continuing Education Activity Points (CEAPs)

**Intent:** To identify how (re)certification credits can be earned for involvement with organizations in approved professional areas, day-to-day activities, training, and volunteering.

Approved professional areas for (re)certification credits are:

- Audit
- Business continuity
- Crisis management
- Emergency management
- Disaster recovery
- Healthcare provider
- Risk management

**Requirements:** For all DRI certifications above the associate level, a total of 80 points, accrued on a calendar year basis, over a two-year period.

CEAP Number	Activity	Nonprofit Points Per Event or Activity	Nonprofit Points Maximum Per Two-Year Period	For Profit Points Per Event or Activity	For Profit Points Maximum Per Two-Year
1.0	Affiliation with a national or international organization totally <b>dedicated</b> to an approved professional area. Points for affiliation are earned annually.	3 points	18 points	3 points	18 points
2.0	Affiliation with a national or international organization that <b>includes</b> , but is <b>NOT</b> dedicated to, an approved professional area. Points for affiliation are earned annually.	2 points	12 points	2 points	12 points
3.0	Affiliation with a local or regional organization totally <b>dedicated</b> to an approved professional area. Points for affiliation are earned annually.	3 points	18 points	3 points	18 points
4.0	Attendance at a formal meeting of an organization totally <b>dedicated</b> to an approved professional area. "Formal" is defined as "having a written agenda".	1 point per hr attended	48 points	1 point per hr attended	24 points

CEAP Number	Activity	Nonprofit Points Per Event or Activity	Nonprofit Points Maximum Per Two-Year Period	For Profit Points Per Event or Activity	For Profit Points Maximum Per Two-Year
5.0	Attendance at a formal meeting of an organization that <b>includes</b> , but is <b>NOT</b> dedicated to, an approved professional area. “Formal” is defined as “having a written agenda”.	1 point per hr attended	24 points	0.5 point per hr attended	12 points
6.0	Attendance at a conference that is totally <b>dedicated</b> to an approved professional area.	1 point per hr attended	64 points	1/2 point per hr attended	32 points
7.0	Attendance at a conference that <b>includes</b> , but is <b>NOT</b> dedicated to, an approved professional area. ( <b>Includes professional award ceremonies/events</b> ).	1 point per hr attended	8 points	0.5 point per hr attended	4 points
8.0	Internal entity speaking opportunities.	2 points	12 points	2 points	12 points
9.0	Speak or present at a conference, workshop, or seminar that is totally <b>dedicated</b> to an approved professional area.	6 points	30 points	3 points	15 points
10.0	Speak or present at a conference, workshop, or seminar that <b>includes</b> , but is <b>NOT</b> dedicated to, an approved professional area.	6 points	30 points	3 points	15 points
11.0	Serve as editor of an internal newsletter totally <b>dedicated</b> to an approved professional area.	1 point per edition	24 points	1 point per edition	24 points
12.0	Develop a company-supported educational workshop or seminar totally <b>dedicated</b> to an approved professional area.	5 points	20 points	5 points	20 points
13.0	Author a published book <b>chapter</b> totally <b>dedicated</b> to an approved professional area for a book that <b>includes</b> , but is <b>NOT</b> dedicated to, an approved professional area. Cannot be combined with section 14.0 credits.	5 points	20 points	5 points	20 points

## Disaster Recovery Institute

CEAP Number	Activity		Nonprofit Points Per Event or Activity	Nonprofit Points Maximum Per Two-Year Period	For Profit Points Per Event or Activity	For Profit Points Maximum Per Two- Year
14.0	Author a published book totally <b>dedicated</b> to an approved professional area.		20 points	40 points	20 points	40 points
15.0	Author a published <b>article or video</b> (or other media) totally <b>dedicated</b> to an approved professional area.		5 points	20 points	5 points	20 points
16.0	Develop material or do work for DRI International at request of DRI International office.		As assigned		As assigned	
17.0	Hold an elected or appointed leadership position in an organization totally <b>dedicated</b> to an approved professional area. Points are earned yearly for each organization:					
17.1		National or international organization	5 points	20 points	5 points	20 points
18.2		Regional organization	4 points	16 points	4 points	16 points
17.3		Local organization	3 points	12 points	3 points	12 points
17.4		Municipal or community organization	3 points	12 points	3 points	12 points
18.0	Participate in, facilitate, manage, or audit a company- wide or organization-wide exercise (including tabletops), relating to disaster recovery or emergency response.		10 points	60 points	10 points	60 points
19.0	Participate in, facilitate, manage, or audit a company- wide or organization-wide disaster recovery or emergency response to an actual event that necessitated activation of the company's business continuity plan.		15 points	60 points	15 points	60 points
20.0	Participate in, facilitate, manage, or audit a scenario- based disaster recovery or emergency response exercise for a department or group that does NOT encompass the entire entity.		1 point	60 points	1 point	60 points
21.0	Perform volunteer activities in response to a disaster. Including restoration and rebuilding activities (physical, logistical, counseling and prevention activates from lessons learned).		1 point per hr	16 points	1 point per hr	16 points

## Disaster Recovery Institute

CEAP Number	Activity	Nonprofit Points Per Event or Activity	Nonprofit Points Maximum Per Two-Year Period	For Profit Points Per Event or Activity	For Profit Points Maximum Per Two- Year
22.0	Perform volunteer activities to assist other organizations (government or NGO) to establish disaster recovery or emergency response capabilities.	<u>1</u> point per hr	<u>16</u> points	<u>1</u> point per hr	<u>16</u> points
23.0	Perform volunteer activities to assist other organizations (government or NGO) to establish disaster recovery or emergency response capabilities.	1 point per hr	16 points	1 point per hr	16 points
24.0	Teach a disaster recovery or emergency response class for an approved professional area (includes DRI International courses).	10 points per 8 hrs (rounded up)	80 points	10 points per 8 hrs (rounded up)	80 points
25.0	Attend and complete a disaster recovery or emergency response related course for an approved professional area.	1 point for each hr	80 points	1 point for each hr	80 points
26.0	Manage or participate in the completion (or audit) of a site risk analysis or risk assessment (internal or external), using DRI International accepted methodologies, including recommendations for risk mitigation.	8 points	32 points	8 points	32 points
27.0	Manage or participate in the successful installation and implementation (or audit) of controls for protecting corporate assets using the results of a risk analysis and/or risk assessment.	2 points	6 points	2 points	6 points
28.0	Manage or participate in the completion (or audit) of a comprehensive business impact analysis using DRI International accepted methodologies (such as a database tool, interview process, questionnaire, or workshops).	16 points	32 points	16 points	32 points
29.0	Manage or participate in the completion (or audit) of a documented business continuity/disaster recovery strategy (internal or external, business or technology) using DRI International accepted methodologies.	6 points	12 points	6 points	12 points
30.0	Manage or participate in the completion (or audit) of a tactical level emergency response plan for an internal or external client, including comprehensive documentation for the incident management team.	6 points	12 points	6 points	12 points

CEAP Number	Activity	Nonprofit Points Per Event or Activity	Nonprofit Points Maximum Per Two-Year Period	For Profit Points Per Event or Activity	For Profit Points Maximum Per Two-Year
31.0	Manage or participate in the completion (or assessment) of a business continuity plan or pandemic preparedness plan for a company or organization both internal and/or external (NB: business continuity plan includes: business, technology and crisis communications plans.	10 points	40 points	10 points	40 points
32.0	Manage or participate in the completion (or audit) of the development of awareness and education classes on business continuity, disaster recovery, or emergency response.	6 points	12 points	6 points	12 points
33.0	Manage or participate in the completion or assessment of a maintenance schedule for a business continuity plan including the identification of tools to be used for plan maintenance monitoring, criteria for activities to assure the plan is complied with a process for making updates and control functions.	6 points	12 points	6 points	12 points
34.0	Manage or participate in the completion (or audit) of the development or revision of a public relations and crisis communication plan.	4 points	16 points	4 points	16 points
35.0	Manage or participate in the completion (or audit) of the development of a plan for interfacing with public authorities using an incident command system.	4 points	16 points	4 points	16 points
36.0	Grade a DRI International Master's Case Study Examination.	10 points	20 points	10 points	20 points
37.0	Subscribe to a print periodical or electronic journal totally <b>dedicated</b> to an approved professional area. Points for subscriptions are earned annually.	1 point	6 points	1 point	6 points
38.0	Manage or participate in the completion (or audit) of the implementation of a recognized business continuity standard or regulation	10 points	20 points	10 points	20 points
39.0	Maintenance of a disaster recovery program such as an annual review	2 points	40 points	2 points	40 points
40.0	Restructure an existing disaster recovery program to conform to an industry standard (ITIL, NIST, ISO etc.)	2 points	30 points	2 points	30 points
41.0	Manage, facilitate or lead a disaster recovery testing event that performed a physical recovery of a production environment	15 points	60 points	15 points	60 points