**Dear Applicant,**

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 Practitioners*](http://www.dri.ca/professional_practices.php)*,* a guideline that describes the main subject areas of business continuity planning and disaster recovery. This guideline will help you complete your application. We suggest you familiarize yourself with it and the [requirements of the various certification levels](http://www.dri.ca/certification_matrix.php) before you begin the application.

**To certify an application, DRI CANADA:**

1. Ensures that a newly received application meets basic criteria in areas such as exam results, payments, references and experience, and checks that the application has been signed
2. Creates reference verification packages using information provided in your application
3. Waits 30 days for references to approve or reject completed reference packages
4. Sends a completed application and reference feedback to more than one member of the Certification Commission, for review
5. Forwards to you any reviewer requests for clarification or for more information; you will have 30 days to respond; a reviewer may only request additional information once
6. Informs you of the Certification Commission’s decision by e-mail
7. If successful in their application applicants will be invoiced for their first years membership fees.

The Certification Commission will reach one of three decisions: awarding the certification requested; awarding a lower certification, or denying certification.

The Certification Commissioners will carefully consider the evidence supplied by the candidate and allocate an appropriate certification grade based on evidence supplied within the application and supporting documentation. The Commissioners are not permitted to research an individual.

**Privacy and Personal Information**

The DRI CANADA aims to comply with the Personal Information Protection and Electronic Documents Act (PIPEDA) in handling personal and sensitive information. Every effort is taken to protect and secure information supplied to the Institute by individuals or by organisations whilst carrying out our normal duties. If you have any queries or concerns regarding the processing of data by the organisation you should contact our nominated [Privacy Officer](http://www.dri.ca/privacy_policy.php). For security purposes all supporting evidence will be destroyed after application assessment.

DRI CANADA Code of Ethics

DRI International requires its certified professionals to adhere to a strict code of ethics, and recertification demands a continuing commitment. Certified business continuity professionals will:

- Practice the highest level of professionalism at all times in the performance of our duties;

- Practice conduct that is legal and ethical and will avoid any perception of conflict of interest for ourselves, our employers, and our clients;

- Practice and promote corporate continuity and disaster recovery concepts;

- Keep confidential any information revealed as such in the performance of our duties;

- Continually seek to increase our competence and the competence of those who work with us;

- Participate in continuing professional knowledge and skill improvement programs.

**Checklist for Preparing this Form and Completing Your Online Application**

Review again [certification requirements from dri.ca](http://www.dri.ca/certification_matrix.php)

Outline your experiences directly related to business continuity/disaster recovery planning on pages 3 to 13 following the content structure template in PP1. You must fill-in at least minimal required number of Subject Areas (including marked as CORE) as per certification level requirements.

List as references your manager(s) or supervisor(s) who can validate the experience on page 14 and link those to each PP that you will claim experience

Review DRI International Code of Ethics

Once you are ready with the application content, prepare your online application at **dri.ca -> online learning** section in [mydric portal](http://www.dri.ca/dric_login.php)

Pay application fee online before the final submission to DRIC

Inform references that DRI CANADA will contact them about your application for certification

*\* Important Note:*

* *Inform your references about your application. Ask for their prompt assistance when DRI CANADA requests validation of your experience and Subject Area pages. Incomplete applications cause delays in the process, and we may require additional steps and requests to you for additional information.*

**How to document your professional experience?**

Since this is an application for professional certification, we expect you have the needed information and will provide it completely, accurately and succinctly. The following tips will help you complete this section:

* Application essays focus on your business continuity / disaster recovery planning responsibilities and accomplishments by mapping your experience to the [Professional Practices for Business Continuity Practitioners](http://www.dri.ca/professional_practices.php).
* Describe your experience under the applicable Professional Practices Subject Areas (PP SA). 1000 to 1500 words is appropriate for each PP SA essay.
* 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.
* Write your application in the first person. For example, use “I”, not “we” or “my team”.
* When documenting professional practice areas, avoid copying information. Tell us in your own words what you have done in each professional practice subject area.
* When documenting your professional practice, do not just copy from your CV. Enter detailed explanations in the related experience sections following professional’s role and experience recommendations in DRII Professional Practices.
* Provide references for each area of experience. A manager or supervisor should validate experiences you have listed. If you are a consultant, provide contact information for clients who can validate the experiences you have listed.

If you have questions about the application or the application process, please contact DRI CANADA office   
by writing to [certification@dri.ca](mailto:certification@dri.ca) or calling 1-844-228-8135

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| **PP1 - Program Initiation and Management** | | |
| Establish the need for Business Continuity Program  Obtain leadership/management support for the BCM program  Coordinate and manage the implementation of the BCM program throughout the entity  Develop budget requirements  **You must demonstrate experience at least in 2 of all 4 sub-areas above** | |  |
| **Company Name +**  **Time in Role /**  **% of time dedicated** | *\*\*\*\*\* you can list one or several different organizations/roles. For example:*  1. Company ABC ; June 12, 2007 – March 31, 2011 / 10 % of my time  2. Organization YXZ; October 2010 – May 2012 / 30 % of my time | |
| **References to validate my experience** | *\*\*\*\*\* For example:*  1. Reference 1 - email  2. Reference 2 - email | |
| **What You Did:**  *\*\*\*\*\* Sample text, please remove when preparing your application*  BACKGROUND:  In the early part of 2000, senior management reviewed the then current business resumption process and determined that the focus should change from that of resumption to continuity.  I was requested to spearhead the change and develop & implement a detailed process / program that reflected the broad discussions of members of the C level management team. My role prior to transition was that of manager for the business resumption program in a part time capacity. As a result of the transition, my position became full time manager for the business continuity management program.   * I researched and documented the status of business resumption in the organization. * I researched and documented the strengths and weaknesses of the business resumption program. * I documented the new policy requirements, program direction and long term plans for a BCM program. * I obtained senior management support and commitment for the new program. * I analyzed existing resources and provided justification for additional program funding and human resources. * I implemented and led working groups to establish the new program. * I communicated throughout this process with senior executives, managers and employees.   *\*\*\*\*\* End of Sample text* | | |
| **How You Did It:**  *\*\*\*\*\* Sample text, please remove when preparing your application*  **Establish the Need for Business Continuity:** *(follow the main sub-areas in this PP)*  To assist in documenting the current state of the program, I conducted an in-depth review of all relevant files for the previous ten years. I then consulted with key personnel in our information technology sector to determine the status of our disaster recovery plans and the viability and functionality of our disaster recovery site. In addition to the status of disaster recovery, I was able to obtain a copy of a survey conducted for the Chief Information Officer some years previously. It contained dated but pertinent information on business continuity and disaster recovery at that time, which was similar to the results of my recent research within the IT sector. From this information, I was able to identify areas that should be revisited in order to establish the objectives of the overall program  **Establish a Planning / Steering Committee:**  After careful consideration, I determined that a formal planning / steering committee was not required as follows:   * I was not establishing a new program, but revamping an existing one. * Policy was in place. * I had access to the various executive levels across the organization. * Resource allocation came through my direct supervisor. * The executive sponsor was accessible and strategically situated. * The C level management team received regular briefings on program status.   I had considerable project management experience and believed that in this case, a formal process would prove cumbersome in the transition from business resumption to business continuity. In addition, I felt that my experience and knowledge, along with the guidance provided by various professional organization documentation and internal policy were sufficient to preclude the formal method.  I discussed my decision and the rationale for it, with my supervisor and suggested that an informal process would better serve  the program, as it would prove to be much more effective and efficient. I suggested that an informal committee comprised of he, myself and the executive sponsor would suffice. The day to day tasks would be my responsibility and any unsolved problems could be reconciled during my regular briefings to him. If necessary, we could approach the executive sponsor for assistance or guidance. He accepted my proposal and it is gratifying to note that it worked and that there no problems for the period I was responsible for the program.  **Develop Budget Requirements:**  /////////  *This example is provided as a suggested format for documenting your experience. Using this method provides the information in a precise and easy to read format. It will assist the Certification Commissioners in reviewing your application, validating your experience and may eliminate the need for a Commissioner to ask for additional detail.*  *\*\*\*\*\* End of Sample text* | | |
| ***NOTE:*** *A Commissioner can ask for additional detailed information only once. So, be as detailed as possible.* ***Failure to prepare your essay or respond accurately can result in an unsuccessful application.*** | | |

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| **PP2 - Risk Evaluation and Control** | | |
| Work with management and any risk management/enterprise risk management groups within the entity to gain agreement on a clear and standardized risk assessment methodology and to gain understanding of the entity’s tolerance for risk.  Identify, develop and implement information gathering activities across the entity to identify threats/risks and the entity’s vulnerabilities.  Identify threats/risks and the entity’s vulnerabilities.  Identify probabilities and impact of the threats/risks identified.  Identify and evaluate the effectiveness of the current controls and safeguards in place.  Identify business resiliency strategies to control, mitigate, accept or take advantage of the potential impact of the risk/threat or reduce the entity’s vulnerabilities.  Document and present risk/threat/vulnerability assessment and recommendations to the entity’s leadership for approval.  You must demonstrate experience at least in 3 of all 7 sub-areas above | |  |
| **Company Name +**  **Time in Role /**  **% of time dedicated** | *\*\*\*\*\* you can list one or several different organizations/roles. For example:*  1. Company ABC ; June 12, 2007 – March 31, 2011 / 10 % of my time  2. Organization YXZ; October 2010 – May 2012 / 30 % of my time | |
| **References to validate my experience** | *\*\*\*\*\* For example:*  1. Reference 1 - email  2. Reference 2 - email | |
| **What You Did:**  Use **PROFESSIONAL’S ROLE** section from DRII Professional Practices as a guideline to describe your role and responsibilities | | |
| **How You Did It:**  Use scope of work, approach and deliverables from “Business Continuity Professional would demonstrate knowledge of this professional practice area by performing the following:” section for each PP SA. Between 1000 and 1500 words are appropriate for each essay. If you describe your experience in 250 words or less the commissioners will not have enough evidences to evaluate your professional experience. | | |

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| **CORE PP3 - Business Impact Analysis** | | |
| Identify the criteria to be used to quantify and qualify the entity’s impact from events  Establish the Business Impact Analysis (BIA) process and methodology  Plan and coordinate data gathering and analysis  Gain leadership agreement on BIA methodology and the criteria to be used  Analyze the data collected against the approved criteria to establish RTO and RPO for each operational area and the technology that supports them  Document minimum resource requirements for resumption and recovery of core and support business functions and their escalation over time  Prepare and present the BIA results to the entity’s leadership and gain acceptance of the RTO and RPO for each process  You must demonstrate experience at least in 4 of all 7 sub-areas above | |  |
| **Company Name +**  **Time in Role /**  **% of time dedicated** | *\*\*\*\*\* you can list one or several different organizations/roles. For example:*  1. Company ABC ; June 12, 2007 – March 31, 2011 / 10 % of my time  2. Organization YXZ; October 2010 – May 2012 / 30 % of my time | |
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| **CORE PP4 - Business Continuity Strategies** | | |
| Utilize the data collected during the BIA and Risk evaluation to identify the available continuity and recovery strategies for the entity’s operations that will meet the RTO and RPO identified during the BIA process  Utilize the data collected during the BIA and Risk evaluation to identify the available continuity and recovery strategies for the entity’s technology that will meet the RTO and RPO identified during the BIA process  Consolidate strategies where appropriate to reduce costs and/or complexity  Assess the cost of implementing identified strategies through a cost/benefit analysis  Recommended strategies and obtain approval to implement  You must demonstrate experience at least in 3 of all 5 sub-areas above | |  |
| **Company Name +**  **Time in Role /**  **% of time dedicated** | *\*\*\*\*\* you can list one or several different organizations/roles. For example:*  1. Company ABC ; June 12, 2007 – March 31, 2011 / 10 % of my time  2. Organization YXZ; October 2010 – May 2012 / 30 % of my time | |
| **References to validate my experience** | *\*\*\*\*\* For example:*  1. Reference 1 - email  2. Reference 2 - email | |
| **What You Did:**  Use **PROFESSIONAL’S ROLE** section from DRII Professional Practices as a guideline to describe your role and responsibilities | | |
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| **PP5 - Emergency Response and Operations** | | |
| Identify applicable emergency preparedness and response regulations  Identify potential types of emergencies, scenarios that may occur and the impacts that may result  Identify the response capabilities needed  Review existing emergency response procedures and assess capabilities to protect life and property  Recommend the development/improvement of emergency procedures  Recommend the development and assist with the implementation of an incident management system for command, control, and coordination of personnel and resources during emergencies  Review and coordinate whether emergency preparedness and response plans and procedures have been reviewed by, and coordinated with, first responders  You must demonstrate experience at least in 3 of all 7 sub-areas above | |  |
| **Company Name +**  **Time in Role /**  **% of time dedicated** | *\*\*\*\*\* you can list one or several different organizations/roles. For example:*  1. Company ABC ; June 12, 2007 – March 31, 2011 / 10 % of my time  2. Organization YXZ; October 2010 – May 2012 / 30 % of my time | |
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| **What You Did:**  Use **PROFESSIONAL’S ROLE** section from DRII Professional Practices as a guideline to describe your role and responsibilities | | |
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| **CORE PP6 - Plan Implementation and Documentation** | | |
| Design, develop and implement agreed upon recovery strategies  Design framework and define document structure for the plan documentation  Coordinate the effort to document recovery plans for the entity’s operations and the technology that supports them  Publish approved documents and establish plan distribution and control procedures  You must demonstrate experience at least in 2 of all 4 sub-areas above | |  |
| **Company Name +**  **Time in Role /**  **% of time dedicated** | *\*\*\*\*\* you can list one or several different organizations/roles. For example:*  1. Company ABC ; June 12, 2007 – March 31, 2011 / 10 % of my time  2. Organization YXZ; October 2010 – May 2012 / 30 % of my time | |
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| **PP7 - Awareness and Training Programs** | | |
| Establish objectives of BCM awareness and training program  Identify functional awareness and training requirements  Identify appropriate internal and external audiences  Develop Awareness and Training Methodology  Identify, develop or acquire awareness and training tools and resources  Identify external awareness and training opportunities  Oversee the delivery training and awareness activities  You must demonstrate experience at least in 3 of all 7 sub-areas above | |  |
| **Company Name +**  **Time in Role /**  **% of time dedicated** | *\*\*\*\*\* you can list one or several different organizations/roles. For example:*  1. Company ABC ; June 12, 2007 – March 31, 2011 / 10 % of my time  2. Organization YXZ; October 2010 – May 2012 / 30 % of my time | |
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| **CORE PP8 - Business Continuity Plan Exercise, Audit and Maintenance** | | |
| Establish an exercise/testing program  Establish plan maintenance program  Identify or establish appropriate standards  Establish a business continuity program audit process  Communicate exercise/test/audit results and recommendations  You must demonstrate experience at least in 3 of all 5 sub-areas above | |  |
| **Company Name +**  **Time in Role /**  **% of time dedicated** | *\*\*\*\*\* you can list one or several different organizations/roles. For example:*  1. Company ABC ; June 12, 2007 – March 31, 2011 / 10 % of my time  2. Organization YXZ; October 2010 – May 2012 / 30 % of my time | |
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| **PP9 - Crisis Communications** | | |
| Design, develop and implement a crisis communications plan  Communicate and train stakeholders on roles and responsibilities defined in the crisis communications plan  Exercise the Crisis Communications Plan  Update the crisis communication plan based results of exercises and in accordance with the plan maintenance schedule  You must demonstrate experience at least in 2 of all 4 sub-areas above | |  |
| **Company Name +**  **Time in Role /**  **% of time dedicated** | *\*\*\*\*\* you can list one or several different organizations/roles. For example:*  1. Company ABC ; June 12, 2007 – March 31, 2011 / 10 % of my time  2. Organization YXZ; October 2010 – May 2012 / 30 % of my time | |
| **References to validate my experience** | *\*\*\*\*\* For example:*  1. Reference 1 - email  2. Reference 2 - email | |
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| **How You Did It:**  Use scope of work, approach and deliverables from “Business Continuity Professional would demonstrate knowledge of this professional practice area by performing the following:” section for each PP SA. Between 1000 and 1500 words are appropriate for each essay. If you describe your experience in 250 words or less the commissioners will not have enough evidences to evaluate your professional experience. | | |

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| **PP10 - Coordination with External Agencies** | | |
| Identify applicable emergency preparedness and response regulations and the agencies having jurisdiction over the organization’s facilities and operations  Coordinate emergency preparedness and response procedures with external agencies  You must demonstrate experience at least in 1 of all 2 sub-areas above | |  |
| **Company Name +**  **Time in Role /**  **% of time dedicated** | *\*\*\*\*\* you can list one or several different organizations/roles. For example:*  1. Company ABC ; June 12, 2007 – March 31, 2011 / 10 % of my time  2. Organization YXZ; October 2010 – May 2012 / 30 % of my time | |
| **References to validate my experience** | *\*\*\*\*\* For example:*  1. Reference 1 - email  2. Reference 2 - email | |
| **What You Did:**  Use **PROFESSIONAL’S ROLE** section from DRII Professional Practices as a guideline to describe your role and responsibilities | | |
| **How You Did It:**  Use scope of work, approach and deliverables from “Business Continuity Professional would demonstrate knowledge of this professional practice area by performing the following:” section for each PP SA. Between 1000 and 1500 words are appropriate for each essay. If you describe your experience in 250 words or less the commissioners will not have enough evidences to evaluate your professional experience. | | |

Identify References for Each PP Subject Area Selected above

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. References must be supervisors, managers or clients who can personally attest to the experience listed. Avoid using as references those who reported to you.

Reference 1

Can verify my experience for following Subject Areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship (Supervisor/Manager/Client): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years known: \_\_\_\_\_\_

Reference 2

Can verify my experience for following Subject Areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship (Supervisor/Manager/Client): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years known: \_\_\_\_\_\_

Reference 3

Can verify my experience for following Subject Areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship (Supervisor/Manager/Client): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years known: \_\_\_\_\_\_

*List all the references you need to document your minimum two years of required experience. Some individuals will list several, while others may list only two.*

*Please inform your references that they will be contacted by DRI CANADA to verify your statements.*