



**CANADA**

Former. Planifier. Recouvrer.

**Train.**

**Prepare.**

**Recover.**

# **CBCP Application Working Form**



**June 2025**

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# WRITING TIPS for Your CBCP Application One-Pager

Focus on clarity, relevance, and alignment with DRI International's professional practices.

## 1 Don't under-describe your experience

You are the only one who can fully articulate the scope and impact of your work. **Use this opportunity to clearly describe your responsibilities, achievements, and leadership.** Your references can confirm that you did what you claim—but they cannot add detail or advocate on your behalf. Be accurate, but be confident and complete in telling your story.

## 2 Align with DRI's Professional Practices

- Describe what you did personally (eg. I did, I performed, I led) not what your team did.
- Reference DRI's 10 Professional Practices (e.g., Risk Assessment, Business Impact Analysis, Plan Development).
- Connect your experience to the professional practice areas using bullets or short paragraphs.
- Make sure you cover at least of each professional practice area.

## 3 Emphasize Scope and Responsibility

- **Years of experience** in business continuity, disaster recovery, or related fields.
- **Specific roles held and responsibilities** (e.g., led BIA, developed crisis communication plans, facilitated exercises).
- **Scale of impact:** Number of employees, departments, or locations served.

## 4 Highlight Achievements with Metrics

- Use facts and figures where possible:
  - “Led a BCP implementation for 12 departments serving over 2,000 employees.”
  - “Reduced recovery time by 40% through revised IT DR strategies.”

## 5 Keep Language Clear and Professional

- Use **active voice and action verbs** (developed, led, managed, coordinated).
- Avoid jargon unless it's industry-standard.

## 6 Tailor to the Certification Requirements

- Ensure your examples reflect a **minimum of two years of experience** in at least **five of the ten professional practices**.



## CBCP Application – Working Form

This certification requires at least two (2) years significant & practical experience in Business Continuity for each Profession Practice (PP) area noted here:

- 1 A minimum of 5 of 10 PP subject areas.
- 2 At least 2 of 4 core PP subject areas.

### Professional Practice (PP) Subject Areas

- 1 Program Management
- 2 Risk Assessment
- 3 **CORE** Business Impact Analysis
- 4 **CORE** Business Continuity Strategies
- 5 Incident Preparedness and Response
- 6 **CORE** Plan Development & Implementation
- 7 Awareness and Training Programs
- 8 **CORE** Business Continuity Plan Exercise/Test, Assessment, and Maintenance
- 9 Crisis Communications
- 10 Coordination with External Agencies and Resources



## Professional Practice Subject Area 1

### PROGRAM MANAGEMENT

Please check the main activities groups in which you can demonstrate professional experience

- ☐ Establish the need for Business Continuity Program.
- ☐ Obtain support and funding for the business continuity program. Create documentation to facilitate leadership program adoption and ongoing support.
- ☐ Coordinate and/or lead the implementation of the business continuity program throughout the entity.

**SMA Essay (750 words max) What Did You Do and How Did You Do It?**



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## Professional Practice Subject Area 2

### RISK ASSESSMENT

Please check the main activities groups in which you can demonstrate professional experience

- ☐ Work with leadership and any risk management groups to gain agreement on a risk assessment methodology.
- ☐ Identify, develop, and implement information-gathering activities across the entity to identify risks.
- ☐ Evaluate the impact of risks on those factors that are essential to conducting the entity's operations.
- ☐ Determine the probability and impact of the identified risks.
- ☐ Identify and evaluate the effectiveness of controls employed to reduce the impact of exposures.
- ☐ Document and present the risk and vulnerability assessment and recommendations to leadership for approval.
- ☐ Request approval from leadership to develop the entity's risk appetite to use as a basis for the management of an ongoing risk assessment process.

**SMA Essay (750 words max) What Did You Do and How Did You Do It?**



## Professional Practice Subject Area 3

### BUSINESS IMPACT ANALYSIS

Please check the main activities groups in which you can demonstrate professional experience

- ☐ Identify and document the qualitative and quantitative criteria to be used to assess the impact to the entity resulting from an incident.
- ☐ Recommend objectives and scope for the business impact analysis process.
- ☐ Establish the criteria and methodology to be used in conducting the business impact analysis process.
- ☐ Analyze the collected data against the approved criteria to establish a recovery time objective (RTO), recovery point objective (RPO), and resources for each operational area and its supporting technology.
- ☐ Prepare and present the business impact analysis results to leadership. Gain acceptance of the recovery time objectives, recovery point objectives, and resources as detailed in the business impact analysis.

**SMA Essay (750 words max) What Did You Do and How Did You Do It?**



## Professional Practice Subject Area 4

### BUSINESS CONTINUITY STRATEGIES

Please check the main activities groups in which you can demonstrate professional experience

- ☐ Utilize the data collected during the risk assessment and business impact analysis to identify the available continuity and recovery strategies for the entity's operations that will meet the recovery time objective, recovery point objective, and recovery requirements as identified in the business impact analysis.
- ☐ Protect vital hard copy records that may be in jeopardy of being destroyed.
- ☐ Utilize the data collected during the risk assessment and business impact analysis to identify continuity and recovery strategies for the entity's technology in order to meet the recovery time objectives and recovery point objectives as defined in the business impact analysis.
- ☐ Identify supply chain issues (for both suppliers and customers) from the business impact analysis that may affect recovery strategy selection.
- ☐ Assess the cost of implementing identified strategies through a cost/benefit analysis.
- ☐ Recommend strategies and obtain approval from leadership to implement.

**SMA Essay (750 words max) What Did You Do and How Did You Do It?**





## Professional Practice Subject Area 5

### INCIDENT PREPAREDNESS AND RESPONSE

Please check the main activities groups in which you can demonstrate professional experience

- ☐ Identify hazards that could threaten life, damage property, interrupt operations, or contaminate the environment.
- ☐ Identify applicable health and safety, fire, life safety, national security, environmental, cyber, and information security regulations enforceable by federal, state/provincial/regional, and/or local government.
- ☐ Identify the availability and capabilities of internal and external resources required to protect life, property, and the environment for the identified types of incidents.
- ☐ Identify and assess incident preparedness and response plans based on the risk assessment and vulnerabilities of assets at risk, as well as the availability and capabilities of existing internal and external resources.
- ☐ Conduct a resource needs assessment.
- ☐ Review incident preparedness and response plans.
- ☐ Recommend the development, and assist with the implementation of, an incident management system for command, control, and coordination of resources during response activities.
- ☐ Review incident preparedness and response plans and procedures with response personnel, and assist with the coordination of relevant internal and external agencies and resources.
- ☐ Obtain and document formal leadership approval of plans and procedures.

**SMA Essay (750 words max) What Did You Do and How Did You Do It?**



## Professional Practice Subject Area 6

### PLAN DEVELOPMENT & IMPLEMENTATION

Please check the main activities groups in which you can demonstrate professional experience

- ☐ Use the approved strategies developed in Professional Practice Four: Business Continuity Strategies as the basis for plan documentation.
- ☐ Define the structure for the plan documentation.
- ☐ Coordinate the effort to document recovery plans for the entity's operations and the supporting infrastructure. Consider plan types based on the needs of the entity.
- ☐ Publish plan documents.

**SMA Essay (750 words max) What Did You Do and How Did You Do It?**



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## Professional Practice Subject Area 7 AWARENESS AND TRAINING PROGRAMS

Please check the main activities groups in which you can demonstrate professional experience

- ☐ Establish the objectives and components of the business continuity awareness and training program.
- ☐ Identify the awareness and training requirements across the entity's functions.
- ☐ Prioritize the awareness and training requirements for entity personnel.
- ☐ Develop the methodology for the awareness and training program for the entity.
- ☐ Identify, develop, or acquire awareness and training tools and resources needed to meet the objectives of the program.
- ☐ Oversee the delivery of the activities conducted to accomplish the objectives of the awareness and training program.

**SMA Essay (750 words max) What Did You Do and How Did You Do It?**



## Professional Practice Subject Area 8

### BUSINESS CONTINUITY PLAN EXERCISE/TEST, ASSESSMENT, AND MAINTENANCE

Please check the main activities groups in which you can demonstrate professional experience

- ☐ Establish an exercise/test program.
- ☐ Establish a plan maintenance program.
- ☐ Identify appropriate governance.
- ☐ Establish an audit process for the business continuity program.
- ☐ Provide written recommendations based on the exercise/test results, including revisions to strategies and plans if desired outcomes cannot be met.

**SMA Essay (750 words max) What Did You Do and How Did You Do It?**



## Professional Practice Subject Area 9

### CRISIS COMMUNICATIONS

Please check the main activities groups in which you can demonstrate professional experience

- ☐ Design, develop and implement a crisis communications plan.
- ☐ Communicate and train members of the crisis communications team on their roles and responsibilities.
- ☐ Exercise/test the Crisis Communications Plan.
- ☐ Review and update the crisis communications plan on at least an annual basis or more frequently if exercise/test results, regulations or changes to the entity warrant.

**SMA Essay (750 words max) What Did You Do and How Did You Do It?**

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## Professional Practice Subject Area 10

### COORDINATION WITH EXTERNAL AGENCIES AND RESOURCES

Please check the main activities groups in which you can demonstrate professional experience

- Identify and establish incident response procedures for the entity in accordance with Professional Practice Five: Incident Preparedness and Response.
- Identify applicable incident preparedness and response guidelines and the agencies having jurisdiction over the entity.
- Coordinate incident response procedures with external agencies and resources.

**SMA Essay (750 words max) What Did You Do and How Did You Do It?**

## References

Please add at least 2 references per Professional Practice Subject Area (can use one reference for multiple PP subject areas)

First Name	
Last Name	
Email	
Phone	
Relationship (supervisor, manager, etc.)	
Years Known	
Company	
Start Date (mm/dd/yyyy)	
End Date (mm/dd/yyyy)	
Professional Practice Area(s)	

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End Date (mm/dd/yyyy)	
Professional Practice Area(s)	



# CBCP Application – WHAT TO DO NEXT

## Final Steps After Completing Your Working Document

### ✔ Step 1: Review and Finalize Your Content

- Proofread your working document for clarity, grammar, and completeness.
- Ensure each example aligns with the 10 DRI Professional Practices and clearly reflects your direct involvement.
  - Make sure you've included:
    - Scope of work
    - Responsibilities
    - Outcomes or results
    - Relevant metrics (where possible)

### ✔ Step 2: Prepare for Online Submission

You'll need to copy and paste your finalized content into the official DRI Canada on-line application portal. Before starting, make sure you:

- Have a stable internet connection
- Set aside 30–60 minutes to complete the process without interruption
- Use a plain text version of your working document (no formatting like bullets or bolding will carry over)

### ✔ Step 3: Log In to the DRI website

- 1 Go to: <https://dri.ca>
- 2 Click "Login" at the top right
- 3 Enter your credentials (or create an account if you haven't already)

### ✔ Step 4: Start the CBCP Application

- Navigate to "Certification" or "Apply for Certification"
- Click Apply Now
- Begin the on-line application form

### ✔ Step 5: Copy & Paste Your Responses

- Each section of the application corresponds to a Professional Practice area
- Copy and paste your relevant example from your working document into the appropriate box
- Avoid uploading your working document – DRI requires the information to be entered directly

Tip: Keep your working document open for easy copying and pasting.

### ✔ Step 6: Submit References

- You'll be asked to provide two references who can verify your described experience
- These individuals do not add to your application—they only confirm that what you've submitted is accurate

### ✔ Step 7: Final Review & Payment

- Review all your entries before submitting
- Pay the certification fee as prompted
- You'll receive confirmation and updates from DRI via email

**Need help?** Contact [renzo@dri.ca](mailto:renzo@dri.ca) or visit the DRI FAQ page.