GUIDELINES FOR CONTINUING EDUCATION ACTIVITY POINTS (CEAP)

DRI
International

GUIDELINES FOR CONTINUING EDUCATION ACTIVITY POINTS (CEAP): A Guide for DRI CANADA Members

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
- Cyber Resilience

Requirements: All DRI Certifications:

Total of 80 points, accrued on a calendar year basis, over a two-year period.

CEAP #	ACTIVITY	NON Profit POINTS Per Event or Activity	NON Profit 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 **dedicated** to an Approved Professional Area. Points for affiliation are earned annually.	3 points	18 points	3 points	18 points
	Mandatory: Yes Proof of activity available: Yes proof of membership dues paid (payment info redacted) or being a registered member				
2.0	Affiliation with a national or international organization that **includes**, but is **NOT** dedicated to, an Approved Professional Area. Points for affiliation are earned annually.	2 points	12 points	2 points	12 points

	Mandatory: Yes Proof of activity available: Yes proof of membership dues paid (payment info redacted) or being a registered member				
3.0	Affiliation with a local or regional organization totally **dedicated** to an Approved Professional Area. Points for affiliation are earned annually.	3 points	18 points	3 points	18 points
	Mandatory: Yes Proof of activity available: Yes proof of membership dues paid (payment info redacted) or being a registered member				
4.0	Attendance at a formal meeting of an organization totally **dedicated** to an Approved Professional Area. "Formal" is defined as "having a written agenda".	1 point per hour attended	48 Points	0.5 point per hour attended	24 Points
	Mandatory: Yes Proof of activity available: Yes ** explore possible acceptable artifacts based on different scenarios – need to define scope				

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5.0	Attendance at a formal meeting of an organization that **includes**, but is **NOT** dedicated to, an Approved Professional Area. "Formal" is defined as "having a written agenda".	1 point per hour attended	24 points	0.5 point per hour attended	12 Points
	Mandatory: Yes Proof of activity available: Yes proof of membership dues paid (payment info redacted) or being a registered member **explore possible acceptable artifacts based on different scenarios – need to define scope				
6.0	Attendance at a conference that is totally **dedicated** to an Approved Professional Area.	1 point per hour attended	64 points	1/2 point per hour attended	32 points
	Mandatory: Yes Proof of activity available: Yes ** explore possible acceptable artifacts based on different scenarios – need to define scope				
7.0	Attendance at a conference that **includes**, but is **NOT** dedicated to, an Approved Professional Area. **(Includes professional award ceremonies/events).**	1 point per hour attended	8 points	0.5 Point per hour attended	4 Points
	Mandatory: Yes Proof of activity available: Yes ** explore possible acceptable artifacts based on different scenarios – need to define scope				

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8.0	Internal company speaking opportunities.	2 points	12 points	2 points	12 points
	Mandatory: No Proof of activity available: Yes communication of event (email announcement..invitation..etc)				
9.0	Speak or present at a conference, workshop, or seminar that is totally **dedicated** to an Approved Professional Area Includes International Students.	6 points	30 points	3 points	15 points
	Mandatory: Yes Proof of activity available: Yes conference email announcement, agenda				
10.0	Speak or present at a conference, workshop, or seminar that **includes**, but is **NOT** dedicated to, an Approved Professional Area Includes International Students.	6 points	30 points	3 points	15 points
	Mandatory: Yes Proof of activity available: Yes conference email announcement, agenda				
11.0	Serve as editor of an internal newsletter totally **dedicated** to an Approved Professional Area.	1 point per edition	24 points	1 point per edition	24 points
	Mandatory: Yes Proof of activity available: Yes something from the newsletter showing that they are the editor (confidential info redacted)				
12.0	Develop a company-supported educational workshop or seminar totally **dedicated** to an Approved Professional Area.	5 points	20 points	5 points	20 points
	Mandatory: Yes Proof of activity available: Yes workshop/seminar email announcement, agenda (confidential info redacted)				
13.0	Author a published book totally **dedicated** to an Approved Professional Area.	20 points	40 points	20 points	40 points
	Mandatory: Yes Proof of activity available: Yes provide publication info (ISBN or online reference for e-book)				
14.0	Author a published book **chapter** totally **dedicated** to an Approved Professional Area for a book that **includes**, but is **NOT** dedicated to, an Approved Professional Area. Cannot be combined with section 13.0 credits.	5 points	20 points	5 points	20 points
	Mandatory: Yes Proof of activity available: Yes provide publication info (ISBN or online reference for e-book)				

15.0	Author a published **article or video** (or other media) totally **dedicated** to an Approved Professional Area.	5 points	20 points	5 points	20 points
	Mandatory: Yes Proof of activity available: Yes ** provide publication info or reference (more discussion required to take into account digital media)				
17.0	Develop material or do work for DRI International at request of DRI International office.	As assigned	Unlimited	As assigned	Unlimited
	Mandatory: Yes Proof of activity available: Yes Email or other communication supporting activity performed				

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18.0	Hold an elected or appointed leadership position in an organization totally **dedicated** to an Approved Professional Area. Points are earned yearly for each organization.				
18.1	National or International Organization	5 points	20 points	5 points	20 points
18.2	Regional Organization	4 points	16 points	4 points	16 points
18.3	Local Organization	3 points	12 points	3 points	12 points
	Mandatory: Yes Proof of activity available: Yes Formal, announcement, screen print from website, email confirming, meeting minutes (redacted) etc..				
20.0	Participate in, facilitate, manage, or audit a company-wide or organization-wide **exercise** relating to disaster recovery or emergency response.	10 points	60 points	10 points	60 points
	Mandatory: Yes Proof of activity available: Yes Email or post-exercise notice (confidential info redacted)				
21.0	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
	Mandatory: Yes Proof of activity available: Yes Email or post-event notice or follow-up action item log (confidential info redacted)				
22.0	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 company or organization.	1 point	60 points	1 point	60 points
	Mandatory: Yes Proof of activity available: Yes Email or post-event notice or follow-up action item log (confidential info redacted)				
23.0	Perform volunteer activities in response to a disaster. Include rebuilding activities	1 point for each hour	16 points	1 point for each hour	16 points
	Mandatory: No Proof of activity available: Difficult to validate				

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24.0	Perform volunteer activities to assist other organizations (government or NGO) to establish disaster recovery or emergency response capabilities.	1 point for each hour	16 points	1 point for each hour	16 points
	Mandatory: Yes Proof of activity available: Yes Email or meeting minutes (confidential info redacted)				
25.0	Teach a disaster recovery or emergency response class for an Approved Professional Area **(includes DRI International courses)**.	10 points per 8 hours (rounded up)	80 points	10 points per 8 hours (rounded up)	80 points
	Mandatory: Yes Proof of activity available: Yes Notice of course announcement or email, syllabus (confidential info redacted)				
26.0	Attend and complete a disaster recovery or emergency response related course for an Approved Professional Area.	1 point for each hour	80 points	1 point for each hour	80 points
	Mandatory: Yes Proof of activity available: Yes Confirmation of attendance/completion of course, certification, certificate				
27.0	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
	Mandatory: Yes Proof of activity available: Yes Difficult to validate as it may be company confidential – even a SOW showing what & how it was done. We are not auditing, just looking for proof				
28.0	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
	Mandatory: No Proof of activity available: Difficult to validate as it may be company confidential				
29.0	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

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	Mandatory: Yes Proof of activity available: Yes Difficult to validate as it may be company confidential – even a SOW showing what & how it was done. We are not auditing, just looking for proof				
30.0	Manage or participate in the completion (or audit) of a documented business continuity strategy (internal or external, business or technology) using DRI International accepted methodologies.	6 points	12 points	6 points	12 points
	Mandatory: No Proof of activity available: Difficult to validate as it may be company confidential				
31.0	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
	Mandatory: No Proof of activity available: Difficult to validate as it may be company confidential				
32.0	Manage or participate in the completion (or audit) of a business continuity plan or pandemic preparedness plan for a company or organization (internal or external	10 points	40 points	10 points	40 points
	Mandatory: Yes Proof of activity available: Yes Difficult to validate as it may be company confidential – even a SOW showing what & how it was done. We are not auditing, just looking for proof				
33.0	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
	Mandatory: No Proof of activity available: Difficult to validate as it may be company confidential				

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34.0	Manage or participate in the completion (or audit) of a maintenance schedule for a contingency 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
	Mandatory: No Proof of activity available: Difficult to validate as it may be company confidential				
35.0	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
	Mandatory: No Proof of activity available: Difficult to validate as it may be company confidential				
36.0	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
	Mandatory: No Proof of activity available: Difficult to validate as it may be company confidential				
37.0	Grade a DRI International Master's Level Examination.	10 points	20 points	10 points	20 points
	Mandatory: Yes Proof of activity available: Yes Email communique confirming participation				
38.0	Subscribe to a print periodical or electronic journal totally **dedicated** to an Approved Professional Area. Points for subscriptions are earned annually.	1 point	6 points	1 point	6 points
	Mandatory: Yes Proof of activity available: Yes copy of current subscription (private info redacted)				
39.0	Manage or participate in the completion (or audit) of the implementation of a recognized business continuity standard such as the US PS Prep, ISO22301, or other country/professional specific standard.	10 points	20 points	10 points	20 points
	Mandatory: Yes Proof of activity available: Yes Communications showing participation and may even have acknowledgement in the documents				