

**Welcome to
Professional Certification
through
DISASTER RECOVERY INSTITUTE
CANADA**



Presentation Objective

Identify the relationship between DRI International and DRI CANADA

Provide Business Continuity Practitioners with an overview of the various levels of Professional Certification that are available from DRI CANADA

Learn the success factors when applying for Professional Certification designations through DRI CANADA

DRI International

Formed in 1988, DRI International is a non-profit organization committed to:

- Promoting a base of common knowledge for the continuity management industry
- Certifying qualified individuals in the discipline of Business Continuity
- Promoting the credibility and professionalism of certified individuals

DRI International is the global organization setting the standard for professionalism in business continuity planning.

DRI is the industry's premier education and certification program body; conducts training in over 50 countries, with certified professionals in over 100 countries.

More than 13,000 certified professionals from all industry and business sectors maintain active certification with this not-for-profit organization. More individuals have chosen to maintain their certification through DRI International than all other organizations in our industry combined.

DRI CANADA

Formed in 1996 as a member owned, Non-Profit organization, DRI CANADA operates as an affiliate of DRI International.

DRI CANADA is the exclusive representative of DRI International with respect to the management, provision and delivery of educational courses and professional certification programs within and throughout the Dominion of Canada (the "Territory").

The Certification Commission

- DRI CANADA is responsible for Professional Certification in Canada
- Is elected by DRI CANADA membership
- Conducts a peer review to evaluate and approve all certification applications based on DRI's 10 Professional Practices (PP's), the common body of knowledge known as the "Professional Practices for Business Continuity Practitioners".
- Oversee the certification renewal process for DRIC members
- Manage certification appeals and disputes

The Basis For Professional Certification

- Professions are characterized by a body of knowledge shared by members of the profession and used in their work.
- Specific skills, tasks or activities for the profession emerge and evolve from a set of subject areas of a common body of knowledge that characterize the profession.
- In the Business Continuity Management field, DRI's 10 PP's are recognized internationally as this common body of knowledge.

The Basis For Professional Certification

- DRI International and DRI Canada certifications are the standards of excellence in business continuity management whether you are a practitioner, vendor, or auditor.
- In addition to successful completion of a written examination based on the Professional Practices, certifications acknowledge an individual's effort to achieve a level of professional competency in the industry.
- Practitioners must demonstrate experience related to the content of the common body of knowledge and continuing involvement and experience in business continuity management.

The Basis For Professional Certification

Ten Professional Practices have been developed and are maintained by experienced Business Continuity Professionals to provide a consistent framework for the industry in the development and implementation of a Business Continuity Management Program.

These Professional Practices form the “Body of Knowledge” on which the various Professional Certifications are based.

The Ten Professional Practices

- 1. Program Initiation and Management**
- 2. Risk Evaluation and Control**
- 3. Business Impact Analysis**
- 4. Business Continuity Strategies**
- 5. Emergency Response and Operations**
- 6. Plan Implementation and Documentation**
- 7. Awareness and Training Programs**
- 8. Business Continuity Plan Exercise, Audit, and Maintenance**
- 9. Crisis Communications**
- 10. Coordination with External Agencies**

The Professional Practices for Business Continuity Practitioners

The Professional Practices serve as both a guide for Business Continuity Management (BCM) Program development, implementation, and maintenance and as a tool for conducting audits of an existing program.

Using the Professional Practices to audit a program can identify program gaps or deficiencies so they may be corrected before an event occurs and increase the likelihood that the various parts of the program will work cohesively in an actual event.

Available Certifications

As a result of continued course development through DRI International, there are now 13 Professional Certifications which are available and you can see details on each of these at <https://drii.org/certification/certification.php>

DRI CANADA currently offers 9 of these certifications:

- ABCP – Associate Business Continuity Professional
- CFCP – Certified Functional Continuity Professional
- CBCP – Certified Business Continuity Professional
- MBCP – Master Business Continuity Professional
- CBCV – Certified Business Continuity Vendor
- CBCA – Certified Business Continuity Auditor
- CBCLA - Certified Business Continuity Lead Auditor
- AHPCP - Associate Healthcare Provider Continuity Professional
- CHPCP - Certified Healthcare Provider Continuity Professional

Upcoming Certifications

Once the course materials have been ‘Canadianized’, the following 4 Certifications will begin to be available in Canada:

- APSCP - Associate Public Sector Continuity Professional
- CPSCP - Certified Public Sector Continuity Professional

- ARMP - Associate Risk Management Professional
- CRMP - Certified Risk Management Professional

Certification - Common Requirements

The following are common requirements for all certification submissions:

Applicants must:

- Pass the required Qualifying Examination(s) *
- Prepare an application
- Create a member profile
- Submit the appropriate fee
- Comply with the DRI CANADA and DRI International Code of Ethics
- Demonstrate an ongoing commitment to continuing education and industry activities

NOTE:

Qualifying Examination for Business Continuity Professional for ABCP, CFCP, CBCP; Masters Qualifying Examination for MBCP; Audit Qualifying Examination for CBCA or CBCLA; Health Care Qualifying Examination for AHPCP, CHPCP; Public Sector Qualifying Examination for APSCP, CPSCP; and Risk Management Qualifying Examination for ARMP, CRMP

Certification Descriptions

ABCP - for those who are new to our industry this certification supports individuals who have successfully passed the qualifying exam and may have some entry-level proficiency or knowledge in business continuity planning, but less than two years of industry experience in the field.

Starting your career path in Business Continuity Management with an ABCP certification demonstrates to your peers, colleagues and management that professionalism within the industry is your goal.

Applicants for this certification must comply with all the common requirements for certification.

Certification Descriptions

CFCP - for those in our industry with a specific skill or focus. These individuals have more than two (2) years of experience with demonstrated skills, knowledge and work experience in the business continuity/disaster recovery industry. The level requires experience in business continuity within a very narrow scope. An example of this would be an expert in IT recovery, application testing or BIAs.

In addition to compliance with the common requirements, applicants for this certification must:

- Demonstrate specific and practical experience in three (3) of the subject matter areas of the Professional Practices, where at least one of the three selected subject matters essays **MUST** be drawn from:
 - a. **Subject Area #3:** Business Impact Analysis
 - b. **Subject Area #4:** Developing Business Continuity Strategies
 - c. **Subject Area #6:** Developing and Implementing Business Continuity Plans
 - d. **Subject Area #8:** Maintaining and Exercising Business Continuity Plans
- Provide at least 2 references who can document your experience in each Subject Area

Certification Descriptions

CBCP - are professionals that have demonstrated both knowledge and skill in the business continuity / disaster recovery industry, for the most part, working in the industry as leaders and are looking for the recognition that comes with certification.

In addition to compliance with the common requirements, applicants for this certification must:

- Demonstrate more than two (2) years of specific and practical experience
- Be able to demonstrate specific and practical experience in five (5) of the subject matter areas of the Professional Practices, where at least two of the five selected subject matters essays **MUST** be drawn from:
 - a. **Subject Area #3:** Business Impact Analysis
 - b. **Subject Area #4:** Developing Business Continuity Strategies
 - c. **Subject Area #6:** Developing and Implementing Business Continuity Plans
 - d. **Subject Area #8:** Maintaining and Exercising Business Continuity Plans
- Provide at least 2 references who can document your experience in each Subject Area

Certification Descriptions

MBCP – The MBCP is DRI International's highest level of certification and is reserved for individuals with significant demonstrated knowledge and skill in the business continuity/disaster recovery industry. This certification distinguishes those with superior knowledge and significant experience in our profession. The certification demands a high level of industry commitment, as well as additional and continual enhancement of your knowledge and skill level.

In addition to compliance with the common requirements, applicants for this certification must:

- Pass the MBCP Case Study Examination
- Demonstrate more than five (5) years of specific and practical experience
- Be able to demonstrate specific and practical experience in seven (7) of the subject matter areas of the Professional Practices, where at least four of the seven selected subject matters essays MUST be drawn from:
 - a. **Subject Area #3:** Business Impact Analysis
 - b. **Subject Area #4:** Developing Business Continuity Strategies
 - c. **Subject Area #6:** Developing and Implementing Business Continuity Plans
 - d. **Subject Area #8:** Maintaining and Exercising Business Continuity Plans
- Provide at least 2 references who can document your experience in each Subject Area

Certification Descriptions

CBCA – is that specialist who can verify the effectiveness of an organization's business continuity program against the landscape of standards, guidelines and industry regulations. Internally or externally, the CBCA demonstrates an ability to validate and evaluate plans based on any applicable standard. Auditors carrying the CBCA certification are unique among auditors as they do their work in an environment of adapting and changing standards.

The CBCA of certification is for those professionals who can demonstrate knowledge and experience in the fields of business continuity planning, emergency management and / or Audit. This certification can be jointly held with other certifications that we offer.

In addition to compliance with the common requirements, applicants for this certification must:

- Complete the prerequisite Audit course requirement and pass the Audit Qualifying Examination
- Demonstrate more than two (2) years of specific and practical experience in BCP, Emergency and Disaster Management and / or Audit
- Provide at least 2 references who can validate your experience in BCP, Emergency and Disaster Management and / or Audit

Certification Descriptions

CBCLA – is a professional certification for audit team leaders. The requirements to be a CBCLA reflect significant audit experience as well as extensive understanding in emergency management, enterprise risk management and business continuity.

Those who have been responsible for planning, scheduling and implementing an audit program are excellent candidates for CBCLA. This certification can be jointly held with other certifications that we offer.

In addition to compliance with the common requirements, applicants for this certification must:

- Complete the prerequisite Audit course requirement and pass the Audit Qualifying Examination
- Demonstrate more than two (2) years of specific and practical experience in BCP, Emergency and Disaster Management and / or Audit
- Provide at least 2 references who can validate your experience in BCP, Emergency and Disaster Management and / or Audit

Certification Descriptions

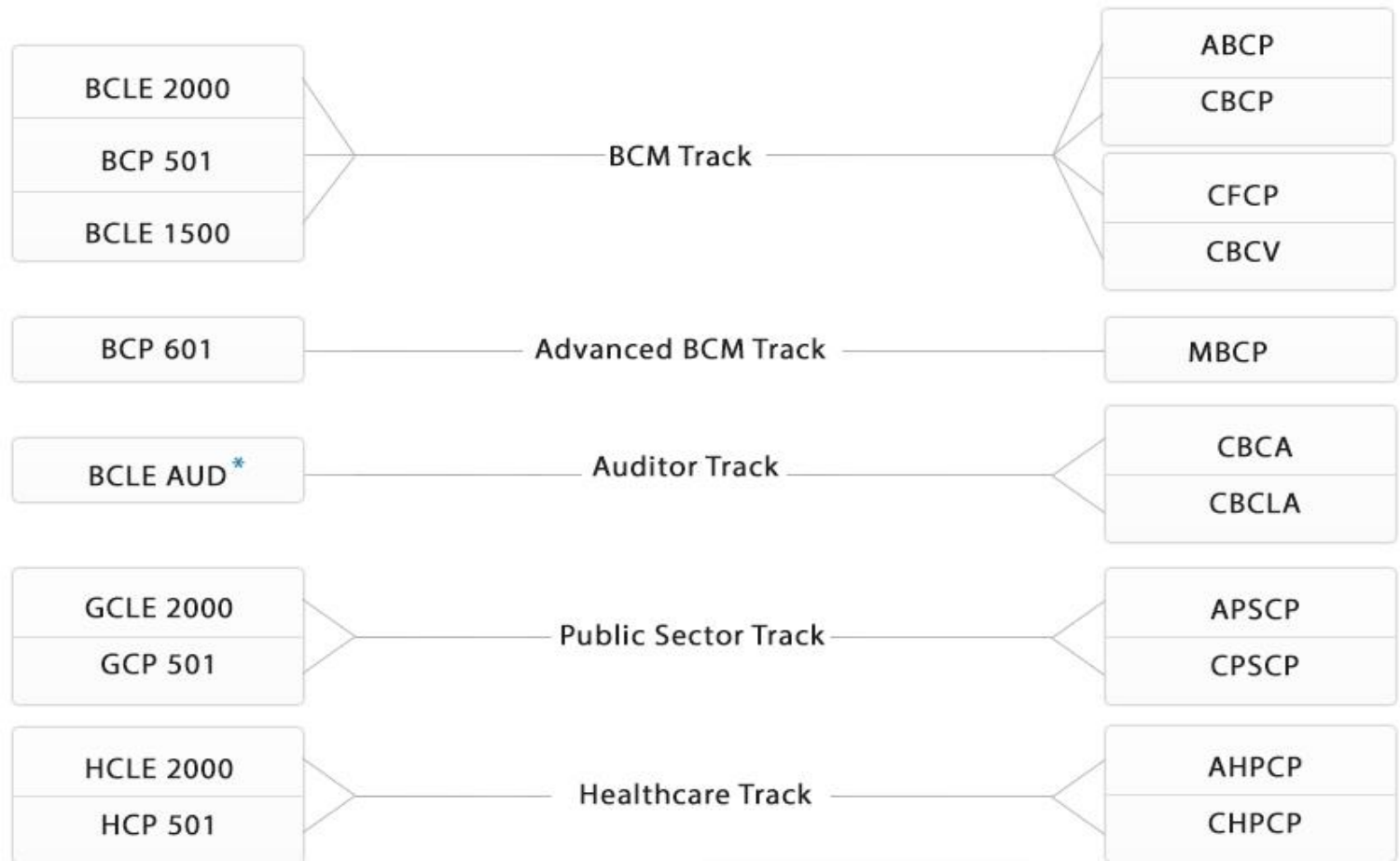
CBCV – was established to provide those individuals, who as vendors, recognize the importance of business continuity best practices in the field, but are not necessarily working planners. It is also for individuals with some knowledge in business continuity planning, but who are non-practitioners within an organization; rather they provide services to the industry and have acquired the necessary experience for certification.

Any certified professional holding the active status of ABCP, CFCP, CBCP, CBCA, CBCLA, or MBCP may enhance their certification by completing the application requirements for CBCV. Those wishing to retain the CBCV level of certification need only to pay their annual fees to maintain the active status of their certification.

This designation can be jointly held with other certifications that we offer and for this certification, applicants must:

- Demonstrate more than two (2) years of specific and practical experience
- Create / update their member profile

Certification Career Tracks



Obtaining Certification

Obtaining Professional Certification is a two part process:

PART 1

Verification of a candidate's knowledge of the Professional Practices subject matter

This is demonstrated through the receipt of a passing grade on the qualifying exam for the respective Career Track

Obtaining Certification

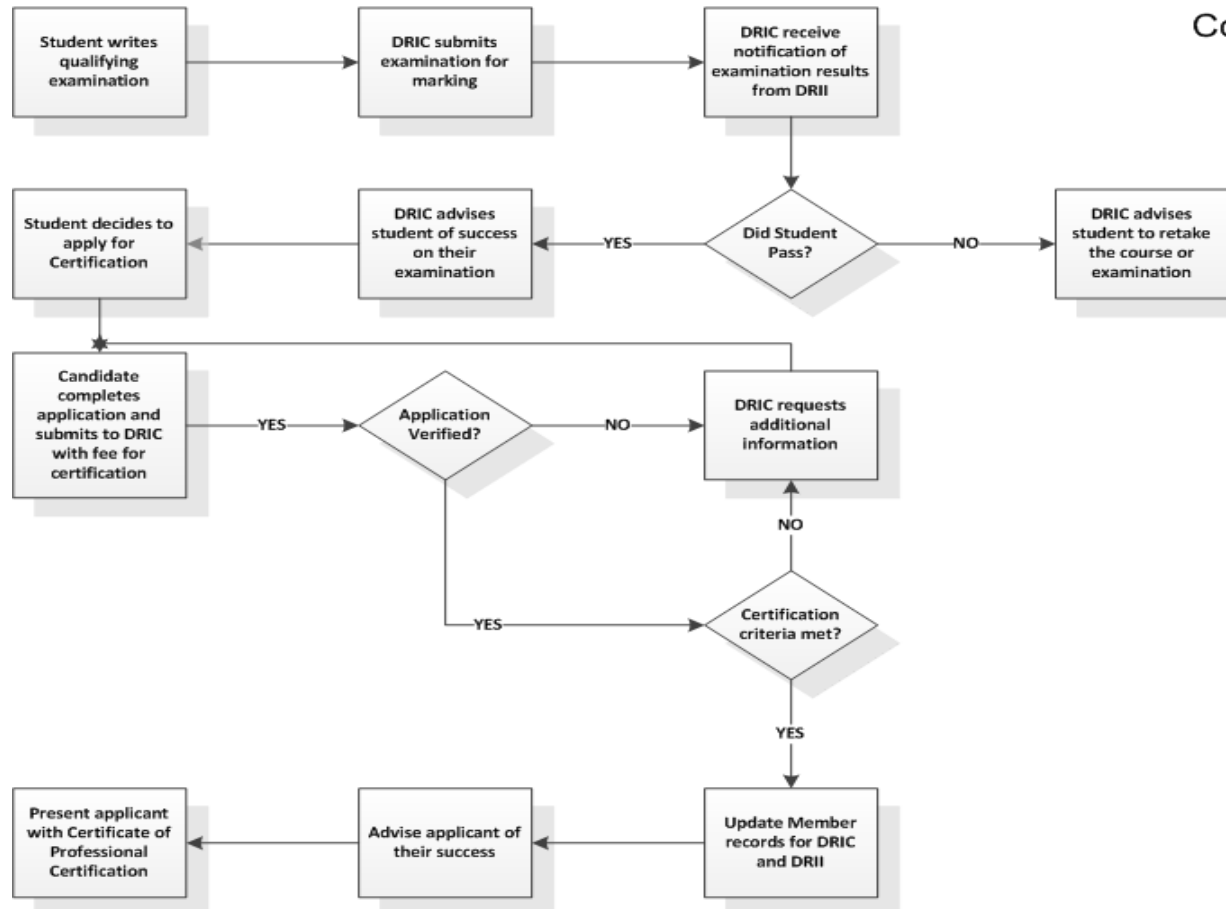
PART 2 - Confirmation of experience

Certifications acknowledge competency and an individual's level of professional experience within the industry

The applicants document their experiences which are confirmed from references and presented for Peer review through the Certification Commission

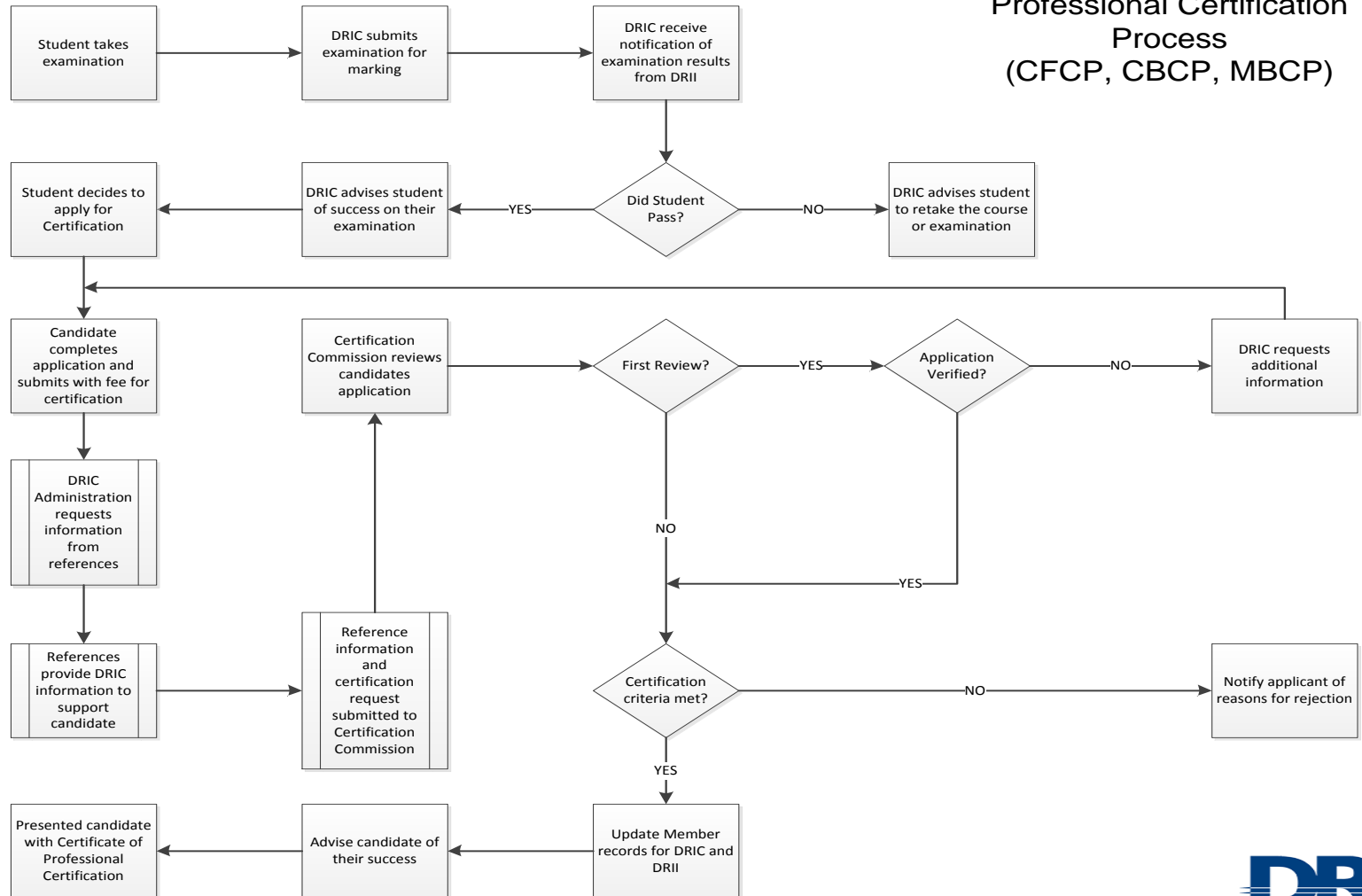
Certification Process - ABCP

Associate Business Continuity Professional (ABCP)



Certification Process

Business Continuity Professional Certification Process (CFCP, CBCP, MBCP)



Upgrading Certification

We encourage all members to upgrade their Professional Certification

For members in good standing, upgrading certification within the same Career Track does not require a re-take of the Qualifying Exam for that Career Track (e.g. ABCP to CFCP or CBCP).

Maintaining Certification

Maintaining Professional Certification with DRI CANADA carries two requirements:

1. Payment of an annual Membership and Administration fee (these fees are billed and due by January 1 each year)
2. Accrual and submission (on a calendar year basis over a two-year period) of a minimum of 80 Continuing Education Activity Points (CEAP) for participation in activities related to education and involvement in the business continuity community***

*** NOTE: Individuals certified as “Associate” Professionals or those registered as Retired (Ret.) at their certification level have no requirement to submit CEAPs

Maintaining Certification

- Recertification activities may be submitted through the DRI CANADA Recertification website.
- Remember to record and report your Continuing Education Points using the activity's reference number from the Guidelines
- A Guidelines and Points Schedule document is available on the web site
- Members are required to maintain proper documentation for all CEAPs should the information be requested during the audit process

Your Application Objective

- To write the application clearly in a manner that is consistent with that of a competent professional while grouping relevant issues
- To clearly convey and reference your experience and knowledge in relation to the 10 Professional Practices to the Certification Commission application reviewers
- To provide credible verification of your experience and knowledge from your manager, supervisor, client, or peer

Application Considerations

- Carefully read all 10 Professional Practices and note the text that aligns with your experience
- Chose the 3, 5, or 7 Professional Practices for which you have the most significant experience
- Describe and submit your own experience – ensure that you respond with “I” rather than “we” and you address all aspects of your experience
- Be brief, but cover your experience thoroughly using 1000 to 1500 words for each Professional Practice

Application Considerations

- Use extra pages if the form does not provide sufficient space
- Before you send your application to DRI CANADA, send it to your references and ask if they agree with your statements
- Request your references to respond promptly when DRI CANADA sends the forms for validation

Application Considerations

- Two references are required for each Professional Practice, but if appropriate, it can be the same 2 references for all 3, 5, or 7 areas submitted
- Two years of total experience is required for each professional practice area; be certain the various periods total at least two years
- Convey yourself as a competent professional

Application Considerations

Before you submit your application:

- Review the online application example
- Review the application form to ensure it is complete and correct
- Address any questions and answers

Application Completion – Tips

- When describing your experience, describe your specific experience on the application form, **do not refer to your résumé**,
- Specifically identify **what** you did and **how** you did it - do not cut and paste from the professional practices or from other application areas
- The reference section is for commission usage only
- Print your application using single sided pages only

Application Completion – Tips

- Business artifacts/deliverables are not required in the application/submission
- Commission members know and use the PP's in their assessment – do not quote/recite in your application
- Rhetorical or philosophical discussion on BCM or PP's is not a consideration for application
- Acronym usage is not recommended unless explained/defined

Application Submission

- Email your documents to DRI CANADA
- Let your references know you have submitted your application as the Certification Administrator will contact them to have them complete their reference portion of each Professional Practice

Thank You!

