



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
- Cyber resilience

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 dedicated 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 includes , but is NOT 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 dedicated 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 dedicated 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 |

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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 hr attended | 24 points | 0.5 point per hr attended | 12 points |
| 6.0 | Attendance at a conference that is totally dedicated 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 includes , but is NOT dedicated to, an approved professional area. (Includes professional award ceremonies/events). | 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 dedicated 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 includes , but is NOT dedicated to, an approved professional area. | 6 points | 30 points | 3 points | 15 points |
| 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 |
| 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 |
| 13.0 | 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 14.0 credits. | 5 points | 20 points | 5 points | 20 points |

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|-------------|---|--|--|---|---|
| 14.0 | Author a published book totally dedicated to an approved professional area. | 20 points | 40 points | 20 points | 40 points |
| 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 |
| 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 dedicated 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). Or volunteering for an effort by a recognized organization. | 1 point per hr | 16 points | 1 point per hr | 16 points |

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| 22.0 | 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 |
| 23.0 | 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 |
| 24.0 | Attend and complete a disaster recovery or emergency response related course for an approved professional area. | 1 point per hr | 80 points | 1 point per hr | 80 points |
| 25.0 | 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 |
| 26.0 | 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 |
| 27.0 | 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 |
| 28.0 | 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 |
| 29.0 | 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 |

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| 30.0 | 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 |
| 31.0 | 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 |
| 32.0 | 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 |
| 33.0 | 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 |
| 34.0 | 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 |
| 35.0 | Grade a DRI International Master's Case Study Examination. | 10 points | 20 points | 10 points | 20 points |
| 36.0 | 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 |
| 37.0 | 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 |
| 38.0 | Maintenance of a disaster recovery program such as an annual review | 2 points | 40 points | 2 points | 40 points |
| 39.0 | Restructure an existing disaster recovery program to conform to an industry standard (ITIL, NIST, ISO etc.) | 2 points | 30 points | 2 points | 30 points |
| 40.0 | 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 |

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| 41.0 | Perform formal mentoring activities to assist other professionals to better understand the essence of resilience and how the mentee may better serve their organization. | 2 points per hr | 40 | 1 point per hr | 40 |

Note: CEAPs are allocated by activity. Activity events such as conferences, webinars, membership meetings (CEAP numbers 5.0, 6.0, 7.0, 9.0 and 10.0) are divided into two types. First, those delivered by nonprofit organizations (some examples include The Red Cross, United Way, ACP, BRPA, etc.) will earn the Certified Professional full CEAP credits (Nonprofit Points Per Event or Activity). Events under the same CEAP number sponsored by for-profit organizations (some examples include IBM, Apple, Microsoft, etc.) will receive one half the full CEAP credits (For Profit Points Per Event or Activity). Our intention is to provide support to nonprofit organizations, especially those membership organizations serving the resilience profession.