

## GUIDELINES FOR CONTINUING EDUCATION ACTIVITY POINTS (CEAP)



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**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

**Requirements: All DRI Certifications:**

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

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|--------|--|---|--|---|---|
| 1.0    | Affiliation with a national or international organization totally <b>dedicated</b> to an Approved Professional Area.<br>Points for affiliation are earned annually.                            | <u>3</u> points                         | <u>18</u> points                               | <u>3</u> points                         | <u>18</u> points                        |
| 2.0    | Affiliation with a national or international organization that <b>includes</b> , but is <b>NOT</b> dedicated to, an Approved Professional Area.<br>Points for affiliation are earned annually. | <u>2</u> points                         | <u>12</u> points                               | <u>2</u> points                         | <u>12</u> points                        |
| 3.0    | Affiliation with a local or regional organization totally <b>dedicated</b> to an Approved Professional Area. Points for affiliation are earned annually.                                       | <u>3</u> points                         | <u>18</u> points                               | <u>3</u> points                         | <u>18</u> points                        |
| 4.0    | Attendance at a formal meeting of an organization totally <b>dedicated</b> to an Approved Professional Area.<br>"Formal" is defined as "having a written agenda".                              | <u>1</u> point per hour attended        | <u>48</u> Points                               | <u>0.5</u> point per hour attended      | <u>24</u> Points                        |

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| 5.0    | Attendance at a formal meeting of an organization that <b>includes</b> , but is <b>NOT</b> dedicated to, an Approved Professional Area.<br><br>"Formal" is defined as "having a written agenda".   | <u>1</u> point per hour attended        | <u>24</u> points                              | <u>0.5</u> point per hour attended      | <u>12</u> Points                              |
| 6.0    | Attendance at a conference that is totally <b>dedicated</b> to an Approved Professional Area.  | <u>1</u> point per hour attended        | <u>64</u> points                              | <u>1/2</u> point per hour attended      | <u>32</u> points                              |
| 7.0    | Attendance at a conference that <b>includes</b> , but is <b>NOT</b> dedicated to, an Approved Professional Area. <b>(Includes professional award ceremonies/events).</b>   | <u>1</u> point per hour attended        | <u>8</u> points                               | <u>0.5</u> Point per hour attended      | <u>4</u> Points                               |
| 8.0    | Internal company speaking opportunities.   | <u>2</u> points                         | <u>12</u> points                              | <u>2</u> points                         | <u>12</u> points                              |
| 9.0    | Speak or present at a conference, workshop, or seminar that is totally <b>dedicated</b> to an Approved Professional Area Includes International Students.  | <u>6</u> points                         | <u>30</u> points                              | <u>3</u> points                         | <u>15</u> points                              |
| 10.0   | Speak or present at a conference, workshop, or seminar that <b>includes</b> , but is <b>NOT</b> dedicated to, an Approved Professional Area Includes International Students.   | <u>6</u> points                         | <u>30</u> points                              | <u>3</u> points                         | <u>15</u> points                              |
| 11.0   | Serve as editor of an internal newsletter totally <b>dedicated</b> to an Approved Professional Area.   | <u>1</u> point per edition              | <u>24</u> points                              | <u>1</u> point per edition              | <u>24</u> points                              |
| 12.0   | Develop a company-supported educational workshop or seminar totally <b>dedicated</b> to an Approved Professional Area.   | <u>5</u> points                         | <u>20</u> points                              | <u>5</u> points                         | <u>20</u> points                              |
| 13.0   | Author a published book totally <b>dedicated</b> to an Approved Professional Area.   | <u>20</u> points                        | <u>40</u> points                              | <u>20</u> points                        | <u>40</u> points                              |
| 14.0   | Author a published book <b>chapter</b> totally <b>dedicated</b> to an Approved Professional Area for a book that <b>includes</b> , but is <b>NOT</b> dedicated to, an Approved Professional Area.<br><br>Cannot be combined with section 13.0 credits. | <u>5</u> points                         | <u>20</u> points                              | <u>5</u> points                         | <u>20</u> points                              |
| 15.0   | Author a published <b>article or video</b> (or other media) totally <b>dedicated</b> to an Approved Professional Area.   | <u>5</u> points                         | <u>20</u> points                              | <u>5</u> points                         | <u>20</u> points                              |
| 17.0   | Develop material or do work for DRI International at request of DRI International office.  | As assigned                             | <u>Unlimited</u>                              | As assigned                             | <u>Unlimited</u>                              |

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| 18.0   | Hold an elected or appointed leadership position in an organization totally <b>dedicated</b> to an Approved Professional Area.<br><br>Points are earned yearly for each organization.                                       |   |   |   |   |
| 18.1   | National or International Organization  | <u>5</u> points                         | <u>20</u> points                              | <u>5</u> points                         | <u>20</u> points                              |
| 18.2   | Regional Organization   | <u>4</u> points                         | <u>16</u> points                              | <u>4</u> points                         | <u>16</u> points                              |
| 18.3   | Local Organization  | <u>3</u> points                         | <u>12</u> points                              | <u>3</u> points                         | <u>12</u> points                              |
| 20.0   | Participate in, facilitate, manage, or audit a company-wide or organization-wide <b>exercise</b> relating to disaster recovery or emergency response.   | <u>10</u> points                        | <u>60</u> points                              | <u>10</u> points                        | <u>60</u> points                              |
| 21.0   | Participate in, facilitate, manage, or audit a company- wide or organization-wide disaster recovery or emergency response to an <b>actual event</b> that necessitated activation of the company's business continuity plan. | <u>15</u> points                        | <u>60</u> points                              | <u>15</u> points                        | <u>60</u> points                              |
| 22.0   | Participate in, facilitate, manage, or audit a scenario- based disaster recovery or emergency response <b>ex- ercise</b> for a department or group that does NOT en- compass the entire company or organization.            | <u>1</u> point                          | <u>60</u> points                              | <u>1</u> point                          | <u>60</u> points                              |
| 23.0   | Perform volunteer activities in response to a disaster. Include rebuilding activities   | <u>1</u> point for <u>each hour</u>     | <u>16</u> points                              | <u>1</u> point for <u>each hour</u>     | <u>16</u> points                              |
| 24.0   | Perform volunteer activities to assist other organizations (government or NGO) to establish disaster recovery or emergency response capabilities.   | <u>1</u> point for <u>each hour</u>     | <u>16</u> points                              | <u>1</u> point for <u>each hour</u>     | <u>16</u> points                              |

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| 25.0   | Teach a disaster recovery or emergency response class for an Approved Professional Area ( <b>includes DRI International courses</b> ).   | <u>10</u> points per 8 hours (rounded up) | <u>80</u> points                              | <u>10</u> points per 8 hours (rounded up) | <u>80</u> points                              |
| 26.0   | Attend and complete a disaster recovery or emergency response related course for an Approved Professional Area.  | <u>1</u> point for each hour              | <u>80</u> points                              | <u>1</u> point for each hour              | <u>80</u> points                              |
| 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.     | <u>8</u> points                           | <u>32</u> points                              | <u>8</u> points                           | <u>32</u> points                              |
| 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.                              | <u>2</u> points                           | <u>6</u> points                               | <u>2</u> points                           | <u>6</u> points                               |
| 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). | <u>16</u> points                          | <u>32</u> points                              | <u>16</u> points                          | <u>32</u> points                              |
| 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.                           | <u>6</u> points                           | <u>12</u> points                              | <u>6</u> points                           | <u>12</u> points                              |
| 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.               | <u>6</u> points                           | <u>12</u> points                              | <u>6</u> points                           | <u>12</u> points                              |
| 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)  | <u>10</u> points                          | <u>40</u> points                              | <u>10</u> points                          | <u>40</u> points                              |
| 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.   | <u>6</u> points                           | <u>12</u> points                              | <u>6</u> points                           | <u>12</u> points                              |

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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 as- sure the plan is complied with, a process for making updates, and control functions. | <u>6</u> points                         | <u>12</u> points                              | <u>6</u> points                         | <u>12</u> points                              |
| 35.0   | Manage or participate in the completion (or audit) of the development or revision of a public relations and crisis communication plan.   | <u>4</u> points                         | <u>16</u> points                              | <u>4</u> points                         | <u>16</u> points                              |
| 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.  | <u>4</u> points                         | <u>16</u> points                              | <u>4</u> points                         | <u>16</u> points                              |
| 37.0   | Grade a DRI International Master's Level Examination.  | <u>10</u> points                        | <u>20</u> points                              | <u>10</u> points                        | <u>20</u> points                              |
| 38.0   | Subscribe to a print periodical or electronic journal totally <b>dedicated</b> to an Approved Professional Area.<br><br>Points for subscriptions are earned annually.  | <u>1</u> point                          | <u>6</u> points                               | <u>1</u> point                          | <u>6</u> points                               |
| 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.   | <u>10</u> points                        | <u>20</u> points                              | <u>10</u> points                        | <u>20</u> points                              |