



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:

- 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 Period
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 hour attended	48 points	1 point per hour 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 hour attended	24 points	0.5 point per hour attended	12 points
6.0	Attendance at a conference that is totally dedicated to an approved professional area.	1 point per hour attended	64 points	0.5 point per hour 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 hour attended	8 points	0.5 point per hour 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
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

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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 annually for each organization:				
17.1	National or international organization	5 points	20 points	5 points	20 points
17.2	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, emergency response, or cyber resilience.	10 points	60 points	10 points	60 points
19.0	Participate in, facilitate, manage, or audit a company-wide or organization-wide disaster recovery, emergency response, or cyber 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, emergency response, or cyber response exercise for a department or group that does NOT encompass the entire entity. Participate in or facilitate the DRI organizational assessment known as Resilient Enterprise Assessment Program (REAP), which is an extensive assessment process designed to categorize the overall state of readiness of an organization's business continuity program, or other similar assessment.	1 point per hour	60 points	1 point per hour	60 points
21.0	Perform volunteer activities in response to a disaster. Including restoration and rebuilding activities (physical, logistical, counseling and prevention activities from lessons learned).	1 point per hour	16 hours	1 point per hour	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 hour	16 points	1 point per hour	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 hours (rounded up)	80 points	10 points per 8 hours (rounded up)	80 points
24.0	Attend and complete a disaster recovery, emergency response, or cyber resilience related course for an approved professional area.	1 point for each hour	80 points	1 point for each hour	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, risk assessment and/or cyber resilience 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
30.0	Manage or participate in the completion (or assessment) of a business continuity plan, pandemic preparedness plan, or cyber resilience plan for a company or organization both internal and/or external (business continuity plan includes: business, technology and crisis communications plans).	10 points	40 points	10 points	40 points

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31.0	Manage or participate in the completion (or audit) of the development of awareness and education classes on business continuity, disaster recovery, emergency response, or cyber resilience.	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 or cyber resilience plan including the identification of tools to be used for plan maintenance monitoring and criteria for activities to assure the plan complies 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 communications 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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