

Continuing Professional Education (CPE) Points Program

BRCCI 's Continuing Professional Education (CPE) Points Program ensures all certified professionals continue to maintain, enhance, and develop their personal knowledge and skills in the business resilience profession once they have achieved certification. All certified professionals are required to comply with the CPE Points Program by actively participating and engaging in development activities and periodically submitting proof of such activities. Activities must be directly relevant to the field of business resilience.

The CPE Points Program is based on a CPE Points system. This system requires professionals to obtain at minimum 10 CPE Points annually. CPE points must be reported annually and must be earned by participating in various activities across multiple categories as defined in the **CPE Category and Points Schedule**. There are many activities that qualify for CPE Points. CPE Points are awarded for active participation in activities that:

- Enhance and develop personal knowledge and skills, such as attendance in courses and seminars, and full-time or part-time enrollment in a in a diploma or degree program;
- Contribute to and promote the business resilience profession, such as preparing articles and papers and conducting research and development of business resilience education; or
- Validate business resilience related programs and processes, such as conducting audits, tests, and reviews.

As an example, CPE Points may be awarded as follows:

- Up to 8 points awarded for attendance at a conference, training course, workshop, seminar, or lecture (1 point per hour of attendance to a maximum of 2 points per day);
- Up to 4 points awarded for preparation and publication of an article or whitepaper (length of paper greater than 1 page and less than or equal to 6 pages);
- Up to 5 points awarded for participation in BRCCI working group and/or committee

CPE General Rules

The following general rules will apply when assigning CPE Points:

- CPE Points must be earned from more than 1 CPE point category. For example, not all 10 points may be earned from attendance at an academic course.
- When authoring a publication, it must be published in a business resilience related website or publication.

- If more than two professional designations are earned in any year, only 1 may qualify for CPE Points.
- CPE points must be submitted during the year following the year in which certification is granted.
- No points may be carried over to subsequent years.

CPE Activity Reporting Period

To comply with the CPE Points Program requirements, all certified professionals are expected to submit a **CPE Points Record Form** for each **CPE Activity Reporting Period**. The CPE Activity Reporting Period is a full calendar year and commences the year following the year in which certification is granted. Supporting documentation of activities is not required unless specifically requested by the Certification Committee. Professionals should keep a copy of the CPE Points Record Form along with supporting documentation for a minimum of 3 years.

The deadline for submitting the CPE points is March 31st following the CPE Activity Reporting Period.

Validation of CPE Activity Reporting

BRCCI's certification committee is responsible for verification of CPE activities undertaken by professionals. Although all professionals are required to submit their activities, not all submissions can be verified. The Certification Committee will intermittently conduct audits to verify the validity of CPE activity submissions.

CPE Categories and Points Schedule

CPE Category	Description	CPE Points Value	Maximum Points / Year
1	<p>CONFERENCES/INSTRUCTOR-LED COURSES</p> <p>Attendance in a conference, course, workshop, seminar, or lecture directly related to business resilience.</p> <p>Certificate of completion, course outline and description must be kept for reporting purposes.</p>	1 point per hour of attendance to a maximum of 2 points per day	8
2	<p>SELF STUDY COURSES</p> <p>Attendance in a course of online study or self study (including CD or online training or webinars) in a business resilience discipline.</p> <p>Certificate of completion, course outline and description must be kept for reporting purposes.</p>	1 point per hour of attendance to a maximum of 2 points per day	6
3	<p>DEGREE/DIPLOMA PROGRAMS</p> <p>Attendance at a business resilience related degree or diploma program at a public or private college or university. Programs related to the following disciplines qualify:</p> <ul style="list-style-type: none"> • Business continuity and disaster recovery • Information systems security and management • Audit • Risk management • Emergency response management • Project and business management 	2 points per day of attendance	8

4	<p>AUTHORING/PUBLICATIONS (1 page to 6 pages)</p> <p>Authoring and publication of a business resilience related literary work, minimum 1 page and maximum 6 pages, such as an article, research report, survey, newsletter, or paper.</p> <p>Must be published in a business resilience related website, journal, or other publication where it is formally recognized and/or distributed.</p>	4	8
5	<p>AUTHORING/PUBLICATIONS (7 pages or greater)</p> <p>Authoring and publication of a business resilience related literary work 7 pages or greater, such as a book (including specific chapters), journal, or paper.</p> <p>Must be published in a business resilience related website, journal, or other publication where it is formally recognized and/or distributed.</p>	8	8
6	<p>AUTHORING PRESENTATION/SEMINAR (maximum 1 day)</p> <p>Authoring of a business resilience related literary work such as a presentation or seminar (maximum 1 day)</p> <p>May be part of internal organization training or a formal education program. Outline and description must be kept for reporting purposes.</p>	6	6
7	<p>AUTHORING COURSE/WORKSHOP (1 day or longer)</p> <p>Authoring a business resilience related literary work such as a workshop or course (minimum 1 day)</p> <p>May be part of internal organization training or a formal education program. Outline and description must be kept for reporting purposes.</p>	8	8

8	<p>PROFESSIONAL CERTIFICATIONS</p> <p>Achieving business resilience related professional designation.</p> <p>Certificate of professional designation must be kept for reporting purposes.</p>	4	8
9	<p>BUSINESS CONTINUITY AND RESILIENCE PROGRAM ESTABLISHMENT, MAINTANANCE, AND EXECUTION ACTIVITIES</p> <p>Professional work conducted in order to establish, maintain, and execute a business continuity and resilience program. A professional may perform activities related to development, implementation, management, execution, and/or support of business continuity and resilience programs. Activities may be one of the following:</p> <ol style="list-style-type: none"> 1. Establishing a business continuity program 2. Establishing a business continuity steering committee or program sponsor 3. Setting business continuity policies and guidelines 4. Creating business continuity and resilience plans 5. Establishing a training and awareness program 6. Managing business continuity projects (minimum 2 months duration) 7. Managing business continuity programs (minimum 2 months duration) 8. Executing business continuity plans <p>Signed letter listing the above activity and extent of work conducted from a supervisor, manager, or direct report must be kept as supporting documentation for reporting purposes.</p>	3	6

10	<p>ASSESSMENTS</p> <p>Assessment and investigative activities such as risk assessments, business impact analyses, audits, and tests.</p> <p>Test exercise lengths must be greater than 1 hour in duration. No partial reports are accepted. An assessment, test result, or audit report validation letter from an immediate supervisor, manager, or direct report must be kept as supporting documentation for reporting purposes.</p>	4	8
11	<p>EDUCATION DELIVERY (minimum 2 hours and maximum 1 day)</p> <p>Business resilience education and training delivery such as presentations (minimum 2 hours and maximum 1 day).</p>	2	6
12	<p>EDUCATION DELIVERY (1 day or longer)</p> <p>Business resilience education and training delivery activities such as course instruction (1 day or longer).</p>	4	8
13	<p>BRCCI PARTICIPATION</p> <p>Participation in BRCCI promotion, development, and other activities including participation in committees and/or working groups.</p>	5	5
14	<p>Non-BRCCI PARTICIPATION</p> <p>Participation in non-BRCCI organization activities including committees and/or working groups or volunteer groups.</p>	4	4
15	<p>MEMBERSHIP</p> <p>Membership in an organization related to business resilience, such as disaster recovery, business continuity, information systems security, risk management, or audit.</p> <p>Example organizations are: ACP, DRIE, ISC2, ISACA, IAEM, ISSA, IIA, NFPA, BCI, RMI, PMI</p>	2	4

16	MEETINGS Attendance at a meeting or function of an organization related to business resilience, such as disaster recovery, business continuity, information systems audit/security, risk management, or audit. Example organizations are: ACP, DRIE, ISC2, ISACA, IAEM, ISSA, IIA, NFPA, BCI, RMI, PMI	1 per meeting	4
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CPE Points Record Form (Reporting Year: _____)

Date	CPE Category	CPE Activity Description	CPE Point Value	Maximum Points / Year	Points Earned
Total Earned (maximum 10 points required)					

A minimum of 10 CPE points are required per year. List up to 10 points on this record. The deadline for submitting this record is March 31st of the year following the CPE Activity Reporting Period.

Mail to: BRCCI, PO Box 88018, 7235 Bellshire Gate, Mississauga, Ontario L5N 8M1.

Email to: certification@brcci.org