

ACKNOWLEDGMENTS

This document was initially developed through a cooperative effort of the Disaster Recovery Institute International and Business Continuity Institute (BCI). It represents a merger of two proprietary documents—the DRI International’s “Common Body of Knowledge” published in September of 1993, and the Business Continuity Institute’s “Certification Standards for Business Continuity Practitioners” published in December of 1994.

The following organizations and committees have been instrumental in developing, revising, and editing, this document since its creation.

DRI International

Board of Directors

Certification Board

Education and Testing Standards
Committee of the Certification Board

BCI

Executive Board

Advisory Board

COMMENTS

Organizations and individuals may submit comments and proposals for modification to this document. All submission should be in writing and addressed to:

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INTRODUCTION

Many 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*. To certify professionals where work is related to specific industries or activities, institutions such as DRI International and BCI must define, share, and continually refine a common body of knowledge essential for members of the profession.

The existence of such a common body of knowledge is necessary, but not sufficient evidence of the existence of the profession. Proper application and periodic update of the common body of knowledge are also required for success in the profession. Therefore, continued education and on-going professional development are essential to maintain and enhance membership status in the profession.

For certification purposes, practitioners must demonstrate minimum continuing involvement and experience in the profession must be demonstrated in addition to satisfactory completion of a written examination based on the common body of knowledge. Demonstrated experience must relate to the content of the common body of knowledge.

This document defines the boundaries of the business continuity planning profession and knowledge that qualifies one for DRI International's designation as an Associate Business Continuity Planner (ABCP), Certified Business Continuity Professional (CBCP), or Master Business Continuity Professional (MBCP). BCI also uses this document as the basis for their examination procedures for Membership of the Business Continuity Institute (MBCI) and the Fellowship of the Business Continuity Institute (FBCI).

Each subject area in this document provides

- a description of the area.
- the role of the professional.
- an outline of the knowledge the professional should demonstrate within that subject area.

Illustrative examples and references are also provided where appropriate.