

ABOUT THE BCI

What is the Business Continuity Institute?

The Business Continuity Institute (BCI) was established in 1994 to enable members to obtain guidance and support from fellow business continuity practitioners.

Through its Certification Scheme, the Institute provides internationally recognised status to its members as professional membership of the BCI demonstrates the members' competence to carry out business continuity management (BCM) to a consistent high standard.

The BCI has over 4000 members in 85+ countries.

The wider role of the BCI is to promote the highest standards of professional competence and commercial ethics in the provision and maintenance of business continuity planning and services.

What does the Business Continuity Institute do?

The BCI's key objectives:

- To set, maintain and promote high standards for the ethical practice of BCM, including delivery of goods and services
- To establish and promote high quality education and personal development for practitioners at all levels
- To define the professional competencies expected of business continuity professionals
- To provide an internationally recognised Certification scheme for business continuity practitioners
- To initiate, develop, evaluate and communicate BCM thinking, standards and good practices
- To influence policy makers, opinion formers and other stakeholders worldwide in BCM issues

What recent developments have the BCI been involved in or undertaken?

To read the latest BCI magazine, <http://www.thebci.org/continuity.htm>

MEMBERSHIP OF THE BCI

Who are the BCI's members?

The Business Continuity Institute has 4000 members in over 85 countries from both the private and public sectors.

Professional members of the BCI – AMBCI, SBCI, MBCI and FBCI - have been assessed in order to qualify for the relevant membership grade. All professional grade entrants now have to pass the BCI examination.

Non-professional members – Students or Affiliates – either have limited experience of business continuity management or express an interest in the industry and the institute.

If you are a member of the BCI you can access our 'Member Directory' in the secure section of the website.

<https://members.thebci.org/faces/security/Home.jsp>

What are the grades of BCI membership?

Student; Affiliate; Associate(AMBCI); Specialist (SBCI) ; Member (MBCI) and Fellow (FBCI)

<http://www.thebci.org/membershipgrades.htm>

What benefits other than journals, are available to me as a member of the BCI?

Membership of the BCI brings many benefits including recognition of professional status, the opportunity to network with other professionals and access products, services and information. Other benefits include :

- Certification in Business Continuity Management
- Recognition and Status
- Access to the Members Area of BCI Website
- BCI Consultancy Register
- Copies of Continuity Magazine
- Discounts on Conferences, Training, Products and Publications
- Career Progression Through Mentoring
- Preferential Rates on Products
- Networking Through Local Forums
- Latest Industry News
- BCI Benchmarking tool – powered by INONI
- Monthly Members' e-newsletter

Can I be a member of the BCI?

Anyone can become a member of the institute as an Affiliate.

For information on professional membership grades and the application process please see one of the following:

Membership Grades <http://www.thebci.org/membershipgrades.htm>

Application Process <http://www.thebci.org/applicationprocess.htm>

Non-professional grades of the BCI are Student and Affiliate. No examination is necessary to be able to join the BCI in one of these grades.

AMBCI requires a Pass in the BCI examination and 1 year's BCM experience.

SBCI requires 2 years BCM experience, membership or certification from a relevant professional body and a Pass in the BCI examination. SBCIs are assigned one of the following 6 Faculties according to their experience :

Policy & Management; Analyst; Strategic Services; Response, Planning & Support; Exercising & Auditing; Education & Training

MBCI requires 3 years BCM experience across all the competencies , a Pass with Merit in the BCI examination, provision of a CV and 2 referees together with an application form which will be scored assessed.

What is the difference between MBCI and SBCI?

MBCI is full professional membership of the BCI and indicates that the Member has sufficient experience across the 6 categories based on the BCM Life Cycle.

SBCI is also full professional membership and indicates that by the nature of that Specialist Member's work they have acquired extensive experience in their specialist area(s) but not the broad experience of the MBCI. SBCI membership is backed up by certification or membership of relevant professional bodies.

BCI Examination

Do I have to take an exam to become a member?

It is now necessary to pass the BCI examination for all new professional grade applicants or upgrades – that is in the Associate (AMBCI), Specialist (SBCI) and Member (MBCI) grades. There is no direct entry into the BCI as a Fellow.

Is success in the BCI examination recognised?

Passing the examination allows an individual to use the letters CBCI (Certified BCI) after their name but does not have any professional status such as AMBCI, SBCI or MBCI (FBCI) which all recognise both knowledge **and** experience. A register of CBCI practitioners will be kept by the BCI (fee payable from the individual to the BCI).

Full details on the website <http://www.thebci.org/membershipgrades.htm>

What is the BCI examination like?

The examination is a multiple-choice test, consisting of 120 questions and taking 2 hours. It is on-line but in some special circumstances can be paper and pen. Exam centres are widely accessible and are increasing in number continually.

How do I find out if a course is accredited by the BCI?

For a full list of training courses that are approved or listed by the BCI see the 'Accredited Training' list. <http://www.thebci.org/trainingcourses.htm>

Application process

How long does it take for my membership application to be completed?

The time take for an application to be processed depends on a number of factors. For Student or Affiliate membership, application is approved within 2-3 days.

For professional membership, the application is checked to ensure that all the required documents are included. Please ensure that all information requested on the front page of the application is present. Secondly we need to have both references before we can send your application out for assessment. We recommend that you contact your referees when you first apply in order to ensure that they understand how beneficial a prompt response is. Once we have received both references the application usually takes 4 to 6 weeks to be assessed but this is dependent on the availability of assessors (who are volunteer members) and the current number of open applications.

How do I go about upgrading my membership?

You will need to have passed the BCI examination. Follow the links from the website.

Payment

Can I pay the application fee and subscription fee in my local currency?

All BCI membership notices and invoices are issued in £ Sterling, the preferred currency of the BCI and all credit card transactions will be carried out in £ Sterling. We are, however, pleased to accept cheques in US, Canadian, Australian and New Zealand Dollars and in Euros. Should members wish to pay by cheque in their local currency other than those outlined above please contact the BCI on accounts@thebci.org to agree a conversion rate.

What would the cost of my application fee and subscription fee be in my local currency?

The membership rates are based on where a member resides on a permanent basis. The income values are taken from the World Bank Income Group Definitions and may change from time to time. A list of Income Group Definitions by country can be found at the bottom of this document or at: <http://www.worldbank.org/data/countryclass/countryclass.html>

You can find all the relevant fees at the foot of the page at <http://www.thebci.org/fees.htm>

How do I log on to the members area of the website?

You can access the members section by following the link on our homepage. This will take you to a new window where you will need to provide you username and password. Your username is your 6 digit membership number (e.g. 001234), your password was sent to you with you membership welcome pack.

I have forgotten my password and/or membership number, what do I need to do?

There is now a facility on the log on page of the members section if you have forgotten your password or you can email subscriptions@thebci.org to obtain your membership number.

How do I go about renewing my membership?

You can pay your subscription fees and renew your membership online through the members section <https://members.thebci.org/faces/security/Home.jsp>. If you wish to pay by American Express or have any specific queries, please call the secretariat on +44 (0)118 947 8215.

What payment methods are accepted?

The BCI's preferred method of payment is by credit/debit card.

We accept AMEX, MasterCard, Visa, Switch and Delta cards. The BCI will debit the applicant's card in UK £ Sterling at the current UK membership rate. If you are from outside the UK please and want to know if a different membership fee applies to you please see the foot of the page at

<http://www.thebci.org/fees.htm>

Application forms for new professional or upgraded memberships must include the necessary payment and relevant documents.

Cheques should be made payable to the BCI Forum Ltd and sent to the BCI Secretariat at:

10 Southview Park

Marsack Street

Caversham RG4 5AF

United Kingdom

Can I pay online?

If you wish to pay using a credit/debit card other than American Express you can do so through the members section of the website <https://members.thebci.org/faces/security/Home.jsp>. If you need to pay

using American Express please call +44 (0)118 947 8215

If I want to sign up to pay by Direct Debit, how do I go about doing so?

Please contact +44 (0)1952 214080 and speak to one of the BCI subscriptions team. This payment option is only available from a UK bank account.

If I want to pay by cheque, who should I make the cheque payable to and where should I send it?

Cheques should be made payable to the BCI Forum Ltd and sent to the BCI Secretariat at:

10 Southview Park

Marsack Street

Caversham RG4 5AF

United Kingdom

Can I get an invoice sent to my employer for my membership subscription?

Membership belongs to the individual, therefore all information regarding payment for subscription is sent to the applicant/member. If your employer is going to pay for membership they can be invoiced by prior arrangement. Please contact subscriptions@thebci.org for further information.

Can I pay the application fee and subscription fee in my local currency?

All BCI membership notices and invoices are issued in £ Sterling, the preferred currency of the BCI and all credit card transactions will be carried out in £ Sterling. We are, however, pleased to accept cheques in US, Canadian, Australian and New Zealand Dollars and in Euros. Should you wish to pay by cheque in your local currency other than those outlined above please contact the BCI on accounts@thebci.org to agree a conversion rate.

When are my subscriptions due for renewal?

Membership fees are due for renewal on the first of the month following the anniversary of membership being awarded. For example, if membership is awarded on the 14th September 2008 then renewal fees would be payable on 1st October 2009. An invitation to renew will automatically be sent.

I am now retired, can I claim a reduction in fees?

At the Board's discretion, members of the Business Continuity Institute who are over 60 years of age, who have permanently retired and are no longer in paid employment as a business continuity practitioner or consultant may receive a 50% discount on their membership fees.

Members wishing to claim this discretionary reduction in fees should sign and return the retired declaration found at the bottom of the payment slip.

Can I get a receipt for my subscription?

Yes, a receipt will automatically be emailed to you when you pay your subscription fees. If you do not receive your receipt or have any queries regarding one that has been sent to you please email bci@thebci.org.

Can I claim back tax on my subscriptions?

Yes, if you go to <http://www.hmrc.gov.uk/list3/list3.htm> you will be able to find the BCI listed as an approved organisation.

What happens if I do not renew my membership?

If a membership is not renewed it will automatically be lapsed. If you were a professional member (AMBCI, SBCI, MBCI, FBCI) and your membership has been lapsed you can rejoin using one of the following options:

- a) pay all subscription fees from the date that your membership expired to present, thus bringing membership up to date. This option is open for a maximum of 3 years after that option b) is the only option
- b) Re-apply for professional membership (you will be assessed using the same method as all other current professional applications, membership is not guaranteed)

How do I notify you of new contact details – name, address and employer?

You can amend your contact details online through the members section yourself <https://members.thebci.org/faces/security/Home.jsp> If you do not know your username or password please email subscriptions@thebci.org.

Events

When is the next annual conference?

The BCI Symposium 2008 will be held in Brighton in 9th and 10th October. Further details will be available nearer the time.

How do I find out about forthcoming BCI events and conferences?

The BCI organise one annual event, the BCI Symposium. We also endorse a range of conferences around the world throughout the year. To see the current list of events please visit <http://www.thebci.org/diary.htm>.

Can non-members attend BCI conferences or events?

Yes. Anyone with an interest in the institute or the industry is welcome to attend any event endorsed or run by the BCI. Members of the BCI are able to obtain preferential rates.

How do I book a place on a BCI conference or event?

Information about all events and how to book is held on the website

<http://www.thebci.org/diary.htm>

What resources can the BCI provide for Business Continuity Awareness Week?

Available resources can be downloaded from the website. However, we wish to actively encourage sharing of resources so if anyone has any that they are willing to share, please send them to the Secretariat for posting on the website.

How do I find out where my local Regional Forum is?

If you are a member of the BCI you can access all information about forums and contacts through the members section <https://members.thebci.org/faces/security/Home.jsp> . If you are not a member of the institute but would like information on your local forum please email bci@thebci.org

TRAINING AND WORKSHOPS

I would like to attend a training course, where can I get more information?

In response to demand for a more definitive and consistent route to BCM education, The BCI has worked with a respected BCM education company to produce 5 one day training modules based on the BCM Life Cycle. These training modules can be taken individually or as part of a series and cover essential BCM knowledge as examined in the BCI Certificate

I would like to complete a Training course in my own time, are there any distance learning courses available?

Yes. The BCI provide a distance learning course teaching the basics of business continuity management. The course content supports the BCI Certificate. Visit <http://www.thebci.org/certificate/e-learning/> for further details on BCI E-Learning.

Where can I get further information on Workshops being run by the Business Continuity Institute?

There are a variety of workshops being run at present. For further information <http://www.thebci.org/workshops.htm>

Does the BCI run a CPD scheme?

A first-phase CPD scheme will be launched by the end of 2008.

I would like to obtain some useful Business Continuity tools, what do the BCI supply?

- The **Good Practice Guidelines** - available on the website
- **BCI Benchmark** tool – powered by INONI.
- A new **training DVD** entitled *Practice Makes Perfect* <http://www.thebci.org/bcidvd.htm>

BCI PARTNERSHIP

Can my company become a BCI member?

The **BCI Partnership** has opened a wealth of opportunities for organisations who wish to be associated with the BCI, to work with the Institute on initiatives and/or to showcase their products and services to interested parties within the BCM industry. The two types of Partnership are Corporate and Industry Partners.

Industry Partners

Industry Partners within the BCI Partnership are likely to be those companies that make or deliver BCM products and services and who wish to have an opportunity to network with existing and potential clients and to showcase their products and services.

Corporate Partners

Corporate partners are organisations that practice BCM and aim to achieve the highest standards of BCM practice by appointing qualified BCM practitioners and/or Consultants where possible and/or encouraging existing staff to become certified.

For further information on the Partnership please see the relevant section further down the page or visit <http://www.thebci.org>

What is the BCI Partnership?

The BCI Partnership is a not for profit association and is a wholly owned subsidiary of the Business Continuity Institute. Surpluses generated by the Partnership will be retained by the Partnership to fund future activities.

Partnership Aims

The aims of the BCI Partnership are to raise the profile of business continuity management (BCM) as a discipline and to promote corporate excellence in the delivery of BCM.

To achieve these aims the BCI Partnership will undertake to:

- Engage in awareness raising campaigns using communications specialists
- Carry out industry research to better understand how BCM is used
- Hold Workshops and events to share knowledge
- Publish awareness raising papers and documents
- Run high profile Business Continuity Awareness Weeks
- Lobby government and high profile business organisations

Who do I contact if I am interested in membership of the BCI Partnership?

You can find further information about the partnership from our homepage. If you have specific queries or wish to apply to become a member of the partnership please contact partnership@thebci.org.

What is the cost and benefits of BCI Partnership membership?

The cost depends on the type and level of membership. For a list of costs and benefits:

Industry Partnership: <http://www.thebci.org/IndustryPartnerApplication.pdf>

Corporate Partnership : <http://www.thebci.org/CorporatePartnership.pdf>