



Frequently Asked Questions

About the BCI

Version 0.3

A decorative graphic at the bottom of the page consists of several overlapping, semi-transparent geometric shapes in shades of blue and grey, creating a layered, architectural effect.

December 2011

INTRODUCTION

This booklet answers as many questions as possible on The BCI.

If you have any other questions that you wish answering, please send them to jan.gilbert@thebci.org

HISTORY PAGE

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About The BCI

What is the BCI?

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 6000 members in 100 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 BCI do?

- The BCI's key objectives consist of:
- 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 click [here](#).

Membership of the BCI

Who are the BCI's members?

The BCI has over 6000 members in 100 countries from both the private and public sector. Statutory members of the BCI – AMBCI, SBCI, MBCI and FBCI have now taken and passed the BCI examination or applied through our Alternative Route to Membership program.

Non-statutory members, Students or Affiliates, either have limited experience of BCM 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.

What are the statutory grades of BCI membership?

SBCI (Specialist), AMBCI (Associate Member), MBCI (Member) and FBCI (Fellow). Click [here](#) for their definitions.

What are the benefits of BCI membership?

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

- Recognition and status
- Access to members area of BCI website
- Opportunity to register on the BCI consultancy register
- Copies of Continuity magazine
- Discounts on conference, training 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?

Yes. Anyone can join the Institute as an Affiliate.

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

Membership Grades, [click here](#)

Application Process, [click here](#).

- **AMBCI** requires a pass in the BCI examination and 1 years BCM experience in the six skill areas outlined in the Good Practice Guidelines.
- **SBCI** requires 2 years BCM experience, membership or certification from a relevant professional body in a complementary discipline (e.g. Risk, Audit etc) and a pass in the BCI examination. SBCI's are assigned one of the following 6 Faculties according to their experience:
 - Policy & Management
 - Analyst
 - Strategic Services
 - Response, Planning & Support
 - Exercising & Auditing
 - Education & Training

This level of membership is designed for those who specialise in a particular area of BCM.

- **MBCI** requires 3 years BCM experience in each of the six skill areas outlined in the Good Practice Guidelines, 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.

As well as coming through the CBCI exam to the statutory levels of membership you may be able to join through the Alternate Route to Entry. You can find out more about this option on our [website here](#)

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

What is the difference between MBCI and SBCI?

MBCI is full statutory 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 statutory 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 other relevant professional bodies in associated disciplines.

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 your username and password. Your username is your 6 digit membership number (e.g. 001234), your password was sent to you in your formal

letter of membership.

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 upgrading my membership?

If you wish to upgrade to FBCI, please visit our [website](#) or email membership@thebci.org for further information.

What about upgrade to MBCI and alternative route to upgrade or take exam?

For further details on upgrading please email [Helen Simm](#) for further information.

How do I go about renewing my membership?

You can pay your subscription fees using the majority of credit cards and renew your membership online through the [members section](#). Alternatively you can call Daniel Saunders in the Central Office on +44 (0) 118 947 8530 who would be pleased to take payment by American Express or answer any specific query.

What happens if I do not renew my membership?

If a membership is not renewed it will automatically be lapsed. If you were a statutory member (SBCI, AMBCI, 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) take and pass the BCI examination and come through the assessment process. Please refer to page 7 and 8 of this document.

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

You can amend your contact details on-line through the members' section yourself. If you cannot remember your username and/or password, please email subscriptions@thebci.org.

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 was 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 General Membership Council's discretion, members of the BCI who are over 60 years of age, 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.

Does the BCI run a CPD scheme?

The BCI runs a non-compulsory CPD scheme available to statutory members. You can gain access to the CPD scheme through the members' area of the website.

Alternative Route to Membership

The DRII provide BCM training and a well-known certification qualification based on their examination. They are, however, not a membership organization and hence provide little direct value other than the value implied to credential holders by their qualification. In reality, when you receive a credential from the DRII that is the end of the journey, whereas when you receive a credential from the BCI that is really only the start of your journey. BCI membership gives you the opportunity to become part of the BCM family of professionals and practitioners, all who share BCI values and aspirations globally.

The BCI do require an examination pass as proof of knowledge but this is only one component of being accepted as a member. We offer the CBCI examination and associated training to those who require it, but we also appreciate that some BCM practitioners might be able to prove the knowledge component of their application in alternative ways. Hence we allow those with certain other professional or academic BCM qualifications to use those as a full credit against a CBCI pass.

We have a committee that monitors and reviews alternate qualifications that can be used in this manner and we are pleased the CBCP and MBCP qualifications have been judged to meet our criteria. We are delighted to welcome to BCI membership those who hold appropriate DRII certificate grades, and who wish to join us whilst retaining their DRII certification. Our primary mission is to develop the profession of BCM globally and we continually work with all like-minded organizations to help us accomplish this.

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 statutory grade applicants – that is in the Associate (AMBCI), Specialist (SBCI) and Member (MBCI) grades unless joining through the Alternate Entry Program. 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.

Full details are available on the [BCI website](#)

What is the BCI examination like?

The examination is a multiple-choice test, consisting of 120 questions and taking 2 hours. Exam candidates who take BCI training may have the opportunity to sit a paper and pencil exam at the end of the training course. Please liaise with your training provider. Exam centres, using computer based training are widely accessible. For further information on the BCI examination, please [click here](#).

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 Affiliate membership, application is approved within 2-3 days

For SBCI and MBCI membership, after the examination has been taken, 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 8 weeks to be assessed but this is dependent on the availability of assessors (who are volunteer members) and the current number of open applications. This may need reviewing

For AMBCI membership the application is assessed internally so assessment normally takes two to three weeks. Please ensure that all information requested on the front page of the application is present, including your CV.

For those candidates coming through the Alternative Route to Entry, once the application fee is paid, candidates will be sent a pre-application form to ascertain which level of membership to which they would be entitled. Once this has been processed a full application form will be sent and depending on the level, it will be either internally or externally assessed. This usually takes around 4 – 6 weeks from beginning to end.

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, at the rates shown on the BCI website – we ask that you do not convert the sterling value at the spot 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 on our website. Please click [here](#) for further details.

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 and want to know if a different membership fee applies to you please click [here](#).

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

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.

If you wish to pay using American Express please call the BCI Central Office on +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 the BCI Central Office on +44 (0) 118 947 8215 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 Central Office at:
10-11 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 only. If your employer is going to pay for your membership, they can be invoiced by prior arrangement. Please contact subscriptions@thebci.org for further information.

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 subscriptions@thebci.org

Can I claim back tax on my subscriptions?

Yes for UK based members, 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.

Products and Services

Training

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 BCM. The course content supports the BCI Certificate. Please [click here](#) for further details on BCI E-Learning.

Workshops

Where can I get further information on Workshops being run by the BCI?

There are a variety of workshops being run at present. For further information on workshops, please click [here](#).

Tools

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

- **The Good Practice Guidelines** – available to download on the website
- **BCI Benchmark tool** - powered by INONI.
- **Training DVD's entitled Practice Makes Perfect and Understanding Your Organisation : How to do a BIA** - available on the website by clicking [here](#).

Events

When is the next annual conference?

The BCI launched the BCM World Conference & Exhibition in 2009. For further information on this year's BCM World Conference and Exhibition, please visit <http://www.bcm2011.com/>

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

The BCI organise a number of events each year including the BCM World Conference & Exhibition and a programme of workshops. For information about the Conference and Exhibition, visit <http://www.bcm2011.com/>, and for the current list of workshops, [click here](#).

Other events include the Annual Lecture, the China Conference, Award ceremonies, the Nordic Symposium, International Workshops. Full details of these can be found from the BCI website when they are available (www.thebci.org)

We also endorse a range of conferences around the world throughout the year. To see the current list of events please [click here](#). Members of the BCI are sometimes able to obtain preferential rates.

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.

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

Please contact [Lucy Burns](#) for further information on booking places on BCI conferences & events.

General

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 [Lee Glendon](#).

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](#). If you are not a member of the Institute but would like information on your local forum please email bci@thebci.org

BCI Partnership

The goals of the BCI Partnership are to lead the BCM industry coalition; to create the environment for increased adoption and development of BCM practice and the sustainable growth of the BCM industry; and to be first point of call for the media, policy makers.

Become a Corporate Partner

Level	Guide
Premium - £3000 per annum	Large organisations with 250+ employees
Standard - £1500 per annum	Organisations with less than 250 employees
Associate - £750 per annum	Not-for-profit organisations or those with less than 25 employees

For those organisations wishing to promote their products or services to the BCI's membership, the following "top up" sponsorship package are available.

Gold Sponsor	£3000 per annum in addition to Corporate Partnership fees
Silver Sponsor	£1500 per annum in addition to Corporate Partnership fees
Bronze Sponsor	£750 per annum in addition to Corporate Partnership fees

All prices are exclusive of VAT and other taxes which may be applied. Payments are accepted in GB£, US\$ & € at prevailing exchange rates. Discounts are available on multi-year subscriptions.

More detail is available from the [BCI Partnership website](#)

All prices are exclusive of VAT where appropriate. Payments are accepted in £, US\$ & € at prevailing exchange rates. Discounts on multi-year subscriptions are available. For further information, please contact [Faye Leo](#).