



**Frequently Asked Questions
About the BCI
Version 0.1 March 2009**



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

Approvals

Role	Approved by	Date

Distribution List

From	Date	Contact details	
Jan Gilbert	19.2.09	Jan.gilbert@thebci.org	
To	Action	Due date	Contact details

Action types: Approve, Review, Inform, File, Action Required, Attend Meeting, Other (please specify):

Version History

File Reference	Date	Author / amend	Description	Status
0.1	Feb 2009	Jan Gilbert		Complete
0.2				
0.3				
0.4				
0.5				
0.6				

© The BCI Limited 2009.

CONTENTS

INTRODUCTION	1
HISTORY PAGE.....	2
CONTENTS	1
About The BCI.....	3
What is the BCI?	3
What does the BCI do?	3
What recent developments have the BCI been involved in or undertaken?.....	3
Membership of the BCI.....	4
Who are the BCI's members?.....	4
What are the professional grades of BCI membership?.....	4
What are the benefits of BCI membership?.....	4
Can I be a member of the BCI?	4
What is the difference between MBCI and SBCI?.....	5
How do I log on to the members area of the website?	5
I have forgotten my password and/or membership number, what do I need to do?	5
How do I go about upgrading my membership?	5
How do I go about renewing my membership?	5
What happens if I do not renew my membership?	5
How do I notify you of new contact details – name, address, employer etc?.....	6
When are my subscriptions due for renewal?.....	6
I am now retired, can I claim a reduction in fees?	6
Does the BCI run a CPD scheme?.....	6
BCI Examination	7
Do I have to take an exam to become a member?.....	7
Is success in the BCI examination recognised?	7
What is the BCI examination like?.....	7
How do I find out if a course/qualification is accredited by the BCI?	7
Application Process.....	8
How long does it take for my membership application to be completed?	8
Payment	9
Can I pay the application fee and subscription fee in my local currency?	9
What would the cost of my application fee and subscription fee be in my local currency?	9
What payment methods are accepted?	9
Can I pay online?.....	9
If I want to sign up to pay by Direct Debit, how do I go about doing so?	9
If I want to pay by cheque, who should I make the cheque payable to and where should I send it?	9
Can I get an invoice sent to my employer for my membership subscription?	9
Can I get a receipt for my subscription?	10
Can I claim back tax on my subscriptions?.....	10
Products and Services.....	11
Training	11
I would like to attend a training course, where can I get more information?	11
I would like to complete a training course in my own time, are there any distance learning courses available?.....	11
Workshops	11
Where can I get further information on Workshops being run by the BCI?	11
Tools	11

Events.....	11
When is the next annual conference?	11
How do I find out about forthcoming BCI events and conferences?	12
Can non-members attend BCI conferences or events?	12
How do I book a place on a BCI conference or event?	12
What resources can the BCI provide for Business Continuity Awareness Week?	12
How do I find out where my local Regional Forum is?.....	12
The BCI Partnership	13
What is the BCI Partnership?	13
Partnership Aims	13
Who do I contact if my organization is interested in joining the BCI Partnership?.....	13
What different types of BCI Partnership membership are available?	13

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 4500 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 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 visit <http://www.thebci.org/continuity.htm>

Membership of the BCI

Who are the BCI's members?

The BCI has 4500 members in over 85 countries from both the private and public sector. Professional members of the BCI – AMBCI, SBCI, MBCI and FBCI have now taken and passed the BCI examination.

Non-professional 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 professional grades of BCI membership?

AMBCI (Associate Member), MBCI (Member), SBCI (Specialist) and FBCI (Fellow).

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

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

- Certification in BCM (BCM)
- 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 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 years BCM experience

- **SBCI** requires 2 years BCM experience, membership or certification from a relevant professional body 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

- **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.

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 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?

You will need to have passed the BCI examination or passed with merit, if you wish to apply for MBCI. Follow the links from the website.

If you wish to upgrade to FBCI, please visit <http://www.thebci.org/fellow.htm> or email membership@thebci.org for further information.

How do I go about renewing my membership?

You can pay your subscription fees and renew your membership online through the [members section](#).

However, if you wish to pay by American Express or have any specific queries please call the secretariat on +44 (0) 118 947 8215.

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) take and pass the BCI examination. 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 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 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?

A first phase CPD scheme will be launched at the end of 2009.

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.

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/qualification 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 Affiliate membership, application is approved within 2-3 days

For professional 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 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.

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 www.thebci.org/fees.htm

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 see the foot of the page at www.thebci.org/fees.htm

Application forms for new professional 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 Secretariat 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 +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:
10-11 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, 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

The BCI also runs a Training Endorsement Scheme. The two main objectives of this are to ensure that students are presented with a consistent methodology across various BCI endorsed courses and to demonstrate to potential students that the advertised course is delivered to a high standard of content and presentation. For further information on endorsed courses or how to apply for endorsement please visit <http://www.thebci.org/accreditedtraining.htm>

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. Visit <http://www.thebci.org> 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 visit <http://www.thebci.org/workshops.htm>

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

Events

When is the next annual conference?

The BCI have launched the BCM World Conference & Exhibition this will take place on the 11th & 12th November 2009 at the Novotel London West Hotel & Convention Centre

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

The BCI organise one annual event, the BCM World Conference & Exhibition and a number of workshops. For the complete list of workshops, please visit www.businesscontinuitiesigs.com. 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>. Members of the BCI are 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 on lucy.burns@thebci.org for further information on booking places on BCI conferences & events.

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

The BCI Partnership

What is the BCI Partnership?

The BCI Partnership is a not for profit association and is a wholly owned subsidiary of the BCI. Surpluses generated by the Partnership will be used to raise awareness of BCM and encourage Good Practice.

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.

Partnership Aims

The aims of the BCI Partnership are to raise the profile of BCM (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 my organization is interested in joining the BCI Partnership?

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

What different types of BCI Partnership membership are available?

The Partnership is divided into two key categories; Corporate and Industry. Within each of these categories membership is divided into gold, silver and bronze levels.

- **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** 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.

What is the cost and benefits of BCI Partnership membership?

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

[Industry Partnership](#)

[Corporate Partnership](#)

For further information on the Partnership please visit <http://www.thebci.org>.