

RIMS-CRMP®
RIMS-Certified Risk Management Professional

RIMS-CRMP-FED®
RIMS-Certified Risk Management Professional For Federal Government

# Certification Handbook

## RIMS-CRMP and RIMS-CRMP-FED

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RIMS
the risk management society

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# About the RIMS Certification Program

## Introduction

Thank you for your interest in the RIMS-Certified Risk Management Professional (RIMS-CRMP) examination administered by RIMS, the risk management society®. RIMS empowers risk professionals to make the world safer, more secure, and more sustainable. Through networking, professional development, certification, advocacy, and research, RIMS serves more than 200,000 risk practitioners and business leaders from over 75 countries.

This handbook contains the application requirements, procedures, and eligibility to sit for the RIMS-CRMP and RIMS-CRMP-FED certification examination. The policies that oversee the certification process are also included.

## The RIMS-CRMP Certification

The mission of the RIMS-Certified Risk Management Professional (RIMS-CRMP) certification program is to advance risk management from a discipline to a recognized profession that can be relied upon by the public by defining and reinforcing the professional capabilities and competencies needed by organizations of current and next generation risk management practitioners.

The RIMS-CRMP certification defines the highest achievement of risk management competencies for the risk management professional. Individuals who earn the RIMS-CRMP have demonstrated their knowledge and competency in the area of risk management, and are dedicated to upholding high standards of ethical and professional conduct. It represents the standard of education, experience and integrity that the discipline requires. Individuals who earn and retain the RIMS-CRMP certification are required to pass a rigorous exam, uphold an established Code of Ethics and meet certification maintenance requirements. Typically RIMS-CRMPs have expertise in risk management and have chosen to supplement their existing professional knowledge by earning the RIMS-CRMP certification.

RIMS-CRMPs may use the credential to establish credibility within their organization and among risk management professionals. Adding the RIMS-CRMP certification to your professional profile verifies that you have achieved the level of expertise, education, and experience required to successfully manage risk, support risk-informed decision-making, and create value for your organization.

## The RIMS-CRMP-FED Micro-Credential

The RIMS-CRMP-FED was developed in cooperation with the Association for Federal Enterprise Risk Management (AFERM) and distinguishes the achievement of validated risk management competencies for an effective risk management professional in the federal government environment. Individuals who earn the RIMS-CRMP-FED have demonstrated their knowledge and competency in risk management in the United States Federal Government and are dedicated to upholding the same high standards of ethical and professional conduct that apply to the core RIMS-CRMP certification.

RIMS-CRMP-FEDs may use the credential to establish credibility within their organization and among risk management professionals. Adding the RIMS-CRMP-FED credential to your professional profile verifies that you have achieved a high level of expertise, education, and experience required to successfully manage risk and support decision making in the federal government environment.

## Scope of the RIMS-CRMP Certification

The scope of the RIMS-CRMP is as follows:

*A risk management professional is a partner who supports the organization to leverage the opportunities and uncertainties associated with its goals and objectives. They lead the development and implementation of risk management practices that enable the organization to make risk-effective decisions that create and sustain value.*

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## The RIMS Certification Commission

The RIMS-CRMP Certification is governed by the Certification Commission. The Commission is an independently appointed authority whose charge is governance of the certification process and related certification decisions. The charge includes oversight of the certification program, promotion of certification within the risk management profession and maintaining independent functions that are separate from other RIMS units such as membership and other entities. This practice assures that all certification decisions and practices are made in accordance with certification program requirements and are not linked to other RIMS programs or membership requirements.

The Certification Commission operates independently to establish and uphold high standards of competence for holders and to evaluate certification holders against those standards.

The purpose of the Certification Commission is to:

1. Establish and implement policies and procedures that guide certification decisions, including the granting, maintaining, recertifying, altering the scope of the certification, and suspending or withdrawing the certification;
2. Review and impose sanctions on certification holders found in violation of the Commission Code of Ethics;
3. Develop and maintain a valid, reliable, and legally defensible assessment;
4. Assure the trust of the public is served through the certification program;
5. Acquire, develop, disseminate, and preserve data and other valuable information regarding the Certification Program;
6. Represent and include the interests of interested parties and stakeholders affected by the Certification.


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# Eligibility Requirements

All applicants for the RIMS-CRMP certification and RIMS-CRMP-FED credential must meet these requirements:

**1. Degree and Experience Requirement**

Bachelor's degree[1] or higher (or global equivalent) in risk management, and one year of full-time work experience (or full-time equivalence) in risk management.[2]

**OR**

Student enrolled in the final year of a bachelor's degree program or higher (or global equivalent) in risk management.[3]

**OR**

Bachelor's degree or higher (or global equivalent) in non-risk management area of study, and three years of full-time work experience (or full-time equivalence) in risk management.[1]

**2. Non-Degree Experience Requirement**

Six years of risk management experience.[1]

[1] *Degrees must be obtained from accredited or equivalent schools of higher education.*

[2] *Risk Management experience, broadly defined, is occupational experience that includes the competent application of frameworks, tools, and solutions that support risk-informed decision-making to achieve an organization's goals. Occupational experience spans from early-stage program design, to risk financing and executive risk advising. This includes discovering, analyzing, implementing, or leading the risk management practices for or on behalf of organizations. This experience may also include the development, selection or offering of risk transfer or financing solutions. Irrespective of any job specific focus, the core element of the risk management experience is the alignment of risk-informed decisions with the organization's strategy to create and protect enterprise value.*

[3] *Students may apply for the certification and take the examination but will not be awarded the certification and may not hold themselves as certification holders until after passing the exam, completing the degree requirement, and demonstrating one-year of full-time experience in risk management.*

**Conduct Disclosures and Eligibility.** A criminal conviction or other adjudication (including civil judgments or licensure orders) based on conduct that relates to the applicant's risk management duties, or relates to fraud, dishonesty, theft, abuse of trust, or otherwise bears on an applicant's fitness to serve as a risk management professional may render the applicant ineligible for RIMS-CRMP certification. Any disclosure made under this provision will be reviewed by the Certification Commission prior to a final decision on eligibility being made.

Applicants must also submit a completed application which can be found under the "How to Apply" section of the RIMS-CRMP website.

**The RIMS-CRMP and RIMS-CRMP-FED examinations are offered year-round.** Candidates will receive notification of eligibility to take the exam that will contain an authorization to test. The exam must be taken within the test window or the examination fee will be forfeited, and the candidate will be required to reapply as a new applicant.
The Fee Schedule is located on page 20.

## Definitions

**Applicant:** An individual who has submitted the Application for Certification.

**Candidate:** An individual who meets the eligibility requirements for Certification.

**Certified Individual:** An individual who has earned and maintained the certification and is authorized to use the corresponding certification mark.

A complete list of definitions is located in Appendix A.

## Appeal of Denial of Eligibility

If an applicant is notified that they do not meet the eligibility requirements to sit for the exam, the applicant may appeal the decision to the Commission. Requests for an appeal must be made no later than 30 calendar days after the applicant is denied. Within 60 calendar days of the receipt of the written appeal, the Commission will conclude its deliberations and notify the applicant. The decision of the Commission on the Appeal is final. View the appendix at the end of this handbook for the appeals form.

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## Application

The application is available in the "Application" section of the RIMS certification website at www.RIMS.org/Certification. Candidates may also request a copy by contacting the Certification Department at RIMS-CRMP@RIMS.org.

Electronic signatures will be accepted on the application. In compliance with federal "E-SIGN" legislation, the Certification Department will securely store all online applications, renewal, and recertification applications.

All candidates will be notified within 15 business days via email once their application has been processed and approved. The email will include detailed directions for how to register for the exam.

**Employment Verification Form.** If you are unable to obtain a signed Employment Verification Form, you may submit a Risk Management Experience Questionnaire as an alternative. You can access the form on page 28 or request a copy by emailing the Certification team. The Risk Management Experience Questionnaire may also be submitted in addition to the Employment Affidavit Form to provide more detail about your risk management experience. The Certification team may also request that you complete a Risk Management Experience Questionnaire if clarification is needed.


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# Preparing for the Examination

The RIMS-CRMP (and FED) examination is a computer based, multiple-choice, closed book examination that is proctored. RIMS-CRMP candidates have two hours to complete the exam; RIMS-CRMP-FED candidates have three hours to complete the exam.

The RIMS-CRMP examination was developed in accordance with best practices in test development and measurement. Working with experts in the development of certification examinations, the resulting RIMS-CRMP certification examination is reliable and valid. To validate the examination, measurement specialists worked with the RIMS-CRMP staff, and a committee of RIMS-CRMP Subject Matter Experts (SMEs) to design and conduct a job task analysis study. That analysis resulted in the development of a standardized examination content outline that included the expertise of RIMS-CRMP SMEs. RIMS-CRMP SMEs were also called upon to write, review, edit, and approve examination questions under the guidance of experts in testing and measurement.

Candidates are encouraged to prepare for the RIMS-CRMP examination by reviewing the RIMS-CRMP Examination Blueprint located on page 8 of this handbook, as well as resources located on the RIMS-CRMP website. Candidates may also choose professional courses, college/university courses or self-study methods to prepare for the examination. The RIMS certification department cannot recommend or endorse any courses or curriculum in preparation of the exam.

A list of suggested reference materials is located in Appendix A.

## Certification Commission Position on Training and Education

Please note that the Certification Commission does not require applicants to take prescribed training or education programs from any company or organization. The Commission does not recommend or endorse any training or education programs as preparation for the certification examination, nor does it accredit or endorse any source of education as a guarantee of success on the examination. Certification is awarded solely on the basis of an individual's ability to meet the certification requirements.

## Studying for the Exam

The certification represents knowledge about risk management that is available from a wide range of sources, some of which are listed below. The Certification Department does not guarantee that the resources it provides, or those of any other entity, will ensure passing the certification examination. The Certification Department does not require candidates to purchase any of its resources as a condition of qualifying for the examination or awarding the certification. Visit the Resources section of RIMS certification website for a list of recommended reading material.

The important topics that candidates should study to successfully prepare for the examination are listed in the Examination Content Outline. Candidates are strongly encouraged to carefully review the Examination Content Outline to identify any topic areas that may require extra review and study.

Candidates should decide what they want to read and study based on their current experience and knowledge about risk management to determine how much preparation is required for each topic area of the examination. Consider the following questions in order to determine how you should study:

- What area has the greatest number of test questions?
- What area will require the most prep time?
- What are your stronger areas? Concentrate on the areas on which you are least familiar.

A list of suggested reference materials is located on page 18.

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## Examination Content

### RIMS-CRMP Examination Blueprint Matrix

This exam matrix is provided to illustrate the general distribution of questions and the relative weight or emphasis given to a skill or content area on the examination. A successful risk management practitioner should have experience and a fundamental understanding of these five broad topic areas. For a more specific breakdown of topics, refer to the Final Examination Content Outline.

| Examination Blueprint Matrix | |
|---|---|
| A. Analyzing the Organizational Model | 15% |
| B. Designing Organizational Risk Strategies | 30% |
| C. Implementing Risk Process | 30% |
| D. Developing Organizational Risk Competency | 10% |
| E. Supporting Decision Making | 15% |
| **Total** | **100%** |

### FED Micro-Credential Examination Blueprint

This exam matrix is provided to illustrate the general distribution of questions and the relative weight or emphasis given to a skill or content area on the FED part of the exam. A successful federal risk management practitioner should have experience and a fundamental understanding of these three broad topic areas in addition to the five areas above.

| FED Examination Blueprint Matrix | |
|---|---|
| Understanding the Federal Government Enterprise Risk Management Environment | 50% |
| Enterprise Risk Management Implementation in the Federal Government | 40% |
| Enterprise Risk Management Reporting in the Federal Government | 10% |
| **Total** | **100%** |


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### RIMS-CRMP Examination Content Outline

The task list below describes the activities that a RIMS-Certified Risk Management Professional is expected to perform on the job. All examination questions are linked to these tasks.

#### RIMS-CRMP Final Examination Content Outline

| Duties and Tasks | Final |
|---|---|
| A. Analyzing the Organizational Model | 15% |
| A.1 Obtain internal organization information | |
| A.2 Obtain external information about organization | |
| A.3 Conduct internal analyses on the organization | |
| A.4 Assess organizational resilience | |
| B. Designing Organizational Risk Strategies | 30% |
| B.1 Determine risk appetite and tolerance | |
| B.2 Develop risk strategy approach | |
| B.3 Define organizational risk competency and capabilities | |
| B.4 Design risk management framework | |
| B.5 Obtain organizational support for risk strategy | |
| B.6 Design implementation plan | |
| B.7 Develop risk communication plan | |
| C. Implementing Risk Process | 30% |
| C.1 Identify scope, context, and criteria | |
| C.2 Identify risks and opportunities | |
| C.3 Analyze identified risk | |
| C.4 Evaluate risk | |
| C.5 Collaborate with stakeholders to identify risk solution options | |
| C.6 Monitor organizational risk | |
| D. Developing Organizational Risk Competency | 10% |
| D.1 Engage organization's risk network | |
| D.2 Deliver risk training | |
| D.3 Coach organization on the risk process and techniques | |
| D.4 Continuously improve risk management process | |
| D.5 Integrate risk management into day-to-day operations | |
| E. Supporting Decision Making | 15% |
| E.1 Influence risk-based decision making | |
| E.2 Advise on risk and resilience decisions | |
| E.3 **NEW!** Manage decision support tools | |
| Total | 100% |

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FED Micro-Credential Final Examination Content Outline

| Duties and Tasks | Final |
|---|---|
| I. Understanding the Federal Government Enterprise Risk Management (ERM) Environment | 50% |
| IA. Identify sources of government information and reporting | |
| IB. Assess key stakeholders | |
| IC. Identify the alignment between ERM and Internal Controls in the Federal government environment | |
| ID. Analyze Federal government ERM initiatives according to Federal government standards | |
| IE. Identify Federal government reporting requirements | |
| IF. Distinguish between Federal government reporting requirements | |
| II. Enterprise Risk Management Implementation in the Federal Government | 40% |
| IIA. Communicate roles and responsibilities within the Federal agency's ERM process | |
| IIB. Coordinate and work with stakeholders and partners (e.g., oversight bodies, internal, external, public or private sector, Federal, State, Local, Tribal, Territorial, etc.) | |
| IIC. Engage Federal government risk networks [Communities of Practices (CoP) internal to the organization and external networks such as professional associations or cross-government CoPs] | |
| IID. Develop internal communication strategies (top-down, bottom-up and lateral communications) on the Federal agency's ERM process | |
| IIE. Align resources to respond to positive and negative risks within the Federal agency's risk appetite to achieve desired results | |
| IIF. Implement risk controls and other risk management initiatives according to Federal government standards (e.g., OMB, GAO, NIST, etc.) | |
| IIG. Integrate the Federal agency's ERM activities with other core business processes (e.g., strategy, performance, budget, etc.) | |
| III. Enterprise Risk Management Reporting in the Federal Government | 10% |
| IIIA. Prepare internal reports according to Federal government reporting requirements | |
| IIIB. Prepare external reports according to Federal government reporting requirements | |
| Total | 100% |


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# Scheduling the Examination

## Scheduling

All candidates will receive an email from the Certification Department with detailed instructions for scheduling the examination with Pearson VUE. Candidates will have the opportunity to schedule their examination either online or by telephone for CBT exams at Pearson testing centers. Candidates registering for online proctored exams may only schedule their exam online. The Certification Department and Pearson VUE will send an email to candidates with a complete list of examination registration instructions. The candidate should contact the Certification Department immediately if they do not receive the emailed instructions

## Availability of Computer-Based Testing (CBT) Sites and Online Proctored Exams

The Certification Department makes it possible for candidates to sit for the certification examination at a date and time that is convenient for them. Candidates may schedule their certification examination at any convenient date and time within their eligibility period. Candidates must schedule their exam at least 24 hours in advance, but may schedule up to 60 calendar days before their desired examination date for the best selection of dates, times, and testing locations.

Note that because Pearson VUE testing centers have limited availability, especially during prime testing periods, it is recommended that the candidate schedule their exam early in order to increase the likelihood of receiving their first choice of date, time, and location. Appointments will be made on a first-come, first-served basis, according to availability of testing sites. Neither RIMS nor the Certification Department is responsible for test center availability.

If the candidate fails to schedule their examination within their eligibility period, the candidate will be subject to an examination extension fee. Neither the Certification Department nor Pearson VUE is responsible if the candidate does not schedule an appointment before their eligibility expires. A fee schedule is posted on the RIMS certification website.

Testing centers can be located by visiting the Pearson VUE website and clicking "For test takers."

Scheduling an online proctored exam is the same as scheduling an exam at a Pearson testing center. Candidates will be given the option to choose to take the exam at their home residence or in their office.

## No-Show Policy

Once the CBT examination or online proctored appointment is scheduled, the candidate will be permitted to make changes to the appointment such as location, rescheduling or cancellation. All changes are made through the PearsonVue.com website.

Candidates may cancel a scheduled exam online without penalty up to 24 hours before their appointment. Candidates who do not give at least 24 hours' notice of cancellation or who do not show up for the exam appointment will be considered a no show. Candidates who show up late and are not admitted, fail to present adequate identification, or refuse to sign the nondisclosure agreement will not be allowed to take the test and will be considered a no show.

Candidates who are considered no-shows forfeit the full examination fee. Should no-show candidates wish to register for the examination again, they will be required to pay an additional examination (no-show) fee. A fee schedule is located on page 20 or you may view it on the "Application" section of the RIMS certification website.

## Refund Policy

Refunds are granted only for ineligibility, emergency cancellations, withdrawals from the certification process within the original authorization period. Refunds are granted at the discretion of certification personnel. Refunds are not granted to candidates who forfeit or fail the examination.

If your application is pending approval for over one year, your application will be purged and your exam fees will be forfeited. No refund will be provided. If you wish to pursue certification, you will need to reapply, resubmit the necessary documents, and repay the application fees.

If you become a RIMS member after submitting your exam application, you will not be granted a refund for the member rate for certification.

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### Cancel and Reschedule an Exam Without Penalty

Extenuating circumstances which are considered grounds for an emergency exam cancellation, no-show at a scheduled exam, or withdrawal from an exam without penalty include the following: 1) Medical emergency; 2) Death in immediate family; 3) Jury duty; 4) Military duty; or 5) State of emergency. Work-related circumstances are not considered extenuating under this policy.

Candidates who experience an emergency situation must cancel their exam, request a cancellation, or withdraw from the exam within 72 hours following the missed exam appointment in writing to RIMS-CRMP@RIMS.org and shall include supporting documentation of the circumstances. If your request is approved, you will be provided with a new authorization to reschedule your exam at no cost.

In the event that the OnVUE connection is lost during check-in to take the examination, or the proctor has not contacted the candidate within thirty (30) minutes, the candidate will need to reschedule the exam. The fee to reschedule will be waived.

# Taking the Examination

All candidates must have prior authorization from the Certification Department to take the examination. Candidates must provide one form of identification (a list of acceptable forms of identification is below). The name on the ID must match exactly the name submitted on the application or on the web account profile and in the appointment confirmation email.

Additional details on taking the examination are provided to candidates in the email they receive from the Certification Department once their application is approved. If candidates experience problems that affect their ability to take the examination, they must notify the test administrator at the testing site or online proctor immediately. Test administrators or online proctors cannot answer any questions about test items or content of the examination. However, if candidates have a procedural question, the testing staff and online proctor will do their best to assist them. If during the examination the candidate has questions or concerns about a test item, they may leave a comment by clicking the "comment" button on the computer screen or through chat to contact the online proctor.

All examination questions are copyrighted property of RIMS. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part. Doing so may subject the candidate to severe civil and criminal penalties and actions by the RIMS organization.

The test administrator or proctor will keep the official time and ensure that candidates are given the allotted time of two hours for the examination. If a candidate leaves the room to take a restroom break the examination time will not stop. Restroom breaks are not permitted for online proctored exams. **Candidates are not permitted to leave the examination area to go to their cars, to speak to anyone, or make personal calls.**

The test administrator may dismiss a candidate from the examination for any of the following reasons:

- If the candidate's admission to the examination is unauthorized.
- If a candidate creates a disturbance or gives or receives help.
- If a candidate attempts to remove examination materials or notes from the testing room.
- If a candidate attempts to take the examination for someone else.
- If a candidate has in his or her possession any prohibited item.
- If a candidate exhibits behavior consistent with memorization or copying of examination items.

The following protocols apply to online proctored exams:

- The testing area should be in a walled room with a closed door.
- Individuals other than the candidate may not see the computer screen that presents the examination questions.
- If another person enters the room during testing, the exam will be terminated.
- Candidates are not permitted to leave the room during testing. Breaks are not allowed during testing for any reason. If the candidate leaves the room, the proctor will end the session and the candidate will be unable to continue testing.
- Water in a clear glass is allowed during testing; however, eating, smoking, and chewing gum are prohibited.

### Examination Administration of Online Proctored Exams

For online proctored exams, candidates must check-in thirty (30) minutes before the examination start time, when the examination check-in window opens. They may test at their home residence or in their office of employment. Candidates must download the OnVUE software and conduct a systems check to make sure the computer is ready for the test. They will take photos of their government-issued ID and testing environment, as well as a headshot. The photos will be reviewed and the exam will be queued up. Most candidates will start their exam within 15 minutes of their appointment time. If the pictures don't pass the review, candidates will be joined by a greeter as soon as possible to help troubleshoot.


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The test area must be in a walled room, with a closed door and without distractions. No one else is permitted in the room during testing. If another person enters the room during testing, the exam will be terminated. Candidates must demonstrate the desktop is clean and not within arm's reach of books, notepads, sticky notes, papers, pens, pencils, and other writing instruments/objects, or other articles. Additional monitors and computers must be unplugged and turned off. Items on the wall with writing on them, such as whiteboards, will be inspected.

Candidates will be monitored by a certified proctor via webcam and microphone throughout the test to ensure the integrity and security of the exam experience.

In the event that the connection is lost during check-in to take the examination and the proctor has not contacted the candidate within thirty (30) minutes, the candidate will need to reschedule the exam. A fee to reschedule will be waived.

## Authorization to Test

You are strongly urged to schedule your test as soon as convenient after your application is approved. You will receive an "Authorization to Test" via email. This authorization will contain the timeframe within which you must test. If you are unable to test within your original authorization window, you may request one extension for an additional fee.

If you do not request an extension at least 24 hours prior to your examination date, you will need to reapply and pay a new examination fee.

Please refer to the Fee Schedule on the RIMS certification website. A fee schedule is located on page 20.

## Examination Security Procedures

Candidates who are taking the certification examination at a Pearson VUE testing center or via online proctoring will be required to provide one form of valid ID. You must present **one primary government-issued photo ID** during appointment check-in.

| | |
|---|---|
| Primary | The following IDs meet the ID requirements:<br>• Government-issued driver's license<br>• State/national identification card<br>• Passport*<br>• Military ID*<br>• Alien registration card (green card, permanent resident visa)<br>• U.S. Passport card<br>• U.S. Dept. of State Driver's License<br>** The ID must contain a photo and signature* |

### Biometrics

Some Pearson VUE testing centers (those designated as Pearson Professional Centers [PPC] and some designated as Select Pearson VUE Testing Centers [PVTC]) may require biometric identification using palm vein capture technology. Palm vein recognition examines the unique patterns in a candidate's palm veins using a safe, near-infrared light source like that in a TV remote control. All centers require electronic signature and a digital photo.

### Erasable Note Board

Standard procedure is that the candidate receives one erasable note board to use as scratch paper during the examination. Scratch paper, erasable whiteboards, or any other physical writing object are not permitted for online proctored exams.

### Personal Items

Candidates are not allowed to bring personal items into the testing area. Headsets, mobile phones, electronic devices, watches, wallets, purses, hats, bags, coats, books, notes, or any materials not specifically approved by the certification body are not permitted. Failure to comply with these examination requirements, and the test area or "workspace" not passing a room scan, will result in termination of the exam administration and candidates will need to reschedule and pay a rescheduling fee.

Consideration is made for comfort items (such as a pillow, crutches, and tissues), which the testing center administrator must inspect for CBT exams. A designated area will be provided in the testing area for all personal belongings, but neither Pearson VUE nor the Certification Department is responsible for any personal belongs left in the area before, during or after the examination.

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# After the Examination

## Examination Results

Candidates will be provided with a printed report of their results at the completion of their examination. All results are designated as Pass/Fail.

Candidates who failed the examination will be provided a diagnostic analysis of their relative strengths and weaknesses by content area, along with their examination results. Diagnostic analysis is not provided onsite. It will be sent in a follow-up email. The score report provided to unsuccessful candidates is intended as a diagnostic tool to identify areas for improvement. The percentage displayed reflects overall performance but does not indicate the number of correct answers or the scaled score used to determine pass/fail status.

The official passing score is determined through a standard-setting process and is subject to periodic review. Pearson VUE confirms all official exam results, and candidates must meet the required passing score to achieve certification.

Candidates who have successfully passed the examination will be notified of their certification status by the Certification Department. Those who have passed the examination and met all other eligibility requirements will receive an official certificate and digital badge. The individual may then use the certification initials after their name and use the certification mark as allowed by the Code of Ethics and the policies of the Certification Commission.

## Disputed Results

The Certification Department employs a rigorous process to ensure that no errors occur in the scoring of exams, including a quality control scoring audit and statistical analysis of all questions. Due to the accuracy of electronically scored exams, changes as a result of rescoring are highly unlikely. However, a candidate may request a hand-score of his or her exam by completing and submitting the Application to Hand Grade Answer Sheet (located in the appendix at the end of this handbook) with the requisite fee. Please contact the Certification Department at RIMS-CRMP@RIMS.org or refer to the website for the fee schedule. **All such requests must be sent to the Certification Department within 90 days of the test date.** Applications received after 90 calendar days from the original examination date will be returned to the candidate.

## Retests

Candidates who fail the exam may retake it, but they must pay the retest fee each time. After the first failure, they must wait 30 days before retaking the exam. If they fail a second time, they must wait 90 days before their third attempt. After a third failure, they must wait 180 days, reapply as a new candidate, and pay all applicable fees.

## Filing a Complaint

Any individual may file a complaint against a certified person. Individuals may also file complaints of an administrative nature or about the examination. The complaint must be submitted in writing within 10 business days following the date on which the situation occurred leading to the complaint or when the individual reasonably became aware of the situation leading to the complaint. Complaints received beyond the dead¬line will not be considered. View the appendix at the end of this handbook for the complaint form.


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# Maintenance of Certification and Recertification Requirements

## Requirements for the RIMS-CRMP and RIMS-CRMP-FED

The recertification program was developed to ensure the continuing commitment of certified holders to the credential and to ensure certified holders' continued competence is enhanced by the process. Recertification is a vital part of the credentialing program. The requirements for recertification, and the means by which certified holders demonstrate compliance with the recertification requirements, are based on the philosophy of continued competence through recertification. As such, specific recertification requirements have been established.

Certification is awarded for a period of two years. The maintenance of certification process was developed to ensure the continuing commitment of certified holders to the credential and to ensure certified holders continue to meet minimum standards for certification.

## Annual Maintenance and Reporting Requirements

### Recertification Fees

Recertification fees are due at the time of submission of the recertification application and must be paid in full. The fee schedule for the RIMS-CRMP and RIMS-CRMP-FED is as follows:

- Members: $150
- Non-Members: $200

### Recertification Cycle

The recertification cycle is two years in length. Credential holders must earn 50 recertification points (with 1 point equal to 1 hour of qualifying activity) within each two-year cycle. These activities must occur during the valid certification period; credits are not retroactive and cannot be carried over to the next cycle.

The two-year cycle begins on the date the certification becomes active, which is when the individual passes the exam, and ends on the last day of the certification month, two years later.

The recertification process is designed to demonstrate ongoing commitment to professional growth and to ensure credential holders continue to enhance their knowledge and skills. In addition to completing the required points, individuals must agree to uphold the Code of Ethics. Failure to meet these requirements will result in expiration of certification and loss of the credential.

**Visit the Recertification section of www.RIMS.org/Certification to learn about the points requirement, how to recertify and download the Recertification Handbook.**

## Appeal of Denial of Recertification

Applicants who are denied recertification may request reconsideration of the decision by making an Appeal to the Commission. Requests for an appeal must be made no later than 30 business days after the applicant is denied. Within 60 business days of the receipt of the written appeal, the Commission will conclude its deliberations and notify the applicant of the decision. The decision of the Commission on the appeal is final. View the appendix at the end of this handbook for the appeals form.

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# Code of Professional Responsibility

## Requirements for the RIMS-CRMP and RIMS-CRMP-FED

### The Code of Ethics of the Certification Commission

The Certification Department issues the *Code of Ethics* to outline ethical principles and rules for all persons who are certified by the Certification Commission to use the RIMS-CRMP and RIMS-CRMP-FED certifications. Agreement to uphold and abide by the Code of Ethics is a requirement for earning and maintaining certification. Implicit in acceptance of the certification is an obligation to comply with the mandates and requirements of all applicable laws and regulations, and to take the responsibility to perform all professional services and activities in an ethical manner. The *RIMS Code of Ethics* is based on the standards of competence, honesty, trustworthiness, fairness, and professionalism. The Code of Ethics is available on the RIMS Certification website and listed below:

Certified persons who fail to comply with the Code of Ethics are subject to disciplinary procedures which may result in sanctions. All sanctions are subject to appeal. Following the exhaustion of appeals, the Commission shall make available upon request the certification status and any sanctions of individuals.

The Code of Ethics are not set forth to determine behaviors resulting in criminal or civil liability, nor are they intended to resolve matters of market competition.

To file a violation of the Code of Ethics use the Certification Program Complaint Form in the appendix at the end of this handbook.

As a certification holder or individual applying for the certification, I agree to uphold and abide by the follow tenets:

1. Perform professional duties in accordance with the laws and with integrity.
2. Perform professional duties in a competent and ethical manner.
3. Avoid acts or omissions amounting to unprofessional conduct.
4. Avoid malicious conduct that would injure the professional reputation or practice of others.
5. Provide complete and accurate information when applying for certification and recertification.
6. Refrain from personal behavior that may compromise the integrity of the credential.
7. Disclose to the Certification Commission in any criminal convictions, and disclose any other adjudication (including civil judgments or licensure orders) based on conduct that relates to my risk management duties, or relates to fraud, dishonesty, theft, abuse of trust; such disclosures will be made no later than 30 days after any conviction or adjudication that occurs after submission of my application.
8. Abide and uphold the policies of the Certification Commission.
9. Safeguard confidential and privileged information, and exercise due care to prevent its improper disclosure.
10. Maintain competency requirements through recertification.
11. Use the logo and certification marks only in an authorized and approved manner.
12. Exhibit appropriate professional conduct in my interactions with all individuals whom I encounter in connection with my professional roles, such as clients, co-workers, and Certification Commission personnel, including by refraining from discrimination, harassment, or retaliation and by respecting appropriate professional boundaries in my interactions with clients and others.
13. Not engage in cheating or other dishonest behavior that violates exam security (including unauthorized reproducing, distributing, displaying, discussing, sharing, or otherwise misusing test questions or any part of test questions) before, during, or after a Certification Commission examination.
14. Cooperate with and respond to inquiries from the Certification Commission related to my own or another's compliance with the Certification Commission's policies and this Code of Ethics.
15. Pay all fees and provide information required by the Certification Commission.


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# Appendix A: **Certification Definitions**

**Applicant:**
An individual who has submitted the Application for RIMS Certification.

**Candidate:**
An individual who meets the eligibility requirements for RIMS Certification.

**Certification:**
The voluntary process by which a non-governmental entity grants a time-limited recognition and use of a credential to an individual after verifying that he or she has met predetermined and standardized criteria. (2005 ICE Guide.)

**Certification Commission:**
A group of individuals appointed or elected to govern one or more certification programs and responsible for all certification decision making, including governance.

**Certified Individual:**
An individual who has earned and maintained the certification and is authorized to use the corresponding certification mark.

**Credential:**
Abilities and experience that make someone suitable for a particular job or activity, or proof of someone's abilities and experience.

**Competencies:**
Knowledge or expertise in a given area.

**Continued Competence:**
The lifelong process of maintaining and documenting a specified level of skill through ongoing learning and development and subsequent reassessment.

**Domain:**
Body of knowledge, skills or abilities being measured or examined by a test, experiment or research study.

**Examination Blueprint:**
Content areas on the exam that comprise the knowledge, skills, and abilities that have been determined to be important elements of competency for the job or occupation being assessed.

**Job Task Analysis:**
Systematic identification of the fundamental elements of a job, and examination of knowledge and skills required for the job's performance.

**Recertification:**
Requirements and procedures established as part of a certification program that certificants must meet in order to ensure continuing competence and renew their certification.

**Reliability:**
The degree to which a test is consistent and stable in measuring what it is intended to measure. It determines the results to be stable over a period of time.

**Scope Statement:**
A broad, general, and written statement of a specific job, based on the findings of a job analysis.

**Subject Matter Expert (SME):**
Person who is an authority in a particular area or topic.

**Validity:**
The degree to which the test actually measures what it claims to measure.

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# Appendix B: **Reference Material**

These materials will be useful in helping you study for the RIMS-CRMP Exam. It is not an exhaustive list and it is recommended that you self-assess according to the domains listed in the Examination Blueprint and study accordingly. Visit the Resources section of www.RIMS.org/Certification for the most up-to-date list of references.

## Complete List of RIMS-CRMP References


1. Barasa, Mbau, Gilson. "What Is Resilience and How Can It Be Nurtured? A Systematic Review of Empirical Literature on Organizational Resilience." *International Journal of Health Policy and Management*, 2018 Jun; 7(6): pp. 491–503. Published online 2018 Feb 6. doi: 10.15171/ijhpm.2018.06.
2. Chapman, Robert. Simple Tools and Techniques for Enterprise Risk Management, 2nd ed., John Wiley & Sons, Ltd, London, 2011.
3. Elliott, Michael. Risk Financing, The Institutes, Malvern, PA.
4. Elliott, Michael. Enterprise Risk Management, The Institutes, Malvern, PA.
5. Elliott, Michael. Risk Assessment and Treatment, The Institutes, Malvern, PA.
6. Elliott, Michael. Risk Management Principles and Practices, The Institutes, Malvern, PA.
7. Fox, C. and Seigel, M. ANSI/ASIS/RIMS RA 1. Risk Assessment, ASIS & RIMS, New York, 2015.
8. Fraser, J. and Simkins, B.J. Enterprise Risk Management, 1st ed., John Wiley & Sons, Inc., Hoboken, NJ.
9. Gamble, John; Thompson Jr., Arthur; Peteraf, Margaret. Essentials of Strategic Management: The Quest for Competitive Advantage, 6th ed, 2019.
10. Hoegl-Hartmann. 2021 Article: Bouncing back, if not Beyond: Challenges for Research on Resilience.
11. Hopkin, Paul. Fundamentals of Risk Management, 2018.
12. International Organization for Standardization. Risk Management - Guidelines (ISO Standard No. 31000:2018).
13. Lam, James. Enterprise Risk Management, 2nd ed., John Wiley & Sons, Inc., Hoboken, NJ, 2014.
14. McManus, Seville, Vargo, Brunsdon. Paper, Facilitated Process for Improving Organizational Resilience, Natural Hazards Review.
15. Moeller, Robert. COSO Enterprise Risk Management, John Wiley & Sons, Inc., Hoboken, NJ.
16. RIMS Executive Report, Exploring the Risk Committee Advantage, RIMS, New York, NY, 2015.
17. RIMS Executive Report, Transitioning to Enterprise Risk Management, RIMS, New York, NY, 2014.
18. Risk Management - Principles and Guidelines, ISO 31000.
19. Risk Management Assessment Framework: A Tool for departments, 1st ed., HM Treasury, 2009.
20. Strategic Risk Management Development Council. RIMS Strategic Risk Management Implementation Guide, RIMS, New York, NY.
21. Zawanda, Brian. The Business Continuity Operating System, Gravitas Press, 2021.


### Top 10 RIMS-CRMP References


1. Chapman, Robert. Simple Tools and Techniques for Enterprise Risk Management, 2nd ed., John Wiley & Sons, Ltd, London, 2011.
2. Elliott, Michael. Risk Management Principles and Practices, The Institutes, Malvern, PA.
3. Fraser, J. and Simkins, B.J. Enterprise Risk Management, 1st ed., John Wiley & Sons, Inc., Hoboken, NJ.
4. Gamble, John; Thompson Jr., Arthur; Peteraf, Margaret. Essentials of Strategic Management: The Quest for Competitive Advantage, 6th ed, 2019.
5. Hopkin, Paul. Fundamentals of Risk Management, 2018.
6. International Organization for Standardization. Risk Management — Guidelines (ISO Standard No. 31000:2018).
7. Moeller, Robert. COSO Enterprise Risk Management, John Wiley & Sons, Inc., Hoboken, NJ.
8. RIMS Executive Report, Exploring the Risk Committee Advantage, RIMS, New York, NY, 2015.
9. RIMS Executive Report, Transitioning to Enterprise Risk Management, RIMS, New York, NY, 2014.
10. Strategic Risk Management Development Council. RIMS Strategic Risk Management Implementation Guide, RIMS, New York, NY.



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## Complete List of FED Micro-Credential References

1. CFO and PIC (July 29, 2016). Playbook: Enterprise Risk Management for Federal Government. Washington, DC: U.S. Government Printing Office. Updated in 2021 but not yet released.*
2. Committee of Sponsoring Organizations of the Treadway Commission (June 2017). Enterprise Risk Management: Integrating with Strategy and Performance.
3. Government Accountability Office (Dec. 2016). Enterprise Risk Management: Selecting Agencies' Experiences Illustrate Good Practices in Managing Risk. (GAO Publication No. 17-63). Washington, DC: U.S. Government Printing Office.*
4. HM Treasury. The Orange Book: Management of Risk – Principles and Concepts.
5. OMB (July 15, 2016). Circular No. A-123, Management's Responsibility for Enterprise Risk Management and Internal Control. Washington, DC: U.S. Government Printing Office.*
6. OMB Circular No. A-11, Preparation, Submission, and Execution of the Budget. PART 6 – The Federal Performance Framework for Improving Program and Service Delivery.*
7. AFERM Federal ERM Areas of Practice Guidance. In development/partly available.*
8. NISTIR 8286 - Integrating Cybersecurity and Enterprise Risk Management (ERM). (October 2020)
9. Hardy, Karen. Enterprise Risk Management: A Guide for Government Professionals. Wiley Publishing.
10. Stanton and Webster. Managing Risk and Performance: A Guide for Government Decision Makers. Wiley Publishing.
11. Improving Government Decision Making Through Enterprise Risk Management. IBM Center for the Business of Government.

*Top 5 most important references

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# Appendix C: **Fee Schedules**

### RIMS-CRMP Fee Schedule

| Incident | Member | Non-Member | Student Member | Student Non-Member |
|---|---|---|---|---|
| Exam | $375* | $525* | $275* | $375* |
| Recertification | $150 | $200 | | |
| Exam Retake | $275 | $375 | $175 | $275 |
| Exam Extension | $150 | $250 | $50 | $100 |
| Hand Score | $25 | $25 | | |
| Certificate Replacement | $20 | $20 | | |
| Cancellation | $0** | $0** | $0** | $0** |
| No-Show | $275*** | $375*** | $175*** | $275*** |

### RIMS-CRMP-FED Fee Schedule

| Incident | Member | Non-Member |
|---|---|---|
| Exam Fee | $500* | $650* |
| Recertification Fee | $150 (every two years) | $200 (every two years) |
| Exam Retake (Re-test) Fee | $400 | $500 |
| Exam Extension | $150 | $250 |
| Hand Score | $35 | $35 |
| Certificate Replacement | $20 | $20 |
| Cancellation | $0** (exam fee of $400 refunded) | $0** (exam fee of $550 refunded) |
| No-Show | $400*** | $500*** |

* Includes nonrefundable $100 application processing fee.

** Cancellation = 24 hours or more of notice. Exams can be rescheduled during the original authorized test window.

*** No Show = Less than 24 hours of notice, late to the testing center, failure to show ID, or failure to sign the NDA.


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# Appendix D: **Application to Hand Grade**

## RIMS-CRMP and RIMS-CRMP-FED Requests

Print clearly and legibly all required information requested below.

Last Name _____ First Name _____MI _____

Address _____ _____

City _____ State _____ ZIP _____

Daytime Phone with Area Code _____ Fax Number _____

Email _____

Date of Examination _____ Candidate Number _____

Hand-grade requests must be made within **90 calendar days** of your test date. Applications received after the 90th day will be returned to the candidate.

Hand Grade Fee: $25.00

*Please enclose one of the following methods of payment with your application as shown below:*

❑ Check or money order payable to Professional Testing.

❑ VISA

❑ MasterCard

Name on card _____

Signature of cardholder _____

Billing address on credit card statement _____

| | | | |
|---|---|---|---|
| | | | |

M M Y Y
Expiration Date

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | | |

Credit Card Number (do not use spaces)

**Application with check payment or credit card payment must be mailed or faxed to:**

**Professional Testing, Inc., PO Box 691226, Orlando, Florida 32869-1226**
**Fax 407-264-2855**

I understand that this process will confirm that the answer sheet was correctly graded. This process is performed by Professional Testing, Inc.

**SIGNATURE:** _____
Results will be mailed to you at the address you list above, with a copy sent to the RIMS-CRMP Certification Department

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# Appendix E: **ADA Accommodation Request Form**

## RIMS-CRMP and RIMS-CRMP-FED ADA Requests

If you have a disability covered by the Americans with Disabilities Act of 1990 (ADA) and would like to request an accommodation in testing, please complete all Sections below and have an appropriate professional (educator, doctor, psychologist, psychiatrist) with current knowledge of your disability complete Section 2 below if your disability is not medical.

As provided in Section 3 below, please submit documentation in support of your request. If you have existing documentation of having the same or similar accommodation provided to you in another testing situation, you may submit such documentation as compliance with the requirements in Section 3.

This form must be completed in its entirety in order for your request to be processed. Please submit this request with your application for certification as it takes time to review your request and set up an accommodation. The RIMS Certification Department will process your request as expeditiously as possible in order to not delay testing.

### Section 1 (To be completed by Candidate)

Please type or print clearly

Name _____

Social Security Number (last 4 digits) _____

Address _____

City _____ State _____ ZIP

Disability _____

By signing below, I attest that the information I have provided on this application is accurate, true and correct to the best of my knowledge. I agree to and authorize the release of the information requested to the RIMS Certification Department for use in determining eligibility for the requested accommodation in testing. If the information provided is not sufficient to evaluate the request, I authorize the RIMS Certification Department to request additional information from me. I understand the RIMS Certification Department reserves the right to verify any and all information in my application, this request, or in connection with my certification. I understand and agree that failure to provide accurate, true and correct information shall constitute grounds for rejection of my application, request for this accommodation in testing, or denial or revocation of my certification.

Signature _____Date _____


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## Section 2 (To be completed by Candidate or Appropriate Professional)

Please type or print clearly

**From Professional:** I have known_____since _____
(Full name of candidate) (Date)

In my role as a _____
(Professional title)

The candidate has discussed with me the nature of the certification examination to be administered. It is my opinion that because of this candidate's disability as detailed on the attached letter and supporting documentation, he/she should be accommodated by providing the following: (Please check all that apply.)

- ❑ Reader
- ❑ Scribe
- ❑ Extended Time
  - ❑ Time-and-a-half
  - ❑ Double time
  - ❑ More than double time (please justify)
- ❑ Separate testing area
- ❑ Use of computer or other adaptive equipment (Please specify): _____
- ❑ Other (Please specify): _____

**To be completed by Candidate:**

Name _____

Signed _____ Date _____

**To be completed by Professional:**

Name _____

Signed _____ Date _____

Title _____

License # & State _____

Organization _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

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## Section 3 (To be completed by Candidate or Appropriate Professional)

If requesting accommodations due to a learning disability, please submit relevant diagnostic test results detailing the specific nature of the candidate's disability as it relates to the request and the reasons for requesting the accommodation.

If requesting accommodations due to a medical issue, please have the appropriate professional submit a letter detailing the nature of the disability and the reasons for requesting the accommodation. The letter must be written on the professional's letterhead and must have an original signature. This letter may not be dated longer than 5 years prior to this application.

**Please Note:** All requests for special accommodations must be mailed to the address below:

**RIMS Certification Department**

228 Park Ave S PMB 23312
New York, NY 10003-1502

| FOR RIMS OFFICE USE ONLY | |
|---|---|
| *Date Received:* | *Date of Decision:* |
| *Received by:* | *Decision of RIMS Certification Program:* |
| *Reviewed by:* | |


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# Appendix F: **Complaint Form**

## RIMS-CRMP and RIMS-CRMP-FED Complaints

**Name of Person Filing an Appeal:** _____
First Name Last Name

**Contact Information:** _____
Email Phone

**Do you have the RIMS-CRMP or RIMS-CRMP-FED credential?** (Circle One) Yes No

**Please select the option that best describes the nature of your complaint:**

- ❑ Examination Complaint
- ❑ Ethics Complaint
- ❑ Administrative Complaint
- ❑ Other

*For complaints about another certified holder or wrongful use of the credential please submit this form to the Certification Department at RIMS-CRMP@RIMS.org.*

**Please provide detailed information regarding your complaint:**

_____

_____

_____

_____

_____

_____

_____

_____

*The RIMS Certification Department will acknowledge receipt of your complaint within 2 business days of receipt of this form.*

| FOR RIMS CERITFICATION OFFICE USE ONLY | |
|---|---|
| *Date Received:* | *Date of Decision:* |
| *Received by:* | *Decision of RIMS Certification Program:* |
| *Reviewed by:* | |

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# Appendix G: **Appeals Form**

## RIMS-CRMP and RIMS-CRMP-FED Appeals

**Name of Person Filing an Appeal:** _____
First Name Last Name

**Contact Information:** _____
Email Phone

**Do you have the RIMS-CRMP or RIMS-CRMP-FED credential?** (Circle One) Yes No

**Please select the option that best describes the reason for your appeal:**

- ❑ Denial of Eligibility
- ❑ Disputed Exam Results
- ❑ Denial of Recertification
- ❑ Other

*The request for appeal must be submitted in writing via the RIMS-CRMP Certification Appeals Form within 30 business days of the receipt of the decision related to the complaint. Complaints returned after 30 business days will be returned.*

*All requests for appeals must be submitted to the RIMS-CRMP Certification Department at RIMS-CRMP@RIMS.org.*

**Please provide detailed information regarding your appeal:**

_____

_____

_____

_____

_____

_____

_____

_____

*The RIMS Certification Department will acknowledge receipt of your appeal within 2 business days of receipt of this form.*

| FOR RIMS CERTIFICATION OFFICE USE ONLY | |
|---|---|
| *Date Received:* | *Date of Decision:* |
| *Received by:* | *Decision of RIMS Certification Program:* |
| *Reviewed by:* | |


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# Risk Management Experience Questionnaire

For validating risk management experience for RIMS-CRMP and RIMS-CRMP-FED eligibility.

### Section 1: Professional History

| Employer | Job Title | Start Date (MM/DD/YYYY) | End Date (MM/DD/YYYY) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

Total years of professional experience in risk management:

- ❑ Less than 1 year
- ❑ 1–3 years
- ❑ 3–5 years
- ❑ More than 5 years

Which industries have you worked in? (Select all that apply)

- ❑ Finance / Banking
- ❑ Insurance
- ❑ Healthcare
- ❑ Manufacturing
- ❑ IT / Technology
- ❑ Construction
- ❑ Other: _____

What types of risk have you managed? (Select all that apply)

- ❑ Operational Risk
- ❑ Financial Risk
- ❑ Strategic Risk
- ❑ Compliance / Regulatory Risk
- ❑ Market Risk
- ❑ Project Risk
- ❑ Other: _____

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# Risk Management Experience Questionnaire

For validating risk management experience for RIMS-CRMP and RIMS-CRMP-FED eligibility.

### Section 2: Practical Risk Management Experience

Please respond to the following prompts. Your answers should reflect your professional risk management experience and may reference one or more roles listed in Section 1.

**Describe your primary responsibilities in roles where you managed or supported risk-related functions.**

**Share a specific example of how you identified, assessed, or responded to a significant risk.**

### Section 3: Applicant Affirmation

I hereby verify that that the information provided is true and correct and I release this form to RIMS for verification. I am aware that all applications are subject to audit by the Certification Department.

Signature: _____ Date: _____


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