

CPRA or CPRM Application Form for Certification Examination

APPLICANT DETAILS

First Name	Surname
Telephone (W)	Telephone (M)
Membership Email	

BEFORE YOU BEGIN

1. The Certified Practising Risk Associate (CPRA) and Certified Practising Risk Manager (CPRM) Certification is available to financial Members of the RMIA only. If you are not already a Member, please use the 'become a member' link on our home page, www.rmia.org.au, to complete the online application form.
2. Your application must be accompanied by pdf documents as specified in the CPRA and CPRM criteria under the **Certification Pathways** listed below (A or B).
3. Please indicate, by ticking, which examination you are applying for:

CPRA
 CPRM
 Unsure (I wish to have my application assessed by the panel.)

4. Please tick one of the following **Certification Pathways** below:

A. RMIA EDUCATION PATHWAY

- Part 1a: This APPLICATION FORM for the **CPRA Examination** supporting 1+ years' experience in risk management industry;
- OR
- Part 1b: This APPLICATION FORM for the **CPRM Examination** supporting 5+ years' experience in a middle or senior risk management role;
- Part 2: Your full curriculum vitae / resume (not a summary) showing evidence of your risk experience; and
- Part 3: If you have completed the RMIA Enterprise Risk Management (ERM) course, please enter the completion date of your course here:

dd	mm	yy
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OR

OR

B. ACADEMIC PATHWAY

- Part 1a: Documentation supporting 1+ years' experience in a risk management role for CPRA;
OR
- Part 1b: Documentation supporting 3+ years' experience in a risk management role for CPRM;
- Part 2: Your full curriculum vitae / resume (not a summary) showing evidence of your risk experience; and
- Part 3: Details of your postgraduate qualification in risk management at an Australian university, VET or TEQSA-approved institution. Or extensive risk management experience which can be demonstrated to the Professional Development Committee of the RMIA. Please return to your application when you have your pdf documents ready.

TERMS AND CONDITIONS

- ✓ You will be required to complete the CPRA/CPRM Examination.
- ✓ Results of the CPRA/CPRM Examination are final. The pass mark is currently 70% and remains subject to change at the discretion of the RMIA. A pass in the CPRA/CPRM Examination is required in order to be awarded CPRA/CPRM certification.
- ✓ The CPRA/CPRM Application Fee is \$330.00*, valid for 12 months, and includes CPRA/CPRM Certification for one year from the date of passing the CPRA/CPRM Examination. The CPRA/CPRM Application Fee is non-refundable.
- ✓ Under genuine extenuating circumstances approved by RMIA, once enrolled you may change the date of your Examination once only. If you do not undertake the Examination on the second occasion, your application will be cancelled and your Application Fee forfeited. You will need to complete a new application.
- ✓ If you do not pass the examination initially, under certain conditions and at the discretion of the RMIA, it is possible to re-sit the examination immediately, with an administration fee of \$100.00. If the conditions for this re-sit are not met a new application and full fees apply.
- ✓ Following the first year of certification, an annual renewal fee, of \$115.00* for CPRA and \$240.00* for CPRM respectively, is payable.
- ✓ I acknowledge that I have read the [Certification Candidates Examination Guide](#) and accept the Terms and Conditions outlined in this application.

DECLARATION

- I declare that I have at all times and will in the future comply with the [RMIA Code of Ethics](#).
- I acknowledge that the CPRA and CPRM Examinations and remains the property of RMIA and declare that I will not copy or otherwise disclose the CPRA and/or CPRM Examination to any third party.
- I declare that I will comply with the annual requirement for CPD (Continuing Professional Development) points as required for the appropriate certification. At this time it is 20 and 25 CPD points respectively for CPRA and CPRM.

Name

Signature

Date

SECTION 1: RELEVANT RISK MANAGEMENT EXPERIENCE

To determine if you meet the criteria of risk management experience across 5 of the 6 RMIA Body of Knowledge Domains to sit for both the Certified Practising Risk Associate (CPRA®) and Certified Practising Risk Manager (CPRM®) examination we require you to indicate with a tick ✓ or a cross ✗ for each Domain Practice Statement.

You may be asked to support these declarations by the Professional Development Committee. If you are successful in passing the CPRM examination, you may be subject to an audit to verify your risk management experience as indicated below.

Domain 1 - Communication and Consultation

PRACTICE STATEMENT NO.	DESCRIPTION	✓ ✗
PS1.1	Identification of external and internal risk stakeholders.	
PS1.2	Determine the relevance and influence of each stakeholder on the specific risk.	
PS1.3	Develop a Communication and Consultation Plan.	
PS1.4	Verify that all relevant stakeholders have been engaged in the risk management process.	
PS1.5	Confirm that a formal communication and consultation process has been established. The process involves all aspect of the risk management process, such as: <ul style="list-style-type: none"> Establishment of the context, selection of tools and evaluation criteria. Involvement in the identification, analysis and evaluation of risks. Communication and endorsement of treatment plans. 	
PS1.6	Risk management processes consolidate risk information where appropriate from a variety of sources, taking into account sensitivity and confidentiality requirements.	
PS1.7	Risk management performance is measured and reported to the board, senior management and other key stakeholders on risks (e.g. emerging, trending adversely to breach tolerance levels, status of treatment plans etc.).	

Domain 2 - Establish the Context

PRACTICE STATEMENT NO.	DESCRIPTION	✓ x
PS2.1	Collate information and review documentation of organisational objectives, initiatives, processes and standards for delivering services (internal or external) in relation to carrying out the risk process.	
PS2.2	Establishing and defining the key legislative, legal, contractual and other requirements as part of establishing the Risk Framework and in initiating the Risk Management process.	
PS2.3	Develop and document the context at the start of the risk process that is consistent with the organisation's risk management policy & framework.	
PS2.4	Assign ownership and responsibility for the establishment the Context statement for developing the Risk Management framework and for the start of the risk management process.	
PS2.5	Develop and document a context statement in consultation with the key stakeholders.	
PS2.6	Validate the key components of defining and establishing the context for the risk management process with the key stakeholders to ensure alignment with the risk management policy, risk management framework, risk criteria and organisational objectives.	
PS2.7	Conduct suitable education and awareness training for those who will be involved in establishing the "context" of the risk management process at an operational, project, process, and activity level.	

Domain 3 - Risk Assessment

PRACTICE STATEMENT NO.	DESCRIPTION	✓ x
PS3.1	Collate information and review documentation of organisational objectives, initiatives and processes.	
PS3.2	Identify potential threats related to organisational objectives, initiatives and processes to assist in the identification of risks.	
PS3.3	Identification of risks whether or not their sources are external to the organisation (risks that are external may be more difficult to control).	
PS3.4	Develop risk scenarios to indicate the likelihood and consequences of a risk should it occur.	
PS3.5	Engagement of stakeholders in the risk identification process.	
PS3.6	Risk analysis from assessing consequences, likelihood and the risk rating, and the influencing factors that can affect these.	
PS3.7	Identify the existing controls and their effectiveness and efficiency.	

PS3.8	Assess the likelihood and consequence of risks.	
PS3.9	Risk evaluation comparing the level of risk with the risk criteria.	
PS3.10	Determine if proactive risk treatment is required.	
PS3.11	Validate risk appetite and tolerance with key stakeholders.	
PS3.12	Assign risk ownership.	
PS3.13	Develop a risk register.	
PS3.14	Conduct education and awareness training for all stakeholders.	

Domain 4 - Risk Treatment

PRACTICE STATEMENT NO.	DESCRIPTION	✓ x
PS4.1	Demonstrate an understanding of the risk treatment cyclical process.	
PS4.2	Collate information about options available to treat risks with consideration to the risk appetite and it's organisational context.	
PS4.3	Identify potential risk treatment options with consideration to the priority of costs and benefits derived with regard to overall risk management effectiveness.	
PS4.4	The engagement of stakeholders in the selection of the appropriate risk treatment(s).	
PS4.5	Develop a risk treatment plan, which clearly identifies the priority order in which individual risk treatments are to be implemented.	
PS4.6	Assign the ownership of the Risk Treatment Plan.	
PS4.7	Identification of secondary risk(s) that may occur with the implementation of the Risk Treatment Plan.	
PS4.8	Monitoring Risk Treatments Plan and reporting the status of those plans (with reference to documented completion deadlines).	
PS4.9	Communicate with stakeholders of the nature and extent of the residual risk after risk treatment.	
PS4.10	Continue to monitor the residual risk and, where appropriate, further treatment with consideration to the organisation's risk appetite and its context.	

Domain 5 - Monitoring and Reviewing

PRACTICE STATEMENT NO.	DESCRIPTION	✓ x
PS5.1	Collate information and review documentation for delivering of risk services (internal or external).	
PS5.2	Identify legislative, regulatory, technological, economic, contractual and other critical and key obligations at operational, project, process, and activity levels.	
PS5.3	Identify potential risks that may impact the process for establishing, defining, resourcing and applying an effective and applicable monitoring and review process.	
PS5.4	Assign ownership and responsibility for the monitoring and review process within the areas of responsibility.	
PS5.5	Develop and document an approved monitoring and review process in consultation with the key stakeholders.	
PS5.6	Verify the effectiveness and efficiency of controls in both design and operation. This includes the application of Key Risk Indicators.	
PS5.7	Investigate risk events (e.g. incidents), emerging risks and communicate results to stakeholders.	
PS5.8	Identify changes in the external and internal context (environment), including changes to risk criteria and the risk itself, which may require revision of risk levels, treatments and priorities.	
PS5.9	Support the review process in achieving the required outcomes in providing assurance that the risk framework and risk processes are effective and still applicable.	
PS5.10	Ability to apply analytical skills to solve practical problems and deal with variables relating to the Risk Framework and Risk Management process.	
PS5.11	Support timely and accurate risk and assurance reporting for stakeholders for the prioritisation of risks.	
PS5.12	Monitor trends and escalate when there are adverse trends in the levels of risk.	

Domain 6 - Governance

PRACTICE STATEMENT NO.	DESCRIPTION	✓ x
PS6.1	Collate information on organisational objectives, strategies, initiatives, processes, obligations and standards and have these aligned to the risk governance framework to optimise business activities.	
PS6.2	Develop a risk appetite approach and obtain senior management and Board approval.	
PS6.3	Determine the organisation's risk capacity for risk appetite allocation by risk types.	
PS6.4	Develop risk appetite statements and obtain senior management and Board approval.	
PS6.5	Facilitate the development of an integrated risk governance framework that reflects the organisation's business context (legislative, regulatory, and other key obligations), organisational structure and business strategies/goals.	
PS6.6	Develop, document and obtain senior management and Board approval for the risk governance framework.	
PS6.7	Develop, document and obtain senior management and Board approval for the risk management policies and strategies.	
PS6.8	Develop and implement risk management reporting under the risk governance framework.	
PS6.9	Develop and document the risk management processes and tools that support the risk governance framework in consultation with the key stakeholders for their approval.	
PS6.10	Facilitate the embedding of the risk governance and risk framework into the organisational structure and processes	
PS6.11	Assign risk ownership, responsibility and accountability for and within the risk governance framework.	
PS6.12	Develop and facilitate appropriate education and awareness of the risk governance framework.	
PS6.13	Validate that the allocated risk resources and capabilities adequately support the organisation's risk governance framework.	
PS6.14	Implement techniques to give assurances to the board and management that the risk governance framework and associated policies and strategies reflect how risks are managed within risk tolerances as well as the organisation's risk capacity.	
PS6.15	Develop and gain approval for the Risk Management Plan and Strategies.	

SECTION 2: APPLICANT ATTESTATION

I authorise RMIA to make whatever inquiries and investigations it deems necessary to verify information provided by me in this application. I understand that this application and any information or material received or generated by RMIA in connection with my certification will be kept confidential and will not be released unless I have authorised such release or such release is required by law.

I UNDERSTAND THAT THE DECISION AS TO WHETHER I QUALIFY FOR CERTIFICATION RESTS SOLELY AND EXCLUSIVELY WITH RMIA AND THAT THE DECISION OF RMIA IS FINAL. I HAVE READ AND UNDERSTAND THESE STATEMENTS AND AGREE TO BE LEGALLY BOUND BY THEM.

Name

Signature

Date

For your application to be complete you must include your name, signature and the date above.

SECTION 3: VERIFICATION OF WORK EXPERIENCE

Your application must be verified by a person or people who have acted as your supervisor or other similar position covering the requisite 1+ or 3+ year period in total.

Verifier (1)

Name:

Professional Title:

Company Name:

Address:

Contact Phone #:

Email:

Attestation

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. I am attesting in a supervisory or other related position to the applicant and can verify his/her risk work experience (Section 1 of the application) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I can attest to the fact that the applicant is competent in performing the tasks as checked in this application | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there any reason you believe this applicant should NOT be certified as a CPRA/CPRM if the applicant successfully passes the examination? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. This attestation covers the applicant's risk work experience for the period from | <input type="checkbox"/> | <input type="checkbox"/> |

...../...../..... to/...../.....

Please note that RMIA may contact you to confirm your attestation of the applicant's experience.

Name

Signature

Date

Verifier (2) - Additional

Name:

Professional Title:

Company Name:

Address:

Contact Phone #:

Email:

Attestation

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. I am attesting in a supervisory or other related position to the applicant and can verify his/her risk work experience (Section 1 of the application) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I can attest to the fact that the applicant is competent in performing the tasks as checked in this application | <input type="checkbox"/> | <input type="checkbox"/> |
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...../...../..... to/...../..... | <input type="checkbox"/> | <input type="checkbox"/> |

Please note that RMIA may contact you to confirm your attestation of the applicant's experience.

Name

Signature

Date