

Certified Practising Risk Manager (CPRM®) Application for Professional Certification



APPLICANT DETAILS

First/Given Name(s)	
Surname	
Telephone (W)	
Telephone (M)	
Email	
LinkedIn	
Membership Number	
Years of Risk experience (YoR)	
Current Employer	

BEFORE YOU APPLY

Eligibility

Applicants should typically have:

- more than five years of risk management experience;
- experience in middle or senior risk management roles;
- responsibility for governance, leadership, assurance or enterprise risk activities;
- demonstrated application of risk management principles across multiple RMBok domains.

Certification decisions are based on a holistic assessment of professional capability, experience, leadership, governance responsibilities, qualifications and supporting evidence

The Certified Practising Risk Manager (CPRM ®) certification is available to financial Members of RiskNZ, in agreement with the RMIA.

Please contact adminofficer@risknz.org.nz if you have any queries regarding RiskNZ membership.

MANDATORY APPLICATION DOCUMENTS

Your application will not be assessed unless all mandatory documents are provided.

Required Documents Checklist

- ☐ Completed Application Form
- ☐ Detailed Curriculum Vitae / Resume
- ☐ Professional Summary/ Cover Letter addressing the RMIA Risk Management Body of Knowledge Domains
- ☐ Copies of Risk Management education, qualifications and Professional Certifications
- ☐ Referee 1 Verification
- ☐ Referee 2 Verification

Important

The Educational Working Group assesses applications based on the evidence provided.

Applications that do not include sufficient evidence may:

- require additional information;
- be deferred pending further evidence;
- be recommended for an alternative certification level.

Assessment Process:

There are four (4) stages to your application:

1. Application submission: *including* mandatory documents & evidence.
2. Application review: the Education Working Group (EWG) cycle is 4 weeks from lodgement to outcome.
3. Exam: Completion and achievement of pass rate.
4. Notification of Certification.

APPLICATION

Part 1: Application Form

Please submit a PDF version of this application form.

Part 2: Professional Summary / Cover Letter

The professional summary/cover letter must provide practical examples against the RMIA Risk Management Body of Knowledge domains demonstrating at least experience in at least five (5), with particular emphasis on Governance, leadership and organisational influence in the following domains. **Maximum 1,000 words.**

Domain 1: Communication and Consultation • stakeholder engagement • executive reporting • committee engagement • influencing organisational decisions	Domain 4: Risk Treatment • treatment plans • remediation programs • risk ownership • implementation of controls •
Domain 2: Establishing Context • strategic planning • governance environments • regulatory frameworks • legislative obligations	Domain 5: Monitoring and Review • assurance activities • audit interactions • incident management • reporting and escalation •
Domain 3: Risk Assessment • enterprise risk assessment • risk appetite application • risk analysis and evaluation • emerging risks	Domain 6: Governance • governance frameworks • enterprise risk frameworks • risk appetite development or application • committee participation • executive reporting • board reporting • organisational accountability

Leadership and Influence

Provide practical examples demonstrating:

- people leadership
- project leadership
- mentoring or coaching
- organisational influence
- executive engagement
- committee participation
- enterprise wide initiatives.

Part 3: Education and Professional Development

Risk Management Education

Please list all risk related education completed

Qualification	Institution	Completion Date

OR

If you have completed the RMIA Enterprise Risk Management (ERM) course, or a Protecht learning bundle, please enter the completion date of your course here:

dd	mm	yy
----	----	----

Applicants must attach copies of all relevant:

- university qualifications, postgraduate qualifications, professional certifications, risk management courses, industry credentials and/or professional development activities.

Professional Certifications

Examples include:

- Governance Institute, Australian Compliance Institute, CPA Australia, Chartered Accountants ANZ, Engineers Australia, AICD, ISACA, IIA, IRM, RIMS, RiskNZ and or other equivalent qualifications

Certification	Issuing Organisation	Current

Professional Memberships

Membership	Issuing Organisation

TERMS AND CONDITIONS

- ✓ You will be required to complete the CPRM Examination.
- ✓ Results of the CPRM Examination are final. The current pass mark is 70% subject to change at RMIA's discretion. A pass in the CPRM Examination is required to be awarded CPRM certification.
- ✓ The CPRM application fee, via RiskNZ, is \$NZ 75*, is valid for 12 months and is non-refundable. If your certification is approved, RMIA will issue an invoice for the annual certification fee of \$AUD300. (non-GST)
- ✓ If RMIA approves genuine extenuating circumstances, you may change your examination date once after enrolment. If you do not undertake the examination on the second scheduled occasion, your application will be cancelled, your application fee will be forfeited, and you will need to submit a new application.
- ✓ If you do not pass the examination initially, RMIA may, under certain conditions and at its discretion, allow you to re-sit the examination immediately for an administration fee of \$AUD100. If the conditions for an immediate re-sit are not met, a new application and full fees will apply.
- ✓ I acknowledge that I have read the Certification Candidates Examination Guide and agree to the Terms and Conditions in this application.

Use of Artificial Intelligence (AI)

RMIA recognises that applicants may use Artificial Intelligence (AI) tools to assist with drafting, editing, formatting, research, or preparation of application materials.

The use of AI is permitted provided that:

- The applicant remains the author and owner of all content submitted.
- All examples, experience, qualifications, achievements and claims are accurate and genuinely reflect the applicant's own professional experience.
- AI-generated content is reviewed, validated and approved by the applicant prior to submission.
- Information generated by AI is not fabricated, misleading or presented as personal experience where such experience does not exist.
- The applicant is able to explain, discuss and provide evidence supporting any information included in the application if requested by the Educational Working Group.

RMIA reserves the right to request additional information, clarification, supporting evidence or referee verification where the authenticity or accuracy of submitted information cannot be reasonably verified.

DECLARATION

- I have more than five years of risk management experience
- I have experience in middle or senior risk management roles
- I have responsibility for governance, assurance, compliance or enterprise risk activities
- I have experience across at least five RMBok domains
- I acknowledge that I am responsible for all information contained within this application, including any content that has been prepared or edited using Artificial Intelligence (AI) tools.
- I declare that all information submitted accurately reflects my own qualifications, experience, responsibilities and achievements.
- I declare that I have at all times and will in the future comply with the RMIA Code of Ethics.
- I acknowledge that the CPRM Examination remains the property of RMIA and declare that I will not copy, reproduce, disclose or otherwise share the CPRM Examination with any third party.
- I declare that I will comply with the annual requirement for CPD (Continuing Professional Development) points as required for CPRM certification. This is 20 CPD points per Membership year.

Date	Name	Signature

SECTION 1: RELEVANT RISK MANAGEMENT EXPERIENCE

To determine whether you meet the risk management experience criteria for the Certified Practising Risk Manager (CPRM®), please indicate each Domain Practice Statement that applies to your professional experience with a tick ✓.

RMIA's Educational Working Group may request evidence to support your declarations. If you pass the CPRM examination, RMIA may audit your declared risk management experience for verification.

Domain 1 – Communication and Consultation

PRACTICE STATEMENT	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 aspects of the risk management process, such as establishment of the context, selection of tools and evaluation criteria; involvement in the identification, analysis and evaluation of risk; and communication and endorsement of treatment plans.	☐
PS1.6	Risk management processes consolidate risk information from a variety of sources where appropriate, taking sensitivity and confidentiality requirements into account.	☐
PS1.7	Risk management performance is measured and reported to the board, senior management and other key stakeholders, including emerging risks, adverse trends, tolerance breaches and treatment plan status.	☐

Domain 2 – Establish the Context

PRACTICE STATEMENT	DESCRIPTION	✓
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	Establish and define key legislative, legal, contractual and other requirements as part of establishing the risk framework and initiating the risk management process.	
PS2.3	Develop and document the context at the start of the risk process, consistent with the organisation's risk management policy and framework.	
PS2.4	Assign ownership and responsibility for establishing the context statement when developing the risk management framework and commencing the risk management process.	
PS2.5	Develop and document a context statement in consultation with key stakeholders.	
PS2.6	Confirm with key stakeholders that the risk context is clearly defined and aligned with the risk management policy, framework, criteria and organisational objectives.	
PS2.7	Conduct suitable education and awareness training for those involved in establishing the risk context at operational, project, process and activity levels.	

Domain 3 – Risk Assessment

PRACTICE STATEMENT	DESCRIPTION	✓
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 identifying risks.	☐
PS3.3	Identify risks, whether or not their sources are external to the organisation.	☐
PS3.4	Develop risk scenarios to indicate the likelihood and consequences of a risk occurring.	☐
PS3.5	Engage stakeholders in the risk identification process.	☐
PS3.6	Analyse risks by assessing consequences, likelihood, risk rating and the factors that may influence each assessment.	☐
PS3.7	Identify existing controls and their effectiveness and efficiency.	☐
PS3.8	Assess the likelihood and consequence of risks.	☐
PS3.9	Evaluate risks by comparing the level of risk with the risk criteria.	☐
PS3.10	Determine whether 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	DESCRIPTION	✓
PS4.1	Demonstrate an understanding of the cyclical risk treatment process.	☐
PS4.2	Identify available risk treatment options, taking into account the organisation's risk appetite and operating context.	☐
PS4.3	Identify potential risk treatment options, considering costs, benefits and overall risk management effectiveness.	☐
PS4.4	Engage stakeholders in selecting appropriate risk treatment options.	☐
PS4.5	Develop a risk treatment plan that clearly identifies the priority order for implementing individual risk treatments.	☐
PS4.6	Assign ownership of the risk treatment plan.	☐
PS4.7	Identify secondary risks that may occur through implementation of the risk treatment plan.	☐
PS4.8	Monitor risk treatment plans and report their status against documented completion deadlines.	☐
PS4.9	Communicate the nature and extent of residual risk after treatment to stakeholders.	☐
PS4.10	Continue monitoring residual risk and apply further treatment where appropriate, considering the organisation's risk appetite and context.	☐

Domain 5 – Monitoring and Reviewing

PRACTICE STATEMENT	DESCRIPTION	✓
PS5.1	Collate and review documentation used to deliver internal or external risk services.	
PS5.2	Identify legislative, regulatory, technological, economic, contractual and other critical 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 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 key stakeholders.	
PS5.6	Verify the effectiveness and efficiency of controls in both design and operation, including the application of Key Risk Indicators.	
PS5.7	Investigate risk events, such as incidents, emerging risks and communicate results to stakeholders.	
PS5.8	Identify changes in the external and internal context, 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 by providing assurance that the risk framework and risk processes are effective and still applicable.	
PS5.10	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 to support the prioritisation of risks.	
PS5.12	Monitor trends and escalate where there are adverse trends in risk levels.	

Domain 6 – Governance

PRACTICE STATEMENT	DESCRIPTION	✓
PS6.1	Collate information on organisational objectives, strategies, initiatives, processes, obligations and standards, and align these 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, organisational structure and business strategies or 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 key stakeholders for 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 allocated risk resources and capabilities adequately support the organisation's risk governance framework.	
PS6.14	Implement techniques to provide assurance to the board and management that the risk governance framework and associated policies and strategies reflect how risks are managed within risk tolerances and 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 RMIA has sole and final discretion to determine whether I qualify for certification. I have read and understood these statements and agree to be legally bound by them.

--	--	--

Date

Name

Signature

Your application is complete only when your name, signature and date are included above.

SECTION 3: REFEREES

Applicants must provide two referees.

The referees collectively must verify:

- more than five years of risk management experience;
- governance and leadership responsibilities;
- practical application of risk management principles;
- professional conduct and ethical behaviour.

Referee Coverage Requirement

The referees must collectively verify the full period of risk management experience relied upon in support of the CPRM application.

Verifier (1)

Name	
Professional Title	
Relationship to applicant	
Company Name	
Contact Phone/Mobile	
Email	

Attestation

	YES	NO
1. I am attesting in a supervisory or other related position to the applicant and can verify the applicant's risk work experience in Section 1 of this application.	☐	☐
2. I can attest that the applicant is competent in performing the tasks checked in this application.	☐	☐
3. Are you aware of any reason this applicant should not be certified as a CPRM if they successfully pass the examination?	☐	☐
4. This attestation covers the applicant's risk work experience for the period from	☐	☐

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

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

Date	Name	Signature

Verifier (2)

Name	
Professional Title	
Relationship to applicant	
Company Name	
Contact Phone/Mobile	
Email	

Attestation

	YES	NO
1. I am attesting in a supervisory or other related position to the applicant and can verify the applicant's risk work experience in Section 1 of this application.	☐	☐
2. I can attest that the applicant is competent in performing the tasks checked in this application.	☐	☐
3. Are you aware of any reason this applicant should not be certified as a CPRM if they successfully pass the examination?	☐	☐
4. This attestation covers the applicant's risk work experience for the period from	☐	☐
...../...../..... to/...../.....		

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

Date	Name	Signature