

SAFEABROAD



SafeAbroad's

CERTIFICATIONS **HANDBOOK**

FOR INTERNATIONAL EDUCATION PROFESSIONALS

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Overview

SafeAbroad provides certifications tailored for international education professionals, offering credentials that serve as concrete evidence of their expertise in safety, crisis management, and analysis within the domain of international education. SafeAbroad offers the following certifications for international education professionals:

- Certified International Education Safety Executive (CIESE)
- Certified International Education Safety Professional (CIESP)
- Certified International Education Crisis Manager (CIECM)
- Certified International Education Risk Manager (CIERM)

Methodology

SafeAbroad's certification exams have undergone meticulous curation and refinement, grounded in a comprehensive review of industry best practices and authoritative sources within the realm of travel risk management. These include esteemed references such as:

- SafeAbroad's Travel Risk Management Handbook for International Education
- The International Standard Organization's ISO 31030
- The Forum on Education Abroad's Standards of Good Practice
- FEMA Guidelines for Crisis Management
- CDC Best Practices
- Legal Cases and Precedents

SafeAbroad's Certifications

SafeAbroad's certifications have been meticulously crafted to address the diverse spectrum of roles and responsibilities within the realm of international education. With the global landscape of education constantly expanding, the need for professionals who can navigate the intricate web of safety protocols, risk assessment, crisis management, and compliance standards is paramount.

Our suite of certifications caters to professionals with varying levels of experience and specialization and stands as a testament to an individual's dedication to ensuring that travelers embarking on international educational journeys are supported by experts—individuals who are not only equipped with the necessary skills but also deeply committed to their well-being and security. By earning SafeAbroad certifications, professionals aspire to uphold the highest standards of student well-being across the ever-evolving landscape of international education.

Certified International Education Safety Executive (CIESE)

The Certified International Education Safety Executive (CIESE) certification is designed for seasoned professionals with 5+ years of experience in directing international education programs, including risk management functions. This certification validates the candidate's expertise in safety protocols, risk assessment, crisis response, and compliance with industry standards. Additionally, CIESE certificants possess a comprehensive understanding of strategic planning, enabling them to proactively identify risks, develop robust safety policies, and create secure environments for travelers during their international educational experiences.

Certified International Education Safety Professional (CIESP)

The Certified International Education Safety Professional (CIESP) certification caters to individuals with 2+ years of experience in international education administration. This certification equips professionals with the necessary knowledge and skills to ensure the safety and well-being of travelers during their international educational experiences. It encompasses key areas such as risk assessment, crisis response, and compliance with industry standards.

Certified International Education Crisis Manager (CIECM)

The Certified International Education Crisis Manager (CIECM) certification is specifically designed for professionals responsible for crisis management in international education. This certification requires a minimum of 2+ years of experience and validates expertise in handling and mitigating crises, including emergencies, natural disasters, and other challenging situations. It equips professionals with the necessary tools to effectively lead crisis response efforts and ensure the safety of travelers abroad.

Certified International Education Risk Manager (CIERM)

The Certified International Education Risk Manager (CIERM) certification is aimed at professionals who are pivotal in identifying and managing risks within the international education landscape. This certification requires a minimum of 2+ years of experience and emphasizes risk assessment, risk mitigation strategies, and the implementation of comprehensive risk management plans. By earning this certification, professionals demonstrate their ability to proactively address potential risks and safeguard the well-being of travelers in international education settings.



Empowering professionals in international education is paramount for ensuring traveler safety and well-being.

Certification Process

Embark on your journey to professional excellence in the field of international education with SafeAbroad's certification process. Gain the knowledge, skills, and credentials you need to thrive in international education management, safety, crisis management, or risk management. Follow the step-by-step guide below to achieve and maintain your SafeAbroad certification.

1. **Submit Application:** To start your journey towards SafeAbroad Certifications, you must submit an application including a resume and two references at SafeAbroad.com/certification-application. Upon submitting your application, our dedicated team will embark on a comprehensive review process, which typically takes approximately 2 weeks.
2. **Approval Process:** Upon application submission, we carefully assess each applicant's qualifications and suitability for the desired certification. If approved, examinees will receive information about how to schedule the exam.
3. **Schedule Exam:** SafeAbroad's exams are computer-based and taken remotely through an online proctoring service. Specific instructions regarding the exam will be emailed one week and one day before the scheduled exam. Each exam consists of 60 multiple-choice questions to be completed in 120 minutes.
4. **Exam Preparation:** Prepare for the certification exam with SafeAbroad's comprehensive Travel Risk Management Handbook, which is specifically designed to equip you with the necessary knowledge and skills. To assess your understanding and readiness, don't forget to complete the practice exam provided by SafeAbroad, which will further enhance your confidence in achieving certification success.
5. **Take the Exam:** Scoring on the exam is out of sixty (60) points, with each question counting for one (1) point. To successfully pass the exam and obtain the certification, examinees must achieve a minimum score of 45 points. Should an examinee not pass their exam, re-examination is possible but will require a re-application process.
6. **Receive Results:** After completing the exam, examinees can expect to receive their results within 48 hours. If the examinee has achieved a passing score, a copy of their certificate will be sent to the email address provided within 10 days of exam completion. If the examinee does not achieve a passing score on the exam, they will be provided with a link to reschedule their exam after a waiting period.

Application and Payment

To start your journey towards SafeAbroad Certifications, please submit your application through our online portal at SafeAbroad.com/certification-application. As part of the application, please ensure to include the following requirements:

- **Resume:** Highlight your relevant experience that aligns with the certification you are applying for.
- **References:** Provide the names and contact information of two references who can validate your experience.

Upon submitting your application, our dedicated team will embark on a comprehensive review process, which typically takes approximately 2 weeks. We carefully assess each applicant's qualifications and suitability for the desired certification.

Certification Cost and Fees

SafeAbroad exams will be conducted through a user-friendly online examination platform. This convenient platform allows you to take the exam from the comfort of your home or office, ensuring flexibility and convenience.

We offer the following certification exams:

- Certified International Education Safety Executive (CIESE) priced at \$1500
- Certified International Education Safety Professional (CIESP) priced at \$750
- Certified International Education Crisis Manager (CIECM) priced at \$750
- Certified International Education Risk Manager (CIERM) priced at \$750

SafeAbroad's examination fees are inclusive of all taxes and fees. However, it is important to note that all examinees are required to pay a \$50 application fee for administrative processing, which will apply toward the final cost of the certification.

Submitting Payment

Examinees have the flexibility to choose between two convenient payment methods: check or credit card. You can conveniently pay the application fee upon applying for the exam online through SafeAbroad.com/certifications. If your application is approved, you will be sent an invoice for the remaining price of your certification of choice. For check payments, please make the check payable to SafeAbroad and mail it to the following address:

**470 James St Suite 007
ATTN: SafeAbroad
New Haven, CT 06513**

Refund & Rescheduling Policy

Once you have submitted your payment and application for the exam, please note that refunds will not be issued in the event of cancellation.

SafeAbroad provides examinees with the flexibility to reschedule their exams if necessary. Rescheduling done 7 days or more before the scheduled exam will not incur any additional charges. However, if a cancellation or rescheduling is requested within 7 days of the exam, examinees must pay a \$50 rescheduling fee. To reschedule an exam, please send an email to **certifications@safesabroad.org**.

In the event of a "no-show," where an examinee fails to appear for the scheduled exam without proper cancellation and does not provide documentation of any of the justifiable absences in the below paragraph, the entire examination fee will be forfeited. However, no-show examinees still have the option to reschedule the exam by paying the re-examination fee.

We understand that unforeseen circumstances may arise. If an examinee misses their scheduled exam due to emergencies such as the death of an immediate family member, serious injury to themselves or an immediate family member, court appearance, jury duty, or military duty, the examinee has 7 days to submit documentation and reschedule the exam. SafeAbroad reserves the right to request additional information or documentation to support the reason for the absence. If the documentation is accepted, the examinee will be allowed to schedule a new exam within the eligibility period without a rescheduling fee. After the 7-day grace period, or without proper documentation, the initial payment will be forfeited.

All examination fees paid to SafeAbroad are non-refundable.

Audit Process

Applicants may be audited to verify the information provided. During an audit, you may be asked to provide:

- Letters from supervisors to confirm work experience
- Copies of previously received certifications

Examinees will have 30 days to submit the requested documents. After SafeAbroad receives all documents, the audit process will take between ten and fourteen days to complete. Failure to provide the requested information may result in application declination.

The Exam

SafeAbroad's exams are computer-based and taken remotely through an online proctoring service. Examinees are not permitted to bring additional resources into the examination room in order to ensure a fair and secure testing environment. Please adhere to the provided guidelines to maintain the integrity of the certification process.

Exam Structure and Scoring

SafeAbroad's exams are computer-based, multiple-choice exams taken remotely through an online proctoring service. The exam consists of 60 multiple-choice questions to be completed within 2 hours. Each question is worth one point, resulting in a total score of 60 points. To successfully pass the exam and obtain the certification, examinees must achieve a minimum score of 45 points.

Examination Accommodations

SafeAbroad complies with the Americans with Disabilities Act (ADA) and offers examination accommodations. Examinees can request these accommodations during the application process, and approval must be obtained from SafeAbroad prior to the exam.

Scheduling the Exam

Those whose applications have been accepted will be sent an email containing clear instructions for scheduling their exam. It is crucial for examinees to regularly check their emails for important updates regarding their application status and exam arrangements.

Exam Security

To maintain exam security, the exam will be administered through a secure browser that prevents access to outside sources. Examinees will be required to show a valid photo ID as a means of identification before accessing the exam.

All examinees are expected to adhere to the Code of Professional Responsibility. Examination proctors have the authority to dismiss any examinees who fail to follow these guidelines.

Prohibited actions include but are not limited to

- Engaging in dishonest or unethical conduct.
- Attempting to tamper with the examination software.
- Providing false information to gain eligibility for the exam.
- Attempting to have someone else take the examination on your behalf.

- Communicating with anyone other than the exam proctor about the exam during the administration.
- Trying to save or print copies of the exam.
- Taking photographs of the exam.
- Failing to provide acceptable identification.
- Having access to or using notes or any unauthorized aid during the exam.
- Disregarding any other examination regulations outlined in SafeAbroad's certification program policies as communicated by the exam proctor or specified in examination materials and software.

Required Materials

To ensure a smooth and successful examination process, examinees must have the following materials ready:

- Computer/laptop with a stable internet connection and power supply.
- Two forms of identification:
 - One government-issued photo ID (e.g., driver's license, passport).
 - An additional form with the examinee's legal name (e.g., credit card, birth certificate).

Examinees will not be permitted to take the exam if any of the following conditions apply:

- The first and last names don't match the information on the photo ID.
- The examinee canceled their exam registration before the exam day.

Exam Results

After completing the exam, examinees can expect to receive their results within 48 hours. The results will indicate whether they have passed or failed the exam, along with a detailed breakdown of their performance in each exam section. If the examinee has achieved a passing score, a copy of their certificate will be sent to the email address provided within 10 days of exam completion. If the examinee does not achieve a passing score on the exam, they will be able to re-examine after a waiting period of 14 days.

Re-examination Policy

Candidates who fail the exam have the option to take a re-examination after a waiting period of 14 days. They are allowed a maximum of three attempts to retake the exam. To schedule a new exam, candidates need to send an email to certifications@safesabroad.org and will have to submit a \$200 re-examination fee.

Appeals Process

Examinees who wish to file an appeal must submit it within 7 days of receiving the decision. To file an appeal, the examinee should send a letter requesting an appeal to SafeAbroad at **certifications@safeabroad.org**. The letter should include a contact email or physical address for a response from SafeAbroad. The examinee will receive a notification of the appeal decision, including the reasons for the ruling, within 7 days of submitting the complaint.

Maintaining Your Certification

SafeAbroad certifications are valid for two years. The purpose of recertification is to ensure that certificants remain up to date on best practices and essential information in their respective certification areas. Continuing education allows professionals to grow, expand their knowledge, and maintain the ability to keep travelers safe.

Recertification Process

SafeAbroad offers the following options to maintain certification at the end of the two-year cycle:

1. **Completion of 20 continuing education (CE) hours:** Professionals can meet this requirement by participating in webinars, seminars, or other training sessions related to risk management, or international health, safety, and security. Completed CE hours can be submitted at any time throughout the two-year cycle via the recertification form at SafeAbroad.com/recertification, where you will be asked to provide details about the training hours.
2. **Retaking the exam:** Professionals can showcase their knowledge and proficiency in the certification area by retaking the exam at the conclusion of the two-year certification cycle, facilitating the certification's renewal. Visit SafeAbroad.com/recertification to begin the re-examination process.

As part of the recertification process, there will be a flat fee of \$200 to maintain any SafeAbroad certification regardless of whether professionals opt for the CE hours or re-examination route. Email certifications@safeabroad.org with any questions or for assistance submitting CE hours.

Continued Eligibility for Certification

Continued eligibility for certification is contingent upon adhering to SafeAbroad's Professional Code of Ethics. SafeAbroad reserves the right to withdraw certifications if there is a breach of the code, ensuring the integrity and ethical standards of the certification process is upheld. Adhering to the code ensures professional conduct and maintains the integrity of the certification process.



Certified professionals uphold ethical practices through adherence to the **Professional Code of Ethics.**

SafeAbroad Professional Code of Ethics

SafeAbroad places a strong emphasis on upholding ethical practices and maintaining the highest professional standards. To earn and maintain certification with SafeAbroad, certified professionals are required to agree to and abide by the Professional Code of Ethics.

As a certified professional, it is your responsibility to comply with all relevant laws and regulations and to carry out your professional services and activities in an ethical manner. SafeAbroad's Code of Professional Responsibility is founded upon principles of proficiency, honesty, trustworthiness, equality, and professionalism. By adhering to these standards, you contribute to the integrity and credibility of the SafeAbroad certification program.

As a SafeAbroad Certified Professional or individual applying for a SafeAbroad Certification, I agree to uphold and abide by the following principles:

- Perform professional duties in accordance with the laws and with integrity
- Perform professional duties in a competent and ethical manner
- Provide complete and accurate information when applying for certification and recertification
- Refrain from personal behavior that may compromise the integrity of the credential
- Safeguard confidential and privileged information, and exercise due care to prevent its improper disclosure
- Maintain competency requirements through continuing education & recertification
- Use the logo and certification marks only in an authorized and approved manner
- 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 SafeAbroad personnel, including by refraining from discrimination, harassment, or retaliation and by respecting appropriate professional boundaries in my interactions with clients and others
- Not engage in cheating or other dishonest behavior that violates exam security (including unauthorized reproducing, distributing, displaying, discussing, sharing, or otherwise misusing exam questions or any part of exam questions) before, during, or after a SafeAbroad examination

SafeAbroad Certification Domains

SafeAbroad's certifications are based on industry duty of care standards and the thirteen domains outlined in SafeAbroad's Travel Risk Management Framework.

This framework includes thirteen key domains that together provide a comprehensive approach to ensuring safety in international education. This approach ensures our certifications address the complete range of safety considerations, helping professionals establish and maintain secure learning environments for travelers abroad. Each exam contains a proportionate percentage of material pertinent to the credential's area of focus.

- Certified International Education Safety Executive (CIESE)
- Certified International Education Safety Professional (CIESP)
- Certified International Education Crisis Manager (CIECM)
- Certified International Education Risk Manager (CIERM)

SafeAbroad Certification Domains & Exam Composition				
Domain	CIESE	CIESP	CIECM	CIERM
Duty of Care	7%	10%	12%	7%
Pre-Departure Safety Training	5%	9%	0%	7%
Destination Onboarding & Risk Assessment	5%	9%	0%	7%
In-Country Safety and Security	8%	10%	12%	7%
Health and Wellness Initiatives	5%	6%	12%	5%
Risk Monitoring & Threat Assessment	6%	12%	0%	40%
Crisis Management, Response, and Recovery	9%	12%	40%	0%
Traveler Debriefing	5%	5%	0%	0%
Program Governance & Stakeholder Engagement	11%	0%	0%	7%
Program Optimization & Continuous Improvement	10%	0%	0%	0%
Team Training & Development	10%	0%	0%	0%
Metrics and Analytics	6%	7%	0%	7%
Policies and Documentation	7%	14%	12%	7%
External Partnerships	6%	6%	12%	6%

DOC Duty of Care

The concept of duty of care is comprised of the legal obligations and responsibilities of international education organizations to prioritize the safety and well-being of their travelers.

Competency areas:

- **Definitions of Duty of Care and Informed Consent:** Understanding and applying the concept of duty of care in travel risk management, along with informed consent principles for travelers.
- **Past Legal Cases:** Knowledge of relevant legal cases and their implications to understand the duty of care requirements and liability of international education programs.
- **Industry Standards:** Familiarity with industry standards such as ISO 31030 to effectively fulfill duty of care obligations and enhance risk mitigation strategies.
- **Fulfilling Duty of Care:** Applying strategies such as policy development, risk assessment, crisis management, and accommodation considerations to meet the duty of care requirements and ensure the safety and security of travelers.

DES Destination Onboarding & Risk Assessment

Destination onboarding & risk assessment protocols involve thoroughly assessing travel destinations and predicting threats to ensure the safety of travelers.

Competency areas:

- **Risk Assessment Process:** Conducting comprehensive risk assessments by gathering current intelligence, conducting research, and performing site evaluations to assess destination safety and stability.
- **Determining High-Risk Destinations:** Establishing quantifiable standards and conducting third-party risk assessments to identify high-risk study-abroad destinations and develop mitigation strategies for prospective travelers.
- **Identifying Potential Dangers:** Using risk monitoring data to identify potential dangers in specific classifications, including crime, local sentiments, environmental factors, and health risks.
- **Identifying Local Safe Havens:** Creating a list of local safe havens, such as hospitals, police stations, and community centers, that provide safety and refuge for travelers during emergencies.

PRE Pre-Departure Safety Training

Pre-departure safety training is key to ensuring traveler preparedness and safety when studying abroad.

Competency areas:

- **Essential Preparation:** Providing comprehensive guidance on packing, necessary documentation, and school supplies, and familiarizing travelers with local language, customs, and laws.
- **Traveler Safety and Security:** Educating travelers about potential risks, providing instructions on financial, transportation, and accommodation safety, and implementing emergency protocols to ensure travelers are aware of safety measures for independent travel.
- **Health and Wellness:** Informing travelers about healthcare differences between countries, illness management, culture shock, and providing guidance on handling medical emergencies.

SEC In-Country Safety and Security

Ensuring in-country safety and security involves the development of emergency protocols and their role in prioritizing the safety and security of travelers while they are abroad.

Competency areas:

- **Communication of Potential Risks:** Ensuring continuous monitoring of potential threats and promptly communicating them to travelers, enabling them to avoid dangerous areas or situations and providing security and safety support.
- **Emergency Contacts and Registration:** Facilitating access to emergency contacts, including university, embassy/consulate, and local emergency services, while encouraging documentation of travel itineraries for effective support during emergencies.
- **Campus and Local Area Security:** Conducting campus and local area tours, offering evacuation maps, sharing information on emergency services, law enforcement identification, local laws and customs, and providing a list of local safe havens for travelers.
- **Safety Surveys and Risk Mitigation:** Utilizing safety surveys to gather feedback, proactively identify risks, and develop mitigation strategies. Additionally, conducting routine safety checks, establishing strong relationships with neighboring areas, and ensuring due diligence on third-party vendors are important aspects of a program's risk management.

HTH Health and Wellness Initiatives

Health and wellness initiatives focus on ensuring the physical and mental well-being of travelers during their time abroad.

Competency areas:

- **Healthcare and Managing Health Risks:** Providing travelers with the latest healthcare information about the host country is essential. This includes details about the local health system's capabilities, availability of mental health services, medicine and pharmaceuticals, risk of diseases/outbreaks, regional health issues, common illnesses, and necessary safety precautions such as vaccination requirements/recommendations.
- **Mental Health:** Offering accessible mental health services and resources to travelers abroad, either on-site or off-campus, to address the increased stress and potential development of mental health stressors such as anxiety, depression, and culture shock that may arise during international travel.
- **Diversity & Traveler Identity:** Equipping travelers with essential mental healthcare information for host countries and acknowledging diverse traveler identities to foster an inclusive environment.

MON Risk Monitoring and Threat Assessment

Risk monitoring and threat assessments include continuous monitoring and evaluation of threats and proactive development of appropriate risk mitigation strategies.

Competency areas:

- **Risk Monitoring:** Implementing a comprehensive risk monitoring system that includes continuous monitoring, risk escalation procedures, attention to indicators and thresholds, multi-channel communication, and the ability for travelers to confidentially report incidents or concerns.
- **Threat Assessments:** Performing thorough threat assessments by identifying, researching, and understanding risks, determining severity and probability, assessing current mitigation measures, identifying gaps or vulnerabilities, and providing recommendations for risk mitigation.
- **Risk Management:** Developing risk mitigation plans through various techniques, including risk avoidance, risk acceptance and sharing, risk mitigation, and risk transfer.

CRS Crisis Management, Response, and Recovery

Crisis management planning involves the development of comprehensive plans and protocols to effectively respond to and manage crises that may arise during international education programs.

Competency areas:

- **Crisis Management:** Creating and implementing crisis management plans that outline strategies, procedures, and roles for responding to crises, ensuring a systematic and coordinated approach.
- **Establishing Policies and Emergency Protocols:** Developing program-wide and location-specific guidelines and steps for handling unforeseen emergencies to provide a framework for quick and clear decision-making during crisis situations.
- **Activation Thresholds:** Defining specific criteria that determine when a situation escalates to a crisis level to trigger appropriate actions and interventions.
- **Crisis Training, Exercises, and Simulations:** Conducting regular training sessions, drills, and simulations to familiarize stakeholders with emergency protocols, assess their effectiveness, and identify areas for improvement.
- **After-Action Review:** Documenting all crisis incidents, emergency responses, and outcomes in comprehensive reports; analyzing lessons learned; and implementing necessary adjustments to enhance future crisis management efforts.

DBF Traveler Debriefing

Traveler debriefing practices designed to gather actionable feedback are imperative to provide additional support to returning travelers and identify areas for program improvement.

Competency areas:

- **Developing Traveler Questionnaires:** Creating standardized questionnaires to gather feedback from travelers, including their overall trip experience, criticisms, suggestions for program improvement, and requests for post-travel support.
- **Conducting Debriefings:** Meeting with returning travelers to facilitate open and supportive discussions about their travel experience, including any health, safety, or security concerns, incidents encountered, and stressors.
- **Identifying Areas for Improvement:** Analyzing common concerns and criticisms raised during debriefings to identify areas for program enhancement and implementing necessary changes to improve the travel experience.
- **Providing Further Care and Support:** Responding to traveler requests for additional information, evaluations, or support during their transition back to normal life, addressing issues such as reverse culture shock and social or academic reintegration.

- **Recognizing and Managing Stress:** Understanding the different types of stress experienced by travelers, familiarizing oneself with the signs and symptoms of stress, and providing appropriate support and interventions to mitigate its impact.

GOV Program Governance & Stakeholder Engagement

Functional program governance demands effective governance structures and prioritizing stakeholder engagement to ensure the success of an international education program.

Competency areas:

- **Program Charter:** Creating an official document that outlines the goals, responsibilities, and risk management plan of the international education program, incorporating health, safety, and security considerations into the program's mission statement.
- **Identifying Stakeholders and Driving Engagement:** Identifying key stakeholders and their roles, responsibilities, and influence in the international education program, and developing strategies to engage and involve them in program decision-making and operations.
- **Communication:** Establishing a comprehensive communication plan to regularly update stakeholders on program developments, risk management efforts, and crisis management capabilities, tailored to each stakeholder's level of engagement and preferred communication method.
- **Stakeholder Feedback and Procedure Enhancement:** Engaging proactively with stakeholders to gather actionable feedback aimed at identifying improvement opportunities, resolving concerns, and optimizing program operations.

OPT Program Optimization & Continuous Improvement

Program optimization and continuous improvement rely on evaluating, benchmarking, and continuously improving the health, safety, and security capabilities of a international education program.

Competency areas:

- **Benchmarking:** Proactively comparing program capabilities with peer institutions, industry standards, and established frameworks to identify areas for improvement and align with best practices.
- **Continuous Quality Improvement:** Logging and analyzing events, identifying trends and gaps, and taking necessary steps to continuously evaluate and enhance emergency and crisis response plans.
- **After-Action Review:** Identifying gaps, weaknesses, and areas for improvement is essential. Additionally, establishing a culture of accountability within the program team ensures consistent compliance with standard operating procedures and communication protocols.

TRN Team Training & Development

Effective team training and development ensure program safety and risk management through thorough staff onboarding, collaboration, and a culture of continuous learning.

Competency areas:

- **Staff Onboarding:** Consistently onboarding new staff members with a standardized checklist and providing them with the necessary training on departmental policies and procedures.
- **Training:** Providing targeted and comprehensive training programs for the international education team, including crisis management certifications and cross-training in risk management.
- **Team Collaboration:** Fostering collaboration and a clear understanding of roles and responsibilities within the international education team through routine training sessions and a centralized resource hub.
- **Continuous Learning:** Encouraging staff members to engage in continuous learning by participating in external training opportunities such as conferences, webinars, and formal training programs to enhance their skills and knowledge in risk management and support services.

MET Metrics and Analytics

Recording program metrics and analyzing data drives informed decision-making and reduces risk in international education programs.

Competency areas:

- **Case Management Systems:** Implementing a case management system to document and track safety and risk incidents that occur within the international education program. This system captures key data points and ensures compliance with specified regulations.
- **Measuring Metrics:** Establishing and measuring metrics to detect trends, risks, and anomalies. Subsequently, conducting meaningful analysis and presenting data to key stakeholders.
- **Analytics and Analyzing Trends in Data:** Validating and analyzing collected data involves processing information and identifying trends, which in turn supports proactive decision-making to address increased risks.

POL Policies and Documentation

Policies and documentation enable the establishment and maintenance of effective management for international education programs.

Competency areas:

- **University Policies:** Developing guidelines and policies related to academic standards, residence guidelines, insurance coverage, and financial burdens for travelers studying abroad.
- **Independent Travel Policies:** Establishing policies that outline procedures for notifying program managers about independent travel plans and addressing issues related to independent student travel and personal decisions to remain abroad.
- **Withdrawal, Disciplinary, and Emergency Return Policies:** Creating clear policies and procedures for program participants who decide to withdraw from the international education program, addressing disciplinary actions abroad, and outlining measures and requirements for emergency returns to the home country.
- **Documentation and Change Management:** Ensuring proper documentation and periodic review of all policies and resources, maintaining an approval chain and change management process, and documenting student acknowledgment of program policies.

EXT External Partnerships

Partnerships with external organizations and institutions greatly enhance the safety and security of international education programs.

Competency areas:

- **Identification of Potential Partners:** Identifying and establishing relationships with relevant external partners, including local government, law enforcement officials, educational institutions, diplomatic missions, industry networks, and medical/security providers.
- **Partnership Functions:** Defining the roles and responsibilities of each external partner, establishing clear communication channels, and leveraging their expertise and resources to support various aspects of the program.
- **Documentation and Agreements:** Maintaining formal documents such as contracts to ensure a clear understanding of the collaboration between the program and external partners.
- **Partner Vetting:** Conducting thorough screenings and evaluations of potential partners, particularly those involved in travel arrangements, transportation, activities, and excursions, to mitigate risks and ensure traveler safety.
- **Joint Planning and Resource Allocation:** Facilitating joint planning sessions between university stakeholders and external partners to define the purpose of the partnership, allocate resources, and establish shared responsibilities.

Practice Exam

- 1. Which of the following best describes the concept of duty of care in the context of international education programs?**
 - A legal obligation for universities to prioritize student safety and protect them from foreseeable threats
 - A requirement for universities to obtain consent from travelers for international education programs
 - A policy that allows universities to transfer liability to third-party organizations
 - A financial responsibility for universities to cover all expenses incurred during international education programs
- 2. Which of the following factors is not a key consideration when determining the risk level of travel destinations?**
 - Quality of local cuisine and tourist attractions
 - Political stability and economic growth
 - Availability of public transportation and healthcare facilities
 - Local crime rates and civil unrest
- 3. Which of the following should be a key focus of any pre-departure training?**
 - Preparing to Go Abroad
 - Traveler Safety and Security
 - Health and Wellness
 - All of the Above
- 4. Which of the following terms refers to the psychological and emotional disorientation experienced when individuals are exposed to new customs or environments?**
 - Stress
 - Culture Shock
 - Depression
 - Anxiety
- 5. Which risk reduction technique involves shifting the risk from the program manager to another party?**
 - Risk avoidance
 - Risk sharing
 - Risk mitigation
 - Risk transfer
- 6. Which of the following represents the three main phases of crisis management?**
 - Crisis Planning, Crisis Response, Crisis Mitigation
 - Crisis Preparation, Crisis Response, Crisis Recovery
 - Crisis Monitoring, Crisis Engagement, Crisis Resolution
 - Crisis Identification, Crisis Containment, Crisis Evaluation
- 7. What source provides a destination tool to find vaccine and health recommendations for a specific location?**
 - Centers for Disease Control and Prevention

- b. U.S. Department of State
 - c. Occupational Safety and Health Administration
 - d. World Health Organization
8. _____ is caused by direct experience of, or close exposure to, a sudden, unexpected, and violent event.
- a. Traumatic Stress
 - b. Basic Stress
 - c. Cumulative Stress
 - d. None of the Above
9. Which of the following is not a key component of establishing a stakeholder engagement plan?
- a. Identifying all key stakeholders and their roles
 - b. Conducting regular briefings for key stakeholders
 - c. Establishing a communications plan
 - d. Developing detailed crisis response plans.
10. According to an institution's International Travel Policy, travel to elevated-risk destinations must be approved by the Office of Global Education, and then approved by the University Risk Manager. This is an example of _____.
- a. Parallel approval
 - b. Sequential approval
 - c. Risk transfer
 - d. Prerequisite approval
11. What is the primary goal of benchmarking against peer institutions?
- a. To ensure compliance with industry standards.
 - b. To establish a network of external stakeholders.
 - c. To identify areas for program enhancement.
 - d. To implement new management processes.
12. What is a reason to record metrics about health and safety pertaining to an international education program?
- a. To effectively inform decisions about health, safety, and security incidents and to reduce risk exposure.
 - b. For ease in logging incidents.
 - c. To automate after-action reviews
 - d. All of the Above
13. Emulating different emergency events to allow managers and their teams to gain insight as to how to better respond during a crisis is known as _____.
- a. Threat Assessments
 - b. Crisis Simulations
 - c. Risk Mitigation
 - d. Risk Assessments
14. Which case set the precedent that universities are responsible for following disability service guidelines even when travelers are studying abroad?
- a. Bloss v. University of Minnesota (1999)

- b. King v. Board of Control of Eastern Michigan University (2002)
- c. Tezca v. University of San Francisco (2013)
- d. Boisson v. Arizona Board of Regents (2015)

15. What is the current universal guideline for travel risk management as of 2021?

- a. ISO 31030
- b. The Forum on Education Abroad's Standards of Good Practice
- c. World Health Organization's Travel Health Guidelines
- d. Occupational Safety and Health Administration's Travel Safety Regulations

Answer Key

1. A
2. A
3. D
4. B
5. D
6. B
7. A
8. A
9. D
10. B
11. C
12. A
13. B
14. C
15. A

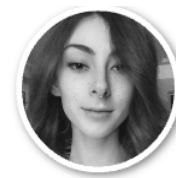
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About SafeAbroad

We're the international education safety experts. It is our mission to prepare travelers and study abroad managers to navigate and manage the risks of international education.

SafeAbroad is a leader in security consulting and risk analysis for international education. As certified security analysts and study abroad alumni, our team understands the global risk landscape.

Our analysts have helped build fusion centers for government agencies and corporations. We've conducted security risk assessments on all corners of the world, and we've helped corporate executives plan safe travel to heightened-risk destinations. Now, we're applying these skills and technologies to help study abroad programs travel confidently and to help program managers navigate and manage the risks of international education.

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