

# Professional Leadership Certificate – Frequently Asked Questions

## What is the anticipated length of study?

It will take approximately 7 hours to complete all of the courses for the Professional Leadership Certificate and the final comprehensive exam.

## Will there be an instructor available to answer questions for each of the courses?

Yes, ARMA International has subject matter experts (SMEs) available to answer questions. Please contact us with your questions.

## Is the program relevant to Canada?

Yes, the certificate focuses on leadership strategies and skills that are important anywhere.

## Do I need to be an ARMA member to participate in the program?

No. However, the member rate is substantially lower than the non-member rate. To become a member, visit [www.arma.org/join](http://www.arma.org/join).

## What do I need to do in order to complete and earn the certificate?

You need to register and pay for the certificate courses; complete the content within each course, including practice exercises and quizzes; then pass the individual exams for the five courses and the final comprehensive exam.

## How do I take the final exam?

Each course has an online multiple-choice exam that must be successfully completed. Upon completion of all courses and passing of all individual course exams, the registrant is able to take the final, comprehensive, online, multiple-choice exam. The exam must be passed in order to earn the certificate.

## Is there testing at the end of each course?

Yes, there is an online multiple-choice course exam for each of the five online courses, and there is a final, online, comprehensive, multiple-choice exam.

## If I purchase the courses as a package, do I have a year to complete it?

You have two years from the date of purchase to earn the certificate by successful completion of all the courses and exams.

## How is a certificate different from a certification?

A Certified Records Manager (CRM) is an example of a certification program, where the focus is on assessing current knowledge and skills within a specific profession. A certification program usually has eligibility requirements (such as years of work experience), ongoing requirements (such as continuing education, renewal fees) and/or recertification requirements. After meeting these requirements an individual is awarded a title and designation (such as *John Doe, CRM*). ARMA International fully supports the ICRM and recommends that RIM professionals [attain the CRM designation](#) as the crowning achievement of professional practice.

By contrast, a certificate program is a non-degree-granting education or training program consisting of a learning event or series of events designed to educate or train individuals to achieve specific learning outcomes for a specific topic or focused group of topics within a discipline.

Participants earn the certificate (like a diploma) after all program requisites, including completion of a specific training program and successful completion of a comprehensive assessment, have been achieved. Individuals can then list the attainment on résumés or in signature lines, such as with ARMA International's Professional Leadership Certificate program: "Professional Leadership Certificate Holder" (CH-PL). Additionally, there are no ongoing requirements to maintain a certificate, such as continuing education, reassessment, or renewal fees.

Certification	Certificates
Certification covers a broad body of knowledge – often an entire field.	Certificates in contrast, usually cover a focused or specialized body of knowledge within a field.
In certification the focus is on assessing <b>current</b> knowledge and skills within a field.	Certificates first focus on <b>training</b> individuals to achieve certain knowledge or skills <b>and then assessing</b> their attainment of it.
Certification usually has eligibility requirements (such as years of work experience), ongoing requirements (such as continuing education, renewal fees) and/or recertification requirements.	Certificates can be dated with a validation period to encourage participants to retake the program or portions of it to stay current. However, they are most like a diploma and once earned do not require ongoing maintenance, such as continuing education, reassessment, and renewal fees.
Certification usually includes passing of an assessment covering a broad area of knowledge and skills.	Certificates include passing a comprehensive assessment covering the specific training program for the certificate.
Certification usually awards a title and a designation, e.g. the <a href="#">ICRM's Certified Records Manager</a> and "CRM".	Certificates award a certificate (like a diploma) so that individuals can list the attainment on résumés such as ARMA International's Professional Leadership Certificate Holder or (CH-PL).