

Recertification Requirements

The IGP certification is awarded for a period of three years. Certificants are required to recertify before their certification expires. Certificants will be required to comply with all recertification requirements. The certification staff will send reminder notices.

Requirements

Certificants should become familiar with the requirements detailed below:

1. **Number of hours required:** 60 contact hours in a 3-year cycle (this averages 20 hours/year - which is comparable to the ICRM's 100 hours in a 5-year cycle)
2. **Specialized credit requirements:** 10 hours required in legal; 10 hours required in IT - remaining 40 hours are at the individual's discretion.
3. **Credit submission deadline:** Credit requests must be submitted **within 120 days after the event** to be evaluated. Submissions past this deadline will be rejected.
4. **Maximum hours per event:** No more than 18 hours will be awarded for a single activity within a category. For example, a college/university course, that requires 3 hours of meeting time each week in a semester, will still only be awarded 18 hours.
5. **Recertification fee:** The recertification fee of \$250 will be invoiced at the end of the 3-year period if the individual has met the credit requirement. This fee covers the individual throughout the next 3-year period.

How you earn credits

Credits can be earned by attending educational events, or by professional activities as defined below.

1. **Attendance at educational events:** Chapter workshops, seminars, conferences that map to the exam domains may earn credits. ARMA International events will be automatically added to the Individual profile. Events from other organizers and/or chapters must be submitted through the Professional Development function in the membership profile.
2. **Participation in item writing for the IGP exam:** 5 hours credit/item writing session; automatically granted upon conclusion of an exam writing session; credit will not be prorated for partial attendance.
3. **Participation in formal standards-writing activities:** The standards must pertain to an information governance domain as defined by ARMA. 5 hours/standard or technical report when developed within any ANSI-accredited standards development program (e.g., ARMA, AIIM, ISO).
4. **IG Presentations:** Speaking at in-person conferences and workshops, creating educational materials for virtual or electronic delivery (e.g., web seminars, DVDs, live streaming)
 - a. Material preparation time will be recognized at a 3:1 ratio; for each hour of presentation time (excluding breaks), for the first preparation of the material, (e.g., for a 1 hour course, the total allotted would be 4 hours. Three hours of prep time + 1 hour presentation time). A maximum of 18 hours will be allotted to each event.
 - b. Multiple presentations of the same material will NOT be awarded credit, unless the individual can demonstrate that the material was substantially revised for a new/different audience

5. **Publication of articles and books:** The item must be published by a recognized commercial or professional association publisher. Credit is awarded at 3 hours / typeset page, up to a maximum of 18 hours. Blogs, Twitter feeds, LinkedIN postings and other social media outlets do NOT qualify for this category.
6. **College or university course:** Accepted when related to the defined information governance domains. No more than 18 hours will be awarded for a course.

Claiming credits / Credit Submission

ARMA International Education

If you completed education that you registered for through ARMA International, you don't need to submit credit requests. Our new Learning Management System will import the credits into your Professional Development profile.

Other Education / Other Eligible Activities

Credit requests for ARMA chapter and/or region events must be submitted through the Professional Development screens in the profile.

- We need the request and supporting documentation for education from non-ARMA sources, ARMA chapters or regions, and for Activities 3 through 6 above.
- Submit your request within 120 days of the event. Credit will be denied if the deadline isn't met.

Accessing the Credit Request Form

****This process is only needed if the activity was not sponsored by ARMA International.****

1. Login with your membership credentials.
2. After logging in, **click the pull-down menu in the upper right-hand corner of the screen.** This will show up next to your name.
3. Click on **Account + Settings:**
4. Click on the **Professional Development** Link:
5. Credit requests are now called Journal Entries. Under the tab for Journal Entries, you can:
 - a. View the status of all your Journal Entries, or filter your entries by the criteria you choose.
 - b. Submit new Journal Entries
6. To check the overall status of credits earned
 - a. Click on the Certification / Programs tab for a summary of credits.

Field Definitions on the Credit Request Form

1. The definitions below guide you in filling out the Journal Entry form,
 - a. **Certification Program:** Select **Information Governance Professional Recertification**
 - b. **Credit Type:** Click on the credit type that applies to the session you are submitting (GEN, IT, or Legal)
 - i. If you want to claim multiple credit types for the same event, you will have to submit separate entries. For example: if a day long workshop is worth 4 hours, but the topics were evenly split between Legal and General, you need 2 entries.
 - ii. If the session is between 30 and 60 minutes long, you must choose the one credit type that was predominant in the presentation.
 - c. **Entry Date:** the date you are entering the credit.
 - d. **Description:** Begin with the date the event took place. Include a short description of the content covered in the event. This is especially important if the promotional material lacks this information.

- i. You MUST submit your journal entries within 120 days of the event for them to be reviewed for credit. They will be automatically rejected if this deadline is not met.**
- e. **Credits:** The number of credits you are requesting. Credits are based on the amount of time spent in the educational activity. For example: if a chapter meeting runs from 11:00 AM to 1:30 PM, but the speaker presents for only 1 hour, the session is eligible for 1 CEU. Certification Staff will verify that the number of credits requested is supported by the documentation.
- f. **Credits Expire:** Leave blank
- g. **Score:** Leave blank
- h. **Activity Code:** Enter the pre-approval code if the event was pre-approved for IGP credit.
- i. **Attachments:** Upload the documents which will substantiate your request.
 - i. **Attendance:** Certificate of Attendance (preferred). If that is unavailable, a scan of an attendee badge or an email confirming registration for a virtual event is acceptable.
 - ii. **Topic covered:** A description of the topics covered in the educational portion of the event and the amount of time dedicated to that education. We do not give credit for roundtable discussions, Expo floor time, topics that can't be correlated to the DACUM chart, or sessions that are shorter than 30 minutes.
 - iii. **Length of event:** the amount of time spent in the educational portion of the activity.

Recertification FAQs

- 1. Is there a time limit on submitting events for credit approval?**
 - a. Yes. You must submit your request within 120 days of the event date to receive credit.
- 2. How can I earn a lot of credits in a short time frame? How can I get the specialized credits in IT and Legal?**
 - a. Attend ARMA's online web seminars, many of which are free to professional members. The new LMS system will allow you to search for web seminars by IGP credit types.
 - b. Watch for other virtual education offered by ARMA through the year.
 - c. Attend chapter meetings with information governance content
- 3. I took a seminar on Privacy/Information Security/Data Protection issues, do I apply for IT credits or Legal?**
 - a. If the session focused primarily on laws and regulations, or compliance with them, you can claim legal credit
 - b. If the session focused on the use of technology to facilitate compliance, using technology to identify high-risk data, implementation of technology frameworks to achieve compliance, etc. you can claim IT credit
 - c. If the session split its time between a review of laws and regulations and related technologies you can claim both IT and Legal credit. You will need to make two entries breaking up the total length of the session into the applicable IT and Legal Credits. For example: 90 min session 'An Overview of GDPR and Data Analytics for Compliance' – submit for .5 Legal credit and 1.0 IT credit
- 4. How can I get specialized IT or Legal credits for the sessions I attended at a conference?**
 - a. Create an entry in your membership profile for each type of credit you are claiming. Upload a document that identifies the sessions you attended that you think qualify for specialized credits. Certification Staff will review your submission and approve the credits if in agreement that the sessions should earn Legal or IT credit.

5. My submission was denied credit, but I disagree with the decision. How do I appeal?

- a. If your credit request was denied, you will receive an explanation from the Director of Professional Development, explaining the denial. If you need additional information or an explanation of the decision, contact Certification.staff@armaintl.org and a member of the Certification Staff can provide additional detail.
- b. If you still disagree with the reason or explanation provided, you can request an appeal by return email. The Director of Professional Development will contact you and may request additional information or documentation to better understand your position. The director will review the information you provide and inform you of the decision.
- c. If you disagree with the Director's decision, you can request a final appeal to the IGP Governance Board. The Director of Professional Development will connect you with a member of the Board, typically the Chair, and s/he will review and may request more information and/or a statement from you explaining your position in detail, including any mitigating circumstances. After review, the decision of the Board member is final.
- d. All requests for appeal, up to and including an appeal to the IGP Governance Board must be received within the 120 day reporting window for the submission of credits

6. What if I still have questions?

- e. Contact Certification.staff@armaintl.org.