

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:** Minimum requirements are; 15 hours Information Management, 4 hours Legal, 4 hours Technology, 4 hours Business, 4 hours Information Security, 4 hours Privacy, 4 hours Risk Management, 2 hours Ethics. The remaining 19 hours are electives and can be spread across any of the categories.
3. **Credit submission deadline:** Credits must have been earned within the current 3 year cycle.
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
 - c. Educational content must be appropriate for a senior level, experienced practitioner and/or make the connection between foundational concepts and IG; content geared towards entry level skills will not earn credit.

- 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. Educational content must be appropriate for a senior level, experienced practitioner and/or make the connection between foundational concepts and IG; content geared towards entry level skills will not earn credit.
- 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.

Tracking Credits

ARMA International Education

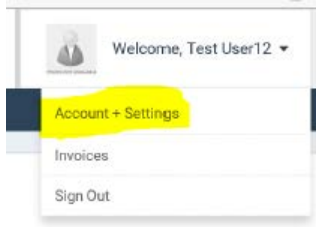
If you completed education that you registered for through ARMA International, you don't need to submit credit requests. Our new Learning Management System will import the credits into your Professional Development profile.

Accessing the Credit Request Form

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

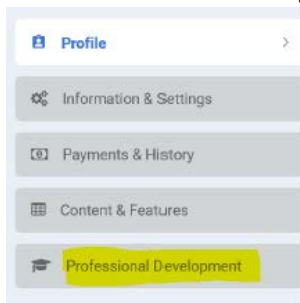
This is available to use to track your credits, however it is not required. You can track your credits on your own, but they must be in a format that can be sent to ARMA staff in the event you are selected for an audit.

- 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. then Click on **Account + Settings**:



a.

- 3. Click on the **Professional Development** Link on the left hand side



a.

4. 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



- c.
 5. To check the overall status of credits earned
 - a. Click on the Certification / Programs tab for a summary of credits.

Name	Status	Credit Type	Min Required	Max Allowed	Earned	Credits Expiring
Information Governance Professional	Complete	IGP	1	NA	1	NA
Information Governance Professional Recertification	Incomplete	IT	60	NA	34.5	NA
		Legal	10	NA	1.5	NA
		General	40	NA	29.75	NA

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.
 - 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.

Add Entry ×

Is this entry for a Certificate or Program? * Yes No

Certification/Program * ? Information Governance Professional Recertification ▼

Credit Type * ? IGP-General ▼

Entry Date * ? 5/25/2018 📅

Description * ? Course Name and Description

Credits * ? 3

Credits Expire ? 📅

Score (%) ? (if applicable)

Activity Code ? Pre-approval Code

Status Pending ▼

Message to Member

Locked * ? Yes No

Attachments ? Browse... No file selected.

Submit Cancel

Recertification FAQs

- 1. Is there a time limit on submitting events for credit approval?**
 - a. No, credits for recertification only need to be earned within your current 3 year cycle.
- 2. How can I earn a lot of credits in a short time frame? How can I get the specialized credits?**
 - 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 to each category?**
 - 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. What if I still have questions?**
 - a. Contact Certification.staff@armaintl.org.