



Information Governance Professional (IGP) Certification

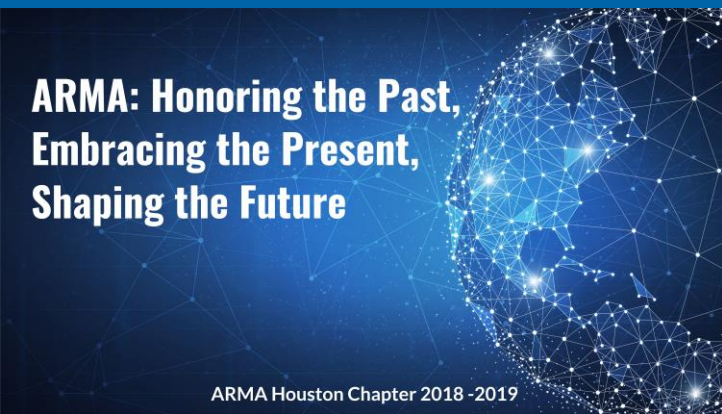
**ARMA: Honoring the Past,
Embracing the Present,
Shaping the Future**

ARMA Houston Chapter 2018 -2019



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AGENDA

- Overview
- Benefits
- Resources
- Examination
- Maintaining Certification
- Questions

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OVERVIEW

What is Information Governance?

ARMA International defines information governance as a strategic, cross-disciplinary framework composed of standards, processes, roles, and metrics that hold organizations and individuals accountable for the proper handling of information assets. The framework helps organizations achieve business objectives, facilitates compliance with external requirements, and minimizes risk posed by substandard information handling practices. Records and information management (RIM) is an essential building block of an information governance program.*

*Source: <http://www.arma.org/page/Certifications>



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OVERVIEW

Who are Information Governance Professionals?

*Information governance professionals are strategic in nature. They are in or work with those in the highest levels of the organization. Their span of control and influence is broader than traditional records and information management (RIM) and is heavily influenced by information technology. The IGP also takes on a proactive role in identifying opportunities and business needs that are not being met, determining what content an organization should create and how it can be effectively used within the organization.**

*Source: http://www.arma.org/?page=IGP_FAQ



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OVERVIEW

What does the Information Governance Professional (IGP) designation mean?

An Information Governance Professional (IGP) is a person who has earned ARMA's IG certification that demonstrates he or she has the strategic perspective and the requisite knowledge to help an organization leverage information for maximum value while reducing the costs and mitigating the risks associated with using and governing this important asset.*

*Source: <http://www.arma.org/page/Certifications>



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OVERVIEW

- The Information Governance Professional (IGP) Certification Program is administered by the IGP Governance Board
 - The IGP Governance Board is independent from ARMA International's structure
 - The mission of the IGP Certification Program:
 - *Provide an information governance credential within an ethical and professional framework to support individuals to deliver organizational value and reduce risk*.*

*Source: <http://www.arma.org/page/Certifications>



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OVERVIEW

- ARMA International began development of the IGP credential in 2012
 - There have been over 340 IGP certifications issued
 - Individual names are listed on the ARMA International website
- Questions regarding the IGP certification can be submitted to: CertificationStaff@armaintl.org



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BENEFITS

- How does the IGP benefit organizations?
 - Expertise gained is valuable and immediately useful to the entire organization
- Why invest to become an IGP?
 - *It helps improve the speed of business for your organization*
 - *It will help you use information more effectively*
 - *It will help you become more successful, professionally**

*Source: http://www.arma.org/?page=IGP_Future

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BENEFITS

Will this certification be ANSI / ISO accredited?

The IGP certification program is being developed according to ISO/IEC 17024, Conformity assessment - general requirements for bodies operating certification of persons, and it is our intention for it to be an accredited certification program. The independent certification board will begin the formal accreditation application process pending completion of additional program requirements.*

*Source: http://www.arma.org/?page=IGP_FAQ

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RESOURCES

ARMA International Website Resources



Source: <http://www.arma.org/page/Certifications>

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RESOURCES

- The IGP Candidate Handbook* (25 pages) includes:
 - *Introduction*
 - *General Information*
 - *Preparing for the Exam*
 - *Taking the Exam – Overview*
 - *Appendix*

*Source: <http://www.arma.org/resource/resmgr/files/IGP/igp-candidate-handbook.pdf>



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RESOURCES

- Exam preparation resources which are accessible through the ARMA International website include:*
 - [Suggested Reading List](#)
 - [Sample Questions](#)
 - [Exam Blueprint](#)
 - [DACUM Chart](#)
 - [Competency Domains](#)
 - [IGP Study Packs](#)

*Source: http://www.arma.org/default.asp?page=IGP_Future



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EXAMINATION

IGP Exam Blueprint / DACUM Chart*

- *As you prepare for the exam, you are strongly encouraged to review the Examination Blueprint. It contains the major content areas and the percentage of the exam each content area represents. Use the blueprint to identify any content areas you may need additional help with, and ask yourself these questions:*
 - *Which content areas represent the greatest number of test questions?*
 - *How much time do I need to focus on these areas to prepare for the exam versus other areas?*
 - *How does my current knowledge and skills compare to the content areas? Am I strong in some but weak on others?*
 - *How much training or work have I done in the areas on the exam?*
- *Your analysis of the content outline and your answers to these questions will help you determine where to spend your study time.*

*Source: <http://www.arma.org/resource/resmgr/files/IGP/igp-candidate-handbook.pdf> (page 13)



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EXAMINATION

- No formal coursework is required to take the examination
- Prior to taking the exam:
 - Must sign the Code of Ethics
- 2019-2020 Examination Dates:

2019	Spring	Mar 18-May 17	Application deadline May 10, 2019
	Fall	Sept 16-Nov 16	Application deadline Nov 9, 2019
2020	Spring	Mar 21-May 16	Application deadline May 11, 2020
	Fall	Sept 20-Nov 14	Application deadline Nov 7, 2020

Source: https://www.arma.org/page/IGP_TestingDates



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EXAMINATION

- Examination Details:
 - Duration: one day in a single session
 - Total of 140 multiple choice questions
 - most questions are scored (125); some questions are reviewed for potential inclusion in future exams (15)
 - Test time limit – 3 hours
 - administrative tasks - 15 minutes
 - actual test - 2 hours and 45 minutes
 - There are numerous exam restrictions
 - example: not allowed to bring any materials into the exam room (e.g. no electronic devices permitted)

Source: <http://c.ymcdn.com/sites/www.arma.org/resource/resmgr/files/IIGP/the-testing-process.pdf>



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EXAMINATION

Sample Question

*Which of the following is a core standard for the development of the Records and Information Management (RIM) aspects of the IG program?**

- A. ISO 9000
- B. ISO 15489
- C. DoD 5015.2
- D. MoReq 2010

*Source: http://www.arma.org/?page=IGP_sample_questions



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MAINTAINING CERTIFICATION

- Maintaining an achieved certification requires 60 continuing education hours every succeeding three year period*

Type	Hours
Information Management (replaces 'General')	15
Legal	4
Technology (replaces 'IT')	4
Business	4
Information Security	4
Privacy	4
Risk Management	4
Ethics	2
Remaining (electives which can be spread across any of the categories)	19
Total	60

- Recertification fee (every 3 years) is \$250

*Source: http://c.ymcdn.com/sites/www.arma.org/resource/resmgr/files/IGP/Maintaining_Your_Credential_.pdf



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MAINTAINING CERTIFICATION

Ways to earn continuing credits:

- Attendance at sanctioned educational events
- Writing an item for the IGP exam
- Participation in formal standards writing activities
- IG Presentations
- Publications of articles and books
- College or university course work

Source: https://cdn.ymaws.com/www.arma.org/resource/resmgr/files/igp/recertification_process_fee.pdf

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April 23 – 24, 2019

Questions?



2019 ARMA Houston Spring Conference