

# RIM Professional Certifications

ARMA HOUSTON Chapter Workshop 10/30/19  
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# Agenda

- Overview
- CRM, IGP, CIP, CIPM
- Prerequisites
- Application and Exam Cost
- Exam Description and Preparation
- Renewal
- Sample Test Question
- Preparation
- Conclusion
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# Overview

## Benefits of certifications

- Recognition
- Career
- Networking
- Continuing Education

# Overview

- Numerous RIM professional certifications
  - Numerous certifying bodies
  - Certifications include the following:
    - CRM, IGP, CIP, CIPM



# CRM

Name: Certified Records Manager

Governance Board: Institute of Certified Records Managers (ICRM)

Description:

- *The Institute of Certified Records Managers (ICRM) is an international certifying organization of and for professional records and information managers. The ICRM was incorporated in 1975 to meet the requirement to have a standard by which persons involved in records and information management could be measured, accredited and recognized according to criteria of experience and capability established by their peers.*
- *More than 40 years later, the organization and the credential remains a valuable part of the Records and Information Management (RIM) community; an expanding interdisciplinary, global and diverse constituency.*
- Source: <https://www.icrm.org/about> ; <https://www.icrm.org/CRM-advantages>



# IGP

- Name: Information Governance Professional
- Governance Board: IGP Governance Board  
(incorporated separately from ARMA International)
- Description:
  - *The Information Governance Professional (IGP) Certification is the premier certification focused exclusively on the high-level strategic practice of Information Governance. Those who have obtained their IGP have shown their mastery of the concepts of Information Governance - bringing together the various sub-disciplines of information (archiving, compliance, information management, information technology, legal and eDiscovery, privacy, records, and security) into a cohesive and comprehensive set of policies, practices, and strategies for their organizations. An IGP is a trusted resource to their organizations and as the designation is a requirement for many roles in organizations today including the roles of Director of Information Governance, Information Governance Manager, Information Manager, Director of Information, Director of Information Management, Chief Data Officer (CDO), Chief Information Officer (CIO), Chief Information Security Officer (CISO), Chief Technology Officer (CTO), and Chief Privacy Officer (CPO), among many others.*

Source: <https://www.arma.org/general/custom.asp?page=Certifications>



# CIP

- Name: Certified Information Professional
- Governance Board: AIIM (Association for Intelligent Information Management)
- Description
  - *AIIM worked with industry experts and focus groups to define the body of knowledge necessary for information professionals to be successful in the Intelligent Information Management era and built a certification exam based upon this body of knowledge.*
  - Source: <https://www.aiim.org/Education-Section/CIP>



# CIPM

Name: Certified Information Privacy Manager

Governance Board: IAPP (International Association of Privacy Professionals)

Description:

- *The CIPM is the world's first and only certification in privacy program management. When you earn a CIPM, it shows that you don't just know privacy regulations—you know how to make it work for your organization. In other words, you're the go-to person for day-to-day operations when it comes to privacy.*

Source: <https://iapp.org/certify/cipm/>





# Prerequisites

## CRM

- Preferred qualifications for either the CRA (Certified Records Analyst) or the CRM are a college degree (four-year or bachelor's degree) and one year of professional (RIM) experience. One additional year of professional RIM experience may be substituted for each year of college not completed (i.e. a high-school graduate with five years of professional RIM experience could apply)
- Acceptable Professional Work Experience:
  - Conducted studies and surveys
  - Developed, designed, and implemented records or information management systems
  - Had direct managerial or operational responsibility for RIM programs
  - Has taught in an accredited college/university (on a full time basis) courses in RIM

## IGP

- Recommended candidate background:
  - Four year degree + 3 years of management or leadership experience or
  - High School or equivalent + 6 years of management or leadership experience
- Acceptable experience: RIM, Law, Compliance, Audit, IT Privacy or Security

## CIP

- None

## CIPM

- None

# Application and Exam Cost

## CRM

- Application Fee: \$100
- Exam fee Parts 1-5: \$100
- Exam fee Part 6: \$150

## IGP

- Application and Exam fee: \$599  
(Note: fee must be paid before they will process your application)
- Retest \$250

## CIP

- Exam fee: \$385
- Professional Members discounted fee: \$349

## CIPM

- Exam fee: \$550; discounted to \$375 if you already hold an IAPP Certification
- Retake: \$375
- A certification maintenance fee of \$250 USD is due when registering for the first IAPP certification exam and then renewed every two years. (The certification maintenance fee for members is included with their membership)

# Exam Description

## CRM

- Parts 1-5 each contain 100 multiple choice questions;
  - (1) Mgt Principles and the RIM Program
  - (2) Records and Infor. Creation and Use
  - (3) Record Storage, Retrieval, Conversion, and Facilities
  - (4) Records Appraisal, Retention, Protection and Disposition
  - (5) Technology
- Part 6 - 2 essays

## IGP

- 140 questions (only 125 questions are scored)

## CIP

- 100 multiple choice questions
- Covers five domains:
  - 1)Creating and capturing information
  - 2) Extracting intelligence from information
  - 3) Digitalizing information-intensive processes
  - 4) Automating governance and compliance
  - 5) Implementing an information management solution

## CIPM

- 90 questions (only 70 are scored)



# Exam Preparation

## CRM

- Houston Chapter Resources
- International Resources -  
The ICRM offers an Exam Prep Workshop prior to ARMA International Conferences

## IGP

- Suggested Reading List
- Sample Questions
- Exam Blueprint
- DACUM Chart
- Competency Domains
- IGP Study Pacts
- IGP Candidate Handbook

## CIP

- (1) CIP Practice Exam – free 100 question exam to assess strengths/weaknesses.
- (2) CIP Study Guide - free to members; nonmembers \$60
- (3) Foundations of Intelligent Information Management Training Course, - A primer for the CIP exam. Purchase includes the CIP Study Guide and a voucher for 1 free CIP exam registration.
- (4) AIIM Training Course on an area you're weak in.

## CIPM

- Sample questions (20 total) : \$25 members; \$35 non members
- Certification Handbook
- Courses
- Publications (electronic bookstore)
- Free resources including glossary, CIPM Body of Knowledge

## Renewal - Interval and Cost

### CRM

- Renewal Period
  - Annual
- Renewal Cost
  - \$200.

### IGP

- Renewal Period
  - 3 years
- Renewal Cost
  - \$250

### CIP

- Renewal Period
  - 3 years
- Renewal Cost
  - Recertify for \$150 USD (\$135 for members)

### CIPM

- Renewal Period
  - 2 years
- Renewal Cost
  - \$250

# Renewal - Required Hours and Courses

## CRM

•Hours: Submit 100 points for approved educational activity during each five-year period following initial certification

Courses: 4 categories

(A) *Attend*:

(B) *Present*: Teach/ Lecture/ Present/ Panel

*Participation*:

(C) *Publish*: Articles, Monographs, Whitepapers and Books:

(D) *Other*: Work-Related Activities or Other RIM-Related Activities

## IGP

•Hours 60 in 3 year cycle

•Courses: Minimum hours requirement:

•15 Information Mgt

•4 Legal

•4 Technology

•4 Business

•4 Information Security

•4 Privacy

•4 Risk Management

•2 Ethics

•19 Electives which can be spread across any of the categories.

## CIP

•60 Continuing Education Units (CEUs) before your certification's expiration date

•AllIM's 4 categories of knowledge (same as the categories listed under 'Exam Description')

## CIPM

•20 hours over two year period

•'A continuing privacy education (CPE) credit is defined as a (usually) one-hour unit earned from participating in or attending any program, event, or forum, reading or writing any published written material, creating and administering a presentation, course of instruction, or other activity that relates to privacy and/or security.'

# Sample Test Question

(IGP)

*Which of the following is an example of a critical success factor in an IG strategic plan?*

- A. elimination of duplicate data in email
- B. near 100% meeting attendance by all stakeholders
- C. revision of the Retention Schedule to use a "big bucket" approach
- D. ongoing executive sponsorship



# Preparation

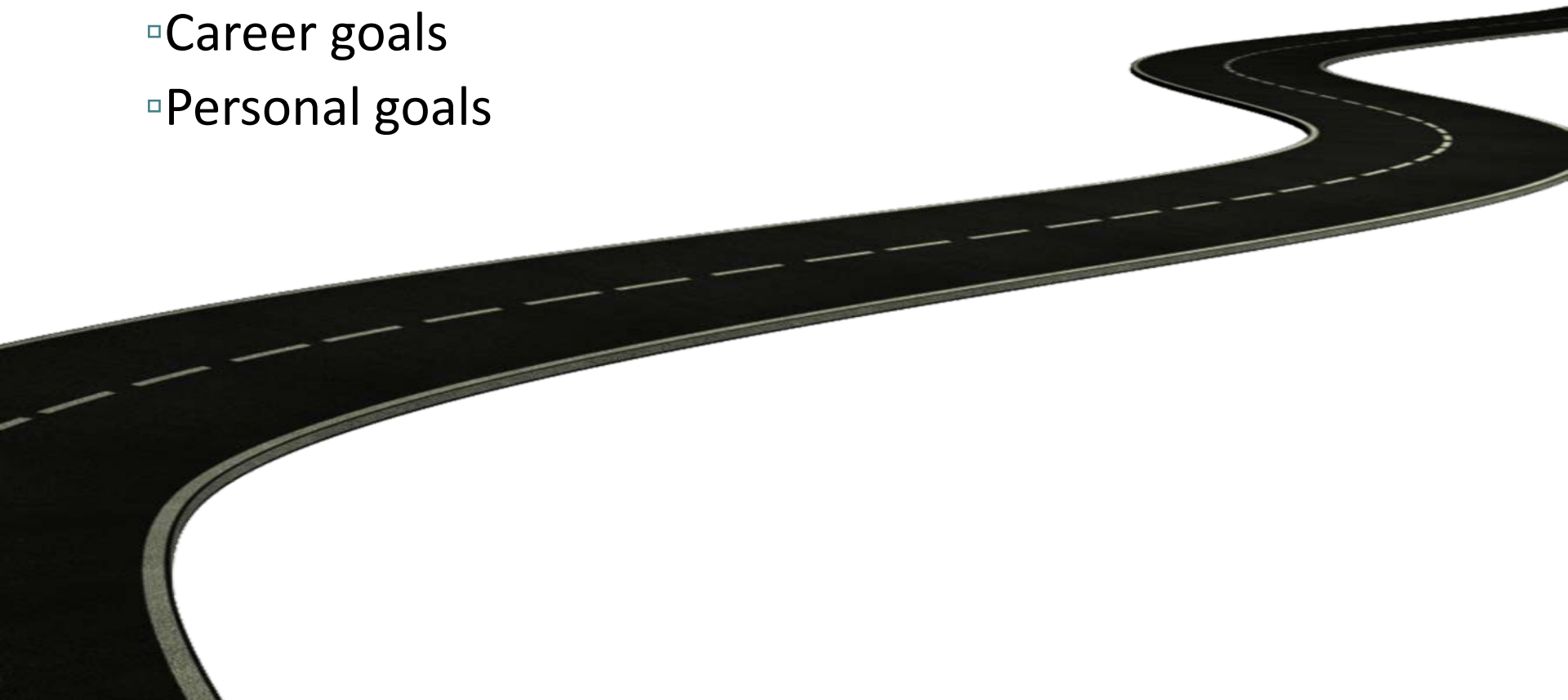


- Find out more about the certifications from the websites
  - For example:
    - IGP - *The IGP recognized the efforts of those professionals who are most accomplished with respect to the implementation of the Generally Accepted Record Keeping Principles*
- Familiarize yourself with test center rules
  - Don't bring electronic devices of any kind



# Conclusion

- Selecting the certification
  - Career goals
  - Personal goals



# Questions

