Recertification Requirements

Recertification

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 recertification requirements, which are 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. 10 hours required in legal; 10 hours required in IT - remaining 40 hours are at the individual's discretion. Legal and IT change more rapidly than the other areas, so a minimum amount of continuing education is required.
3. 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.
4. The recertification fee of $250 will be invoiced at the end of the 3-year period if the individual has met the credit hour requirement. This fee covers the individual throughout the next 3-year period.

How we award 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; Individual must indicate which domain the content applies to, unless pre-authorized by ARMA.
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, pertaining 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. Professional Contributions, such as 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, related to the defined information governance domains. No more than 18 hours will be awarded for a course.

Required documentation

1. Events must have educational content, and must be a minimum of 30 minutes in length. Credit will be awarded in 30-minute increments only (e.g., a 45 minute course would be rounded up to full credit hour; a 30 minute course would be allotted .5 credit hour.)
2. Recertification form describing the event sponsor, the content and the IGP domain to which it applies, and the number of hours being requested. This form is submitted through the online process described below.
3. Information from the sponsoring organization that supports the individual's attendance and the number of hours requested (e.g., Certificate of attendance, published schedule of events)

Submitting Your Recertification Credits

Reporting CE Credits

Everything regarding your certification can be found online in your 'My ARMA' account under the 'My Certification' tab. In this tab you can add your CE credits, see how many credits you have completed, how many you need, and see your certification cycle information. When you are ready to report CE credits, you will click on the button that says 'Report CE' and fill in the information. There you will be asked to also map the credit to the domain of the DACUM chart the CE applies to as well as upload your documentation from the sponsoring organization that supports your attendance and the number of hours requested (e.g., certificate of attendance, published schedule of events, etc.). You can find the DACUM chart online at http://www.arma.org/docs/igp/dacumchart1012.pdf.

Steps to Report CE:

1. Log into your 'My ARMA' account and click on the 'My Certification' tab
2. Click 'Report CE' and fill in the information
3. Choose the domain of the DACUM chart that the CE applies to
4. Attach your supporting documentation (certificate of attendance and published schedule of events, etc.). ***You are only able to attach one document when you upload your documentation, so please make sure all the documents are on the file you upload.*** If you have any difficulties attaching the documentation, you can also email it to us at CertificationStaff@armaintl.org.

Reporting Pre-Approved CE Credits

When you are reporting pre-approved credits, you will add them the same way you add any CE credit. You will need to send the same documentation as you would for a CE credit that has not been pre-approved. Please include the pre-approval code for the event as well.

If you have questions or difficulties submitting your requests, please contact us at CertificationStaff@armaintl.org. We will be happy to assist you in any way that we can.