



ARMA Utah- Salt Lake Chapter

Professional Certifications

September 21, 2017

BYU

UNIVERSITY RECORDS &
INFORMATION MANAGEMENT

Agenda – Retention Schedule

- Why Certify
- Certifications
- Where to go for help



Why Certify

- Improve your skills and knowledge
- Demonstrate your skills to your organization
- Meet department goals – obtain a certification
- A key to new opportunities for career advancement
- Improve your earning potential - higher salaries
- And....
- An opportunity to order new business cards

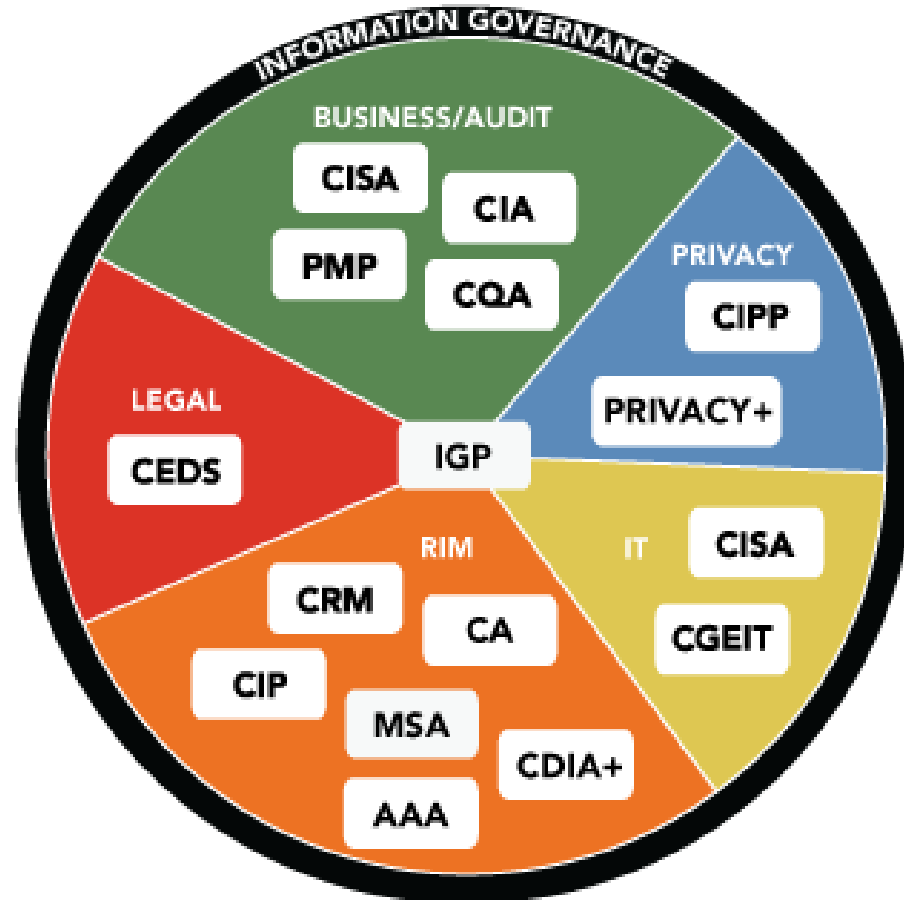
Certification vs Certificate

- Certification:
 - Professional certification programs document a specific level of professional knowledge and experience based on established competencies.
 - Candidates must successfully complete an exam and may have to demonstrate specific skill sets.
 - Many certification programs also require continuing education in order to maintain the certification.

Certification vs Certificate

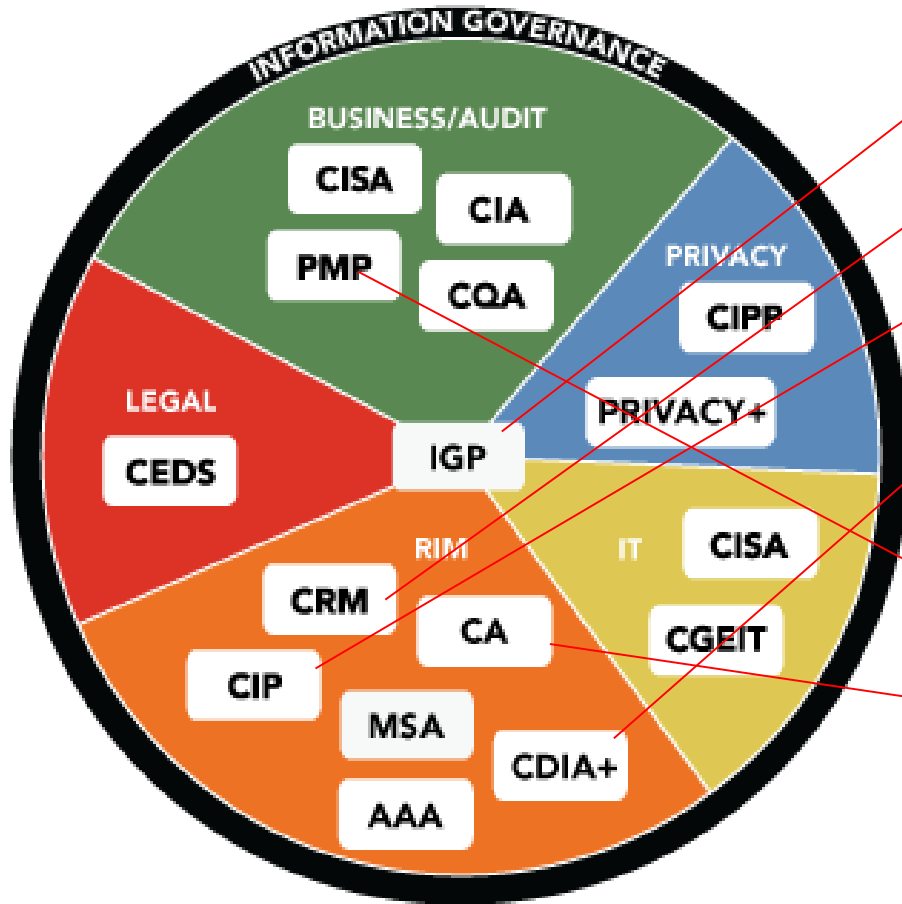
- Certificate:
 - It is very common for educational programs, conferences and seminars to provide attendees with a certificate of attendance or completion.
 - Such certificates identify the title and dates of the course(s) taken and the sponsoring organizations.

Information Governance Certifications



<http://www.arma.org/r1/professional-development/certification>

Information Governance Certifications



IGP – ARMA – Annual Dues

CRM – ICRM – Annual Dues

CRA – ICRM – Annual Dues

CIP – AIIM – No Annual Dues

Certified Information Professional

CDIA+ - CompTIA – No Annual Dues

Certified Document Imaging Archetict

ERM _{S,P,M} – AIIM – No Annual Dues

Enterprise Records Management Specialist, Practitioner or Masters

Change Management Certification – No Annual Dues

PMP – Project Management Professional

CA – Certified Archivist

MLS – Masters of Library Science

<http://www.arma.org/r1/professional-development/certification>

Professional Certifications

1. Information Governance Professional certification (IGP) - ARMA International
2. Certified Records Manager (CRM) - Institute of Certified Records Managers (ICRM)
3. Certified Specialist in E-Discovery (CEDS) - Association for Certified E-Discovery Specialists
4. Certified Information Privacy Professional (CIPP) - International Association of Privacy Professionals (IAPP)
5. Certified Information Professional (CIP) - AIIM International
6. Certified Archivist (CA) - Academy of Certified Archivists
7. Project Management Professional (PMP) - Project Management Institute
8. Certified Internal Auditor (CIA) - The Institute of Internal Auditors
9. Certified Quality Auditor (CQA) - ASQ
10. Certified in the Governance of Enterprise IT (CGEIT) - ISACA
11. Certified Information Systems Auditor (CISA) - ISACA
12. Certified Internal Auditor (IIA) - Institute of Internal Auditors
13. Certified Document Imaging Architect (CDIA+) - compTIA
14. PRISM International: Privacy+ Certification Program
15. Certified eDiscovery Professional (CeDP) - The Organization of Legal Professionals
16. Mobile Shredding Association (MSA) Certification
17. NAID AAA Certification - National Association for Information Destruction

<http://www.arma.org/r1/professional-development/certification>

CRM vs CRA – What's the difference

- Records Manager
 - Work with Management
 - Strategy
- Records Analyst
 - Work with records and departments
 - Tactical – more task focused



September 1, 2017

The Institute of Certified Records Managers (ICRM) and the Association of Intelligent Information Management (AIIM) announce a strategic partnership that will provide credit for ICRM Exam Part 5 for those RIM professionals that have successfully completed the AIIM ERM-Master training course. See more at <https://www.icrm.org/icrm-aiim-partnership>

Your Certifications and How they have Helped

- CRM
- IGP
- CDIA
- ERMs
- ECMs
- SharePoint s + p
- Proci Change Management Practitioner

Which one should I get?

- It depends on your current role and your goals
 - Managing Physical Records
 - Managing Electronic Records
 - Start an e-Records Program
 - Work more closely with IT or Legal
 - Part of an Information Governance Initiative
- Go deep? CRM, CRA
- Go Broad? IGP, CIP

Questions and Contact Info

- Questions
- For more information, contact Howard Loos
 - Howard_Loos@BYU.edu