



# Certified Records Manager (CRM) Examination Preparation Workshop

## TRACK ONE

Track One provides assistance with the ICRM application process, and introduction and an Overview of Parts 1-5 including 100 sample questions. The CRM exams were revised in the Fall of 2011. The new Examination Outline will be covered in this Workshop.

## TRACK TWO

Track Two provides the CRM Candidate an opportunity to write sample case studies and receive feedback for Part 6. You must bring your own laptop to participate in TRACK TWO. No paper exams will be provided.



Hosted by the  
Boise Valley  
Chapter of ARMA

**Wednesday, March 14, 2012**

The CRM Examination Preparation Workshop will be held in Boise ID, located at URS Office Complex—Washington Group Plaza, 400 S. Broadway Ave., Boise, ID. For any additional questions, please contact:

Bruce Walters at [bruce.walters@urs.com](mailto:bruce.walters@urs.com)

Dave McDermott at [idahomcd@yahoo.com](mailto:idahomcd@yahoo.com).

Register at [www.armagreatnorthwest.org](http://www.armagreatnorthwest.org).

TRACK ONE or TRACK TWO is \$100 for current ARMA members when registering with the ARMA GNW Region Conference, or \$150 if registering separately.

The following CRMs will be presenting the Workshop on behalf of the Institute of Certified Records Managers (ICRM) and the Boise Valley Chapter of ARMA:

**Debra Gearhart, CRM, FAI**

**Juanita Skillman, CRM, FAI**

**David McDermott, CRM, FAI**

CRM Examination Preparation Workshop will help candidates prepare for the six tests by identifying the core subject matter to study for each Part and to review relevant resources to ensure you develop a successful test taking strategy.

Hosted by the Boise Valley Chapter of ARMA International

**The Only  
3 Letters  
That Matter**



If you're ready to take your career in information management to the next level, there are only 3 letters that matter.

**Become a  
Certified Records  
Manager**



If attending the CRM Exam Prep at the URS, Hotel Reservations can be made at the adjoining property: Courtyard by Marriott, 222 S. Broadway Avenue, Boise, ID, Phone: 208.331.2700 / Room Rate: \$92.00 per night, Mention the ARMA Conference for stated pricing. Courtesy airport shuttle provided. Reservation price good through February 19th.



# Agenda

## TRACK ONE

### Welcome and Keynote: Application and Certification

8:30 am — 8:45 am

### Part 1: Management Principles and the Records and Information Management (RIM) Program

8:45 a.m. – 10:00 am

**BREAK** 10:00 am—10:15 am

### Part 2: – Records and Information: Creation and Use

10:15 am—11:30 am

**LUNCH** – 11:30 am—12:00 pm

### Part 3: Records Systems, Storage and Retrieval

12:00 pm—1:15 pm

### Part 4: Records Appraisal, Retention, Protection and Disposition

1:15 pm – 2:45 pm

**BREAK** - 2:45 pm—3:00 pm

### Part 5: Technology, Equipment & Supplies

3:00 pm – 4:15 pm

### Demystifying the Application

4:15 p.m. – 4:45 p.m.

**Q&A**

## TRACK TWO

### Welcome and Keynote: Application and Certification

8:30 am — 8:45 am

### Part 6: Written Exam (practice case studies)

8:45 am—9:45 am

**BREAK** - 9:45 am—10:00 am

**40 Point Case Study** – 10:00 am—11:30 am

**LUNCH** – 11:30 am—12:00 pm

### Grading & Review of 40 Point Case Study

12:00 pm—1:00 pm

**40 Point Case Study** – 1:00 pm—3:30 pm

**BREAK** – 3:30 pm—3:45 pm

### Grading & Review of 40 Point Case Study

3:45 pm—4:45 pm

### Wrap Up, Certificates & Evaluations

2:45 p.m. – 3:30 p.m.

Hosted by the Boise Valley Chapter

