



**To:** University of Central Florida

**Thru:** 2015-2017 FRMA Board

**From:** Kimberly Ingram, CRM, CPM, FCRM, FRMA Director of Education

**Subject:** Criteria for Certification and Recertification

**Date:** June 1, 2015

**The criteria for FRMA Certification are:**

- Completion of 36 hours of FRMA approved training within three years.
- Members must maintain continuous FRMA Membership (You must be a member when you attend sessions.)
- One session of each of these courses is required for initial certification: Basic Records Management (4 hours), Advanced Records Management (4 hours), Disaster Planning and Recovery (2 hours), and \* **any selected mandatory courses the FRMA Board may add to the curriculum**. Members may attend these classes as often as desired; however, Disaster Planning and Recovery will be credited toward initial certification only once in the two-year period.
- The hours count toward the overall 36-hour requirement.

**The criteria for FRMA Recertification are:**

- Completion of 18 hours of FRMA approved training within two years of the initial certification.
- Members must maintain continuous FRMA membership (You must be a member when you attend sessions.)
- Attend Advanced Records Management (4 hours) , Disaster Planning and Recovery (2 hours), Legislative Update on Public Records Laws and \* **any selected mandatory courses the FRMA Board may add to the curriculum** every two years for recertification. Members may attend these classes as often as desired; however, Disaster Planning and Recovery will be credited toward recertification only once in the two-year period.