

**FCRM Credit Tracking for Certification
2018 Annual Conference May 22-25,2018**

Name _____
 Membership # _____ Phone _____
 Organization _____

Course Name	Sessions Offered		Credits-Sessions Taken		Date Attended
	Credits	Required	Required	Other	
*Basics of Records Management 1	2	2			
*Basics of Records Management 2	2	2			
*Disaster Recovery	2	2			
Legislative Update	2	2			
Sunshine Law	2	2			
Advanced Records Management:		4			
Credits from prior year(s) during certification period					
Technology Topic	1				
Technology Topic	1				
Technology Topic	1				
Technology Topic	1				
State of Florida Archives & Records	1				
1B-26 Project	1.25				
Hurricane Irma Lessons Learned	1.75				
Public Records Requests	2				
Keeping Up with Multigenerational Workplace	2				
Mind Mapping Techniques	1				
Electronic Records:		2			
Credits from prior year(s) during certification period					
Cyber Security	1.75				
Change Management for Electronic Records	1				
Other Topics:					
Credits from prior year(s) during certification period					
Industry Specific Roundtable	1.5				
Industry Specific Roundtable	1.5				
FCRM - Question/Answer	1				

16	0	0
Total Credits Taken	16	20
Total Credits Required	16	20
Total Credits Remaining		

To receive FCRM designation, you must obtain **36** credits within 3 years of starting the program, **16** required credits of which must be taken as indicated above. The remaining **20** credits can be taken from the Advanced RM, Electronic Records, and Other Topics categories. Any credits accrued beyond the 36, will not carry forward to recertification.

***You may attend classes multiple times. However, for Disaster Planning and Recovery and Basic Records Management, you will only be credited once.**

The Conference schedule will always include the required courses, however, the daily schedule may vary from year to year.