

**Florida Records Management Association FCRM Certification Q & A**  
**2-22-2018**

#	Question	Answer
1	What are the benefits of becoming a Florida Certified Records Manager (FCRM)?	The FCRM provides a strong foundation of core skills and competencies for the RIM Professional in managing public records in the state of Florida. The certification process provides opportunities to network with others in the same field and build an extensive resource pool to draw upon as future needs arise.
2	Do I need to be a FRMA member to receive credits toward Certification?	Yes, you must be a current FRMA member prior to taking a class in order to receive credits for that class toward your Certification.
3	How many credits do I need for Certification?	Total of 36
4	How many credits do I need for Recertification?	Total of 18
5	How much time do I have to become Certified once I start?	3 years
6	How much time do I have to become Recertified?	2 years
7	Can I start my Certification and then take a year off and complete it the next year?	Yes, as long as you maintain continuous FRMA membership once you start your Certification and you obtain the 36 credits as required in the 3 year period.
8	What classes are required for Certification?	4 hours of Basic Records Management; 2 hours each for Disaster Recovery, Legislative Changes, and Sunshine Law; 2 hours of classes designated as Electronic Records; 4 hours of classes designated as Advanced Records Management (The remaining 20 credits can be taken from the Advanced Records Management, Electronic Records, and Other Topics categories.)
9	What classes are required for Recertification?	2 hours each for Disaster Recovery, Legislative Changes, and Sunshine Law; 2 hours of classes designated as Electronic Records; 4 hours of classes designated as Advanced Records Management (The remaining 6 credits can be taken from the Advanced Records Management, Electronic Records, and Other Topics categories.)

10	How long does it take to become Certified?	It is possible to complete the Certification process in 2 years if you attend the full conference each year. Completing the Certification process over a 3 year period allows more flexibility.
13	How much does it cost to become Certified?	There is no additional costs associated for the FCRM. The only costs are those associated with attending the conference (registration, hotel, air, ground, meals, etc.) which may vary from year to year.
14	Can I take classes more than once?	Yes, you can, however you will only receive credit once for Disaster Recovery and Basic Records Management. For all other classes, you will receive credit for each time you take them.
15	If I have more than the 36 hours required for Certification, can I carry those over toward my Recertification?	No. Any credits accrued beyond the 36, will not carry forward to Recertification.
16	If I have more than the 18 hours required for Recertification, can I carry those over toward my next Recertification?	No. Any credits accrued beyond the 18, will not carry forward to your next Recertification.
17	Are classes always held on the same day at the conference? For example, is Disaster Recovery always on Fridays?	The Conference schedule will always include the required classes over the 4 day conference, however, the daily schedule may vary from year to year.
18	Can I get credit toward Certification or Recertification for classes taken outside of the FRMA annual conferences?	FRMA will only accept credit for limited approved webinars and seminars. All request(s) to attend outside class(es), must be made in writing to the FRMA Director of Education and approved 30 days prior to attending class(es).

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