

High Level FRCM Tracking for Certification

Name _____

Membership # _____ Phone _____

Organization _____

Course Name/Category	Credits Required	Year 1			Year 2			Year 3			Total		
		Req'd	Other	Total	Req'd	Other	Total	Req'd	Other	Total	Req'd	Other	Total
Basics of Records Management 1	2			0			0			0	0	0	0
Basics of Records Management 2	2			0			0			0	0	0	0
Disaster Recovery	2			0			0			0	0	0	0
Legislative Update	2			0			0			0	0	0	0
Sunshine Law	2			0			0			0	0	0	0
Advanced Records Management	4			0			0			0	0	0	0
Electronic Records	2			0			0			0	0	0	0
Other Topics				0			0			0	0	0	0
Total	16												
Yearly Subtotal		0	0	0	0	0	0	0	0	0	0	0	0
3 Year Total													

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.