

## **Florida Certified Records Manager (FCRM) Candidate Evaluation Criteria**

### **FCRM Candidates Criteria:**

1. Candidate must be a current member of FRMA in good standing for a minimum of one year.
2. **Candidate must attend the Basics of Managing Florida's Public Records at the FRMA Annual Conference.**
3. Candidate must complete/submit the FCRM Candidate Application along with the associated supporting documentation.
  - a. Job description from current position **OR** letter verifying duties, on agency letterhead.
  - b. Letter verifying required years of professional RIM employment, on agency letterhead.
4. Candidate must pay the \$50.00 application fee which is nonrefundable.

### **FCRM Candidate Educational Qualifications and Experience Criteria:**

The preferred qualifications for applying for the FCRM are a bachelor's degree from an accredited college or university and one year of professional records and information management (RIM) experience. One additional year of professional RIM experience may be substituted for each year of college not completed (e.g., a high-school graduate with five years of professional RIM experience is eligible to apply).

- Bachelor's degree or higher PLUS one-year professional level RIM experience
- 3 years college PLUS two years professional level RIM experience OR
- 2 years college PLUS three years professional level RIM experience OR
- 1 year college PLUS four years professional level RIM experience OR
- High School Diploma or GED PLUS five years professional level RIM experience

### **FCRM Candidate Work Experience Criteria:**

Professional work experience must include evidence of at least one of the following:

- Conducting studies and surveys in RIM, or
- Developing, designing, and implementing RIM systems or,
- Direct managerial or operational responsibility for RIM programs, or
- Teaching courses in RIM on a full-time basis at an accredited college/university, or
- Serving as RMLO or Records Custodian for a Florida government agency

Diploma(s) or school transcript(s) may be requested for verification purposes.

Work experience must be verified on agency letterhead.

### **FCRM Application Fees:**

Application Fee:       \$50.00 – *Due at time of application submittal, non-refundable*