



SAVE THE DATE: MAY 16!



May 16: Certified Records Manager-CRM & Certified Analyst-CRA Workshop

Are you Interested in Becoming a Certified Records Manager or Analyst?

Mid-Michigan ARMA is excited to offer a Certified Records Manager (CRM) / Certified Records Analyst (CRA) Workshop to assist prospective CRM and CRA candidates. The CRM or CRA designation demonstrates a solid foundation of core skills and competencies for the RIM professional. This full-day preparation workshop will provide an introduction to the CRM/CRA examination process as well as an overview of Parts 1-6 and sample examination questions.

Your journey starts with achieving your CRA credential, building the foundation of RIM knowledge with the following morning sessions (8:00 am to 11:45 am):

- Introduction to ICRM Certifications
- Records and Information Creation & Use – Part 2
- Records, Storage, Retrieval, Conversion & Facilities – Part 3
- Records Appraisal, Retention, Protection & Disposition – Part 4

Continue this journey expanding upon your RIM expertise by earning your CRM credential. These afternoon sessions cover (12:30 pm to 4:30 pm):

- Management Principles and the Records & Information (RIM) Program – Part 1
- Technology – Part 5
- Business Cases – Part 6



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So why obtain an ICRM certification? This certification showcases your expertise, brings value and recognition to your business and provides networking and educational opportunities. For additional information on obtaining your CRM/CRA go to ICRM.org.

Prospective CRM and CRA candidates have three registration options. Sign up for morning, afternoon or both sessions. Click [here](#) for the workshop schedule.

Date/Time: May 16, 2019 from 8:00 am - 4:30 pm

Location: Applied Imaging, 5858 S Aurelius Rd, Lansing, MI

Cost: Choose one of three registration options (all include lunch):

*Morning session \$85 (covers introduction & Parts 2, 3, and 4)

*Afternoon session \$85 (covers Parts 1, 5, and 6)

*Both sessions \$150 (covers Parts 1-6, **Save \$20**)

RSVP by May 14 to MidMichiganARMA@gmail.com . Space is limited

Once you RSVP, you will receive payment instructions. You must prepay via check or online through link you receive in email. Your spot is reserved once payment is received.

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