

**FCRM Credit Tracking for Certification  
2019 Annual Conference May 21-24, 2019**

Name \_\_\_\_\_  
 Membership # \_\_\_\_\_ Phone \_\_\_\_\_  
 Organization \_\_\_\_\_

Course Name	Sessions Offered		Credits-Sessions Taken		Date Attended
	Credits	Required	Required	Other	
<b>Required:</b>					
*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			
<b>**Advanced Records Management:</b>		<b>4</b>			
Credits from prior year(s) during certification period					
Technology Updates A	2				
Technology Updates B	2				
State of Florida Archives & Records	1				
How to Choose the Right Document Management System for Your Organization	1.5				
Artificial Intelligence	1.5				
Holistic Records & Information Management	2				
<b>*Electronic Records:</b>		<b>2</b>			
The Perfect Storm County Worker Mistakenly Deleted Emails	2				
Information Security and Data Privacy	2				
ADA Website Compliance	2				
<b>Other Topics:</b>					
Credits from prior year(s) during certification period					
New Member Circle	1				
Industry Specific Roundtable	1.5				
Industry Specific Roundtable	1.5				
		<b>16</b>			

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

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.