

### Sample 3 Year Track for FCRM 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	2		2			0			0	2	0	2
Basics of Records Management 2	2	2		2			0			0	2	0	2
Disaster Recovery	2			0			0	2		2	2	0	2
Legislative Update	2	2		2		2	2		2	2	2	4	6
Sunshine Law	2			0	2		2			0	2	0	2
<b>Advanced Records Management</b>	<b>4</b>	<b>3</b>		<b>3</b>	<b>1</b>	<b>6</b>	<b>7</b>		<b>4</b>	<b>4</b>	<b>4</b>	<b>10</b>	<b>14</b>
<b>Electronic Records</b>	<b>2</b>	<b>1.5</b>		<b>1.5</b>	<b>0.5</b>	<b>1.5</b>	<b>2</b>			<b>0</b>	<b>2</b>	<b>1.5</b>	<b>3.5</b>
<b>Other Topics</b>				<b>0</b>		<b>3</b>	<b>3</b>		<b>3</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>Total</b>	<b>16</b>												
<b>Yearly Subtotal</b>		<b>10.5</b>	<b>0</b>	<b>10.5</b>	<b>3.5</b>	<b>12.5</b>	<b>16</b>	<b>2</b>	<b>9</b>	<b>11</b>	<b>16</b>	<b>21.5</b>	<b>37.5</b>

**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.