

**Atlanta ARMA Seminar 2019**  
**ICRM Exam Prep (CRA & CRM)**  
**February 19th, 2019**  
**8:15 am – 3:00pm**

Prepare to earn the top certifications in records management – the Certified Records Analyst (CRA) and the Certified Records Manager (CRM). This track is not designed to teach RIM concepts; it is focused on the certification examination preparation process that includes what to expect, what to study, and example questions from each part.

**Agenda**

<b>Start</b>	<b>End</b>	<b>Speaker</b>
8:15 AM	9:00 AM	Registration & Continental Breakfast
9:00 AM	9:05 AM	<b>Opening</b>
9:05 AM	9:15 AM	<b>Introduction to the ICRM Exams: CRA/CRM</b>
9:15 AM	9:25 AM	<b>Study Tips &amp; Best Practices</b>
9:25 AM	9:55 AM	<b>Part 1 – Management Principles and the Records and Information (RIM) Program</b>
9:55 AM	10:05 AM	Break, Networking, & Partner Visits
10:05 AM	10:35 AM	<b>Part 2 – Records and Information Creation and Use</b>
10:35 AM	11:05 AM	<b>Part 3 – Record Storage, Retrieval, Conversion, and Facilities</b>
11:05 AM	11:15 AM	Break, Networking, & Partner Visits
11:15 AM	11:45 AM	<b>Part 4 - Appraisal, Retention, Protection and Disposition</b>
11:50 AM	12:00 PM	<b>Partner Spotlight</b>
12:00 PM	12:45 PM	Lunch, Networking, & Partner Visits
12:45 PM	1:45 PM	<b>Part 5 - Technology</b>
1:45 PM	1:50 PM	<b>Hands on Atlanta Discovery Program Recognition</b>
1:50 PM	2:00 PM	Break, Networking, & Partner Visits
2:00 PM	2:45 PM	<b>Part 6 – Business Cases</b>
2:45 PM	3:00 PM	<b>Closing</b>