



Atlanta Chapter of ARMA International

Certified Records Manager (CRM) or Information Governance Professional (IGP) scholarship Reimbursement Application

To continue the growth of the CRM and IGP certifications for our chapter and to support the continued proficiency and effectiveness of RIM professionals, the Atlanta Chapter is offering reimbursement of examination costs to either new Certified Records Managers or new Information Governance Professionals who meet these requirements:

- Applicant must be a member in good standing of the Atlanta Chapter of ARMA to be eligible to participate in this scholarship program.
- The member's annual dues must be fully paid for the entire time period (including acceptance to sit for the test, taking and passing all parts (six parts of the ICRM and one part of the IGP) and receiving the final CRM or IGP designation. If applicant's Atlanta chapter membership lapses at any time within this time period, the scholarship will not be approved.
- Applicant must have received CRM or IGP designation within the time period of July 1 through June 30.

Additional notes

- The CRM and IGP scholarship and reimbursement is solely at the discretion of the Atlanta ARMA Board of Directors and are contingent on the funds available for this purpose. The goal is to award four total scholarships, either CRM or IGP, to four Atlanta chapter members per the time period mentioned above.
- Only one scholarship for either CRM or IGP will be rewarded to an approved applicant per the time period stated above. (One person cannot receive two scholarships with this time period.)
- Reimbursement for ICRM will be provided for taking and passing each part (1-6) one time only. The CRM application and retest fees are not reimbursable as part of this scholarship offer. The total reimbursement amount will not exceed \$650 per applicant.
- Reimbursement for IGP will be provided for taking and passing the one-part test one time only. The IGP application or retest fees are not reimbursable as part of this scholarship offer. The total reimbursement amount will not exceed \$599 per applicant.
- Applicants will be responsible for paying to retake failed parts on their own - these will not be reimbursed by the Atlanta Chapter.

Application process

- Complete this form and provide the following required documentation:
 1. A letter stating that CRM or IGP reimbursement is not available by your organization (a letter or statement on company letterhead from your manager / supervisor will be sufficient proof).
 2. Your CRM or IGP certification letter from the ICRM or ARMA International organizations.
- Send your completed application to admin@atlantaarma.com.
- You will be notified within 30 days after the ARMA Atlanta board receives all required documentation.

Name	Date this Reimbursement Application was sent
Organization / company	Phone number
Mailing address – street #, street, city, state, zip	Email address

A. ICRM exams

Test	Date passed (month / year)	Cost
CRM Part 1		\$
CRM Part 2		\$
CRM Part 3		\$
CRM Part 4		\$
CRM Part 5		\$
CRM Part 6 Essay		\$
Total amount requested (maximum is \$650):		\$

B. IGP exam

Test	Date passed (month / year)	Cost
IGP Exam		\$
Total amount requested (maximum is \$599):		\$