



# Certified Records Manager (CRM) Examination Preparation Workshop

Austin Chapter of ARMA hosts the 2011 Southwest  
Region CRM Conference

## TRACK ONE

Track One provides assistance with the ICRM application process, and an introduction and Overview of Parts 1-6 including 100 sample questions and an opportunity to write sample case studies. The CRM exams were revised in the fall of 2010. New content will be covered in this Workshop.

## TRACK TWO

Track Two provides existing CRM with an opportunity to attend advanced sessions designed to earn continuing educational credits for CRM maintenance.

## May 19 & 20, 2011

Cost to attend the CRM Examination Preparation Workshop is \$125.00 for ARMA members and \$140.00 for non-ARMA members and walk-ins. Price includes breakfast, lunch, breaks and materials. Wyndham Garden Hotel & Woodward Conference Center in Austin, TX.

<http://www.wyndham.com/hotels/AUSWC/main.wnt> or by calling 1-800-996-3426.

Please reference ARMA or Group Code 05166702AR when making reservations.

For registration information and registration form, please visit:

<http://www.armsouthwest.org/default.aspx> or [www.arma-austin.org](http://www.arma-austin.org). E-mail registrations to: [nick.oudie@usrealco.com](mailto:nick.oudie@usrealco.com)

The CRM Examination Preparation Workshop will help candidates prepare for the six tests by identifying the core subject matter to study for each Part and to review relevant resources to ensure you develop a successful test taking strategy.



Extend your knowledge and enhance your career by attending the 2011 Southwest Region CRM Conference hosted by the Austin Chapter of ARMA International.



### Institute of Certified Records Managers

- Apply today to develop professional, in-demand skills and competencies for career success.
- CRM designation provides proof of your commitment to lifelong learning, continuing education and being the best in your field.



*Celebrating 35 Years!*



## Thursday, May 19<sup>th</sup>

**7:30 a.m. – 8:15 a.m.**

Registration and Breakfast

**8:15 a.m. – 8:30 a.m.**

Opening Remarks

**8:30 a.m. – 10:00 a.m.**

Track 1: Introduction to the CRM Exam

Speaker: Juanita Skillman, CRM

Track 2: Archival Preservation for Records  
Managers, Part 1

Speaker: April Norris

**BREAK - 10:00 a.m. - 10:15 a.m.**

**10:15 a.m. – 11:45 a.m.**

Track 1: Part 1: Management Principles

Speaker: Deanna Brouillette, CRM

Track 2: Archival Preservation for Records  
Managers, Part 1 continued

Speaker: April Norris

**LUNCH – 12:00 p.m. – 1:30 p.m.**

**1:30 p.m. – 3:00 p.m.**

Track 1: Part 2: Records Creation & Use

Speaker: Jimmie Savage, CRM

Track 2: Archival Preservation for Records  
Managers, Part 2

Speaker: Jelain Chubb, CA, CRM

**BREAK – 3:00 p.m. – 3:15 p.m.**

**3:15 p.m. – 4:45 p.m.**

Track 1: Part 3: Records Systems, Storage &  
Retrieval

Speaker: Dana Simpson, CRM

Track 2: Archival Preservation for Records  
Managers, Part 2 continued

Speaker: Jelain Chubb, CA, CRM

## Friday May 20<sup>th</sup>

**7:30 a.m. – 8:15 a.m.**

Registration and Breakfast

**8:15 a.m. – 8:30 a.m.**

Opening Remarks

**8:30 a.m. – 10:00 a.m.**

Track 1: Part 4: Records Appraisal, Retention,  
Protection & Disposition

Speaker: Tammy Russo, CRM

Track 2: Researching International Retention  
Requirements

Speaker: Cheryl Watrobka, CRM

**BREAK – 10:00 a.m. – 10:15 a.m.**

**10:15 a.m. – 11:45 a.m.**

Track 1: Part 5: Technology, Equipment &  
Supplies

Speaker: Tom Forsyth, CRM

Track 2: Researching International Retention  
Requirements, continued

Speaker: Cheryl Watrobka, CRM

**LUNCH – 12:00 p.m. – 1:30 p.m.**

Speaker: Howard Loos, CRM

**1:30 p.m. – 4:45 p.m.**

Track 1: Part 6: Case Studies

Speakers: Mary Hilliard, CRM and Tad  
Howington, CRM, FAI, CA

Track 2: Virtual Machines and Real-World  
Electronic Records Management

Speaker: Bob Guz, CRM, CDIA

**BREAK – 3:00 p.m. – 3:15 p.m.**

**3:15 p.m. – 4:45 p.m.**

Track 1: Part 6: Case Studies continued

Speakers: Mary Hilliard, CRM and Tad  
Howington, CRM, FAI, CA

Track 2: Virtual Machines and Real-World  
Electronic Records Management continued

Speaker: Bob Guz, CRM, CDIA