



Florida Gulf Coast Chapter of ARMA



Certified Records Manager (CRM) Scholarship Application/ Request for Reimbursement

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

- Applicant must be a Professional Member in good standing of the FGC 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 ICRM test, taking and passing all six parts and receiving the final CRM designation). If applicant's FGC chapter membership lapses at any time within this time period, the scholarship will not be approved.
- Applicant must have received CRM designation within the previous six months of submittal for this grant.

Additional notes:

- The CRM scholarship and reimbursement are solely at the discretion of the Florida Gulf Coast ARMA Board of Directors and are contingent on the funds available for this purpose. The goal is to award scholarships to (one) member per year.
- Reimbursement will be provided for taking and passing each part (1-6) one time only. The CRM application fee is not reimbursable as part of this scholarship offer. The total reimbursement amount will not exceed \$650 per applicant.
- Applicants will be responsible for paying to retake failed parts on their own - these will not be reimbursed by the FGC Chapter.

Application process:

- Complete this form and provide the following required documentation:
 1. A letter stating that CRM 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 certification letter from the ICRM.

Send completed form and required documentation by mail to: Florida Gulf Coast ARMA P.O. Box 23281 Tampa, FL 33623

You will be notified within 30 days after the ARMA board receives all required documentation.

Name	Date Scholarship Application Sent
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Organization/Company	Phone Number
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Mailing Address - street #, street, city, state, zip	Email Address
<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>

Test	Date Passed (month/year)	Cost
CRM Part 1	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
CRM Part 2	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
CRM Part 3	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
CRM Part 4	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
CRM Part 5	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
CRM Part 6 Essay	<input style="width: 95%; height: 25px;" type="text"/>	<input style="width: 95%; height: 25px;" type="text"/>
Total amount requested (maximum is \$650)		<input style="width: 95%; height: 25px;" type="text"/>