

ZRA 2010 CRM Application and Exam Preparation Workshop

September 29, 2010
Calgary, Alberta, Canada



ZRA
ZOOLOGICAL
REGISTRARS
ASSOCIATION

**BEYOND
BORDERS**



INTRODUCTION TO PROGRAM

ICRM and ARMA RIM Competency Assessment Overview (Sample Case Study)

Rae Lynn Haliday, *CRM, MBA, Registrar, Saint Louis Zoo*

7:30 a.m. – 7:45 a.m.

CRM EXAMINATION PART I

Bibliography Overview and Part 1 – Management Principles and the Records and Information (RIM) Program

Rae Lynn Haliday, *CRM, MBA, Registrar, Saint Louis Zoo*

7:45 a.m. – 8:45 a.m.

CRM EXAMINATION PART II

Part 2 – Records Creation and Use

Margaret Russell, *CRM, Information Specialist, Imperial Oil, Calgary*

8:45 a.m. – 9:45 a.m.

9:45 a.m. to 10:00 a.m. Break

CRM EXAMINATION PART III

Part 3 – Records Systems, Storage and Retrieval

Barbara Bellamy, *CRM, Supervisor of Records Management,
ENMAX Power Company, Calgary*

10:00 a.m. – 11:00 a.m.

CRM EXAMINATION PART IV

Part 4 – Records Appraisal, Retention, Protection and Disposition

Sue Rock, *CRM, BA, Account Manager, The Rockfiles, Inc., Calgary*

11:00 am – 12:00 noon

12:00 p.m. – 12:30 p.m. Lunch

CRM EXAMINATION PART V

Part 5 – Technology, Equipment and Supplies

Sue Rock, *CRM, BA, Account Manager, The Rockfiles, Inc., Calgary*

12:45 p.m. – 2:00 p.m.

CRM EXAMINATION PART VI

Overview of Part 6 and discussion of Pearson Vue Requirements

Rae Lynn Haliday, *CRM, MBA, Registrar, Saint Louis Zoo*

2:00 p.m. – 2:45 p.m.

2:45 p.m. – 3:00 p.m. Break

Review of Sample Case Study and Question/Answer Session

3:00 p.m. – 4:00 pm.

CERTIFICATION MAINTENANCE PROGRAM, APPLICATIONS AND ASSESSMENTS

4:00 p.m. – 5:00 p.m.

The Zoological Registrars Association (ZRA) would like to acknowledge the Institute of Certified Records Managers (ICRM) for supporting the use and distribution of the CRM preparation materials; ARMA International for supporting the use and distribution of its Core Competencies publication; and the Saint Louis Zoo for the publication of the CRM Application and Examination Preparation Workshop brochures and notebooks.

