



Mile High Denver Chapter Certified Records Manager (CRM) Exam Reimbursement

The Mile High Denver Chapter is offering reimbursement to new Certified Records Managers (CRM) for examination costs, including application fees, when they successfully pass all six parts of the CRM exam. You must be a member of the Mile High Denver Chapter in good standing (dues paid) to be eligible and payment is for one attempt at each part of the exam. Documentation must be provided

with the application that reimbursement is not available by your organization (a letter or statement on company letterhead from your manager/supervisor will be sufficient proof). This reimbursement is contingent upon available funds and may not exceed \$400 per applicant.

Please Print

Name _____
 Organization _____
 Mailing Address _____
 Phone (____) _____ Cell (____) _____
 E-Mail _____ Fax (____) _____
 Amount Requested: _____

Please provide detailed documentation (receipts of examination/application fees) of costs associated with CRM certification with request.

Activity in the Mile High Denver Chapter

Please list your current involvement in ARMA (chapter boards, committees, articles written, attendance at chapter meetings and conferences, member in good standing, attendance at ARMA International Conferences, etc) Please feel welcome to include attachments.

If you are requesting reimbursement, we require that you will become actively involved in chapter activities. You are also **required to do two of the following prior to** receiving the reimbursement for exam/application fees:

- Give a presentation at a chapter monthly meeting regarding your CRM experience
- Write an article for the *Mile High Register* newsletter – first timer’s view, etc.
- Work at a Mile High Denver workshop, seminar and/or a conference in some capacity.

Remember to include the following before submission:

- ___ Receipts/Documentation of expenditures for CRM examinations and application
- ___ Letter or statement on company letterhead stating that reimbursement not available by employer
- ___ Copy of CRM Certificate
- ___ Documentation you have completed two (2) of the three requirements above – presentation, article, or volunteer at chapter activity

Submit Application to: President, Mile High Denver ARMA, 700 N. Colorado Blvd, #105, Denver, CO 80206. E-mail: access@armadenver.org

Reimbursement will be solely at the discretion of the Mile High Denver ARMA Board of Directors contingent on the funds available for this purpose. Applicants must have earned their CRM during the program fiscal year (September – June).