

**ARMA-Austin Chapter
Certified Records Manager (CRM) Exam Reimbursement
2008-2009**

The ARMA-Austin Chapter is offering reimbursement to CRM candidates for examination costs, including application fees, when they successfully pass the first five parts of the CRM exam. You must be a member of the ARMA-Austin 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 ARMA-Austin 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 ARMA-Austin newsletter – first timer’s view, etc.
- Work at an ARMA-Austin 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*
- ___ *Documentation you have completed two (2) of the three requirements above – presentation, article, or volunteer at chapter activity*

**Submit Application to: Kevin Waldrup, CRM - CRM Liaison - ARMA Austin Chapter,
PO Box 27435, Austin, TX 78731-3064 Telephone: 512-723-9670/ E-mail:
kevin_waldrup@dell.com**

Reimbursement will be solely at the discretion of the ARMA Board of Directors contingent on the funds available for this purpose. Applicants must have earned their CRM during the ARMA-Austin 2008-2009 fiscal year (July, 2008 – June, 2009).