This optional form can be used to easily record hours and organize information for online entry of your annual IRM Continuing Education Requirements, or use it to submit the information if the online system is unavailable. Refer to the *IRM Continuing Education Requirements* for additional information.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **IRM Level** | 1  2  3  4  5 |
| **Organization** |  | **Org Code** |  |
| **Email** |  | **Phone** |  |

For each event, distribute hours among the 6 competency areas in the left column as appropriate. To apply any of these hours toward the one-time required topics, also list the hours in the corresponding Required Topics areas on the right.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Name** | |  | | | | | | | | |
| **Dates** | |  | to |  | City |  | | | State |  |
| **Sponsor** | |  | | | Event Type | | Course  Conference  Online | | | |
| **Description** | |  | | | | | | | | |
| **Competency Area** | | | | | **Required Topics (Complete only if needed)** | | | | | |
| **#CPEs** | **Core Competency** | | | | **#CPEs** | **Topic** | | | | |
|  | 1.0 Strategic Planning & Policy | | | |  | Strategic Planning | | | | |
|  | 2.0 Managerial & Leadership Competencies | | | |  | Communication | |  | Training | |
|  | 3.0 IT Performance Assessment | | | |  | Business Value of IT | | | | |
|  | 4.0 Project/Program Management | | | |  | Quality Assurance / Risk Management | | | | |
|  | 5.0 Capital Planning, Investment, IT Acquisition | | | |  | Contract Negotiation / Contract Management | | | | |
|  | 6.0 IT Topics & Trends | | | |  | No required topics for area 6.0 | | | | |
|  | **Total IRM CPEs (contact hours) for this event** | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Name** | |  | | | | | | | | |
| **Dates** | |  | to |  | City |  | | | State |  |
| **Sponsor** | |  | | | Event Type | | Course  Conference  Online | | | |
| **Description** | |  | | | | | | | | |
| **Competency Area** | | | | | **Required Topics (Complete only if needed)** | | | | | |
| **#CPEs** | **Core Competency** | | | | **#CPEs** | **Topic** | | | | |
|  | 1.0 Strategic Planning & Policy | | | |  | Strategic Planning | | | | |
|  | 2.0 Managerial & Leadership Competencies | | | |  | Communication | |  | Training | |
|  | 3.0 IT Performance Assessment | | | |  | Business Value of IT | | | | |
|  | 4.0 Project/Program Management | | | |  | Quality Assurance / Risk Management | | | | |
|  | 5.0 Capital Planning, Investment, IT Acquisition | | | |  | Contract Negotiation / Contract Management | | | | |
|  | 6.0 IT Topics & Trends | | | |  | No required topics for area 6.0 | | | | |
|  | **Total IRM CPEs (contact hours) for this event** | | | | | | | | | |

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Submitted:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_