

Zoological Registrars Association (ZRA)  
Institute of Certified Records Managers (ICRM)  
Certified Records Manager (CRM) and Certified  
Records Analyst (CRA) Scholarship Guidelines  
and Application

The ICRM Certification Scholarship Program provides financial assistance to the members of ZRA interested in pursuing professional certification in Records and Information Management (RIM). The ZRA, ICRM scholarship program is designed to assist professionals managing zoological records and information in acquiring and maintaining core skills and competencies through the process of certification. ZRA offers these scholarships for members to help with their professional development which in turn provides the incentives for members to give back through any number of association activities and/or volunteer services.

**Eligibility Requirements:**

- Professional member of ZRA in good standing\* for one-year prior to starting the ICRM application process.
- Professional member of ZRA in good standing\* at the time the scholarship application is submitted.
- Member must not be eligible for employer-sponsored reimbursement programs and should provide a letter from supervisor substantiating this fact.

\*A member in good standing is one who is current in the payment of dues to ZRA and has not been reprimanded or censured by the Ethics Committee, or suspended or expelled from ZRA in the past three years.

**Criteria:**

- ZRA member must submit a copy of his or her official certification letter from the Institute of Certified Records Managers (ICRM) to the Chairman of the PDC for approval along with the scholarship application.
- ZRA member must submit scholarship application to the Chairman of the PDC within one-hundred and eighty (180) days of the date of the ICRM notification of certification letter.

**Selection Process:**

- The PDC will review applications and scholarships will be awarded on a first-come, first serve basis.
- Funds will be disbursed based on the number of applications received for the program year (1 January – 31 December) and in accordance with the spending cap (\$600 annual cap).

- Scholarships pay half of the total cost to be certified including application and exam fees (failed exams cannot be included) with the ICRM: \$375 for Certified Records Managers (CRM) and \$200 for Certified Records Analysts (CRA).
- The PDC Chairman and ZRA President shall notify scholarship recipients in writing.

**Zoological Registrars Association (ZRA))  
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Certified Records Analyst (CRA) Scholarship  
Application**

**General Information**

Date: [Click here to enter a date.](#)

Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Institution: [Click here to enter text.](#)

Business Address: [Click here to enter text.](#)

E-mail: [Click here to enter text.](#)

Work Phone: [Click here to enter text.](#)

Fax: [Click here to enter text.](#)

Professional-category Member of ZRA? [Choose an item.](#)

Year joined: [Click here to enter text.](#)

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**Information from the Institute of Certified Records Managers (ICRM)**

Date you were approved by the Institute of Certified Records Managers (ICRM) to sit for the exams (please attach a copy of the notice of certification letter from the ICRM): [Click here to enter text.](#)

Date you were notified by the ICRM that you were successfully certified:  
[Click here to enter text.](#) (Please attach a copy of the official certification letter)

Signature: [Click here to enter text.](#)

**For Professional Development Committee Use Only:**

Choose an item. Member in good standing for one year prior to ICRM approval to take the CRM exams.

Choose an item. Member in good standing at the time of application

Choose an item. Official ICRM approval letter sit for exams included in application

Choose an item. Official ICRM certification letter included in application

Choose an item. Letter verifying employer does not offer applicant reimbursement for ICRM certification application or exam fees