IRM Continuing Education Guidelines – Submission Form www.dir.state.tx.us/CEG/

This information may be entered on-line or by submitting this form to DIR. To use this form, please complete the following information for each educational activity to be counted towards your annual IRM Continuing Education Requirements. Refer to the *IRM Continuing Education Guidelines* for additional information.

Name	е							IRN	l Level	L]1	∐3 ∐4	
ganization								Org	Code				
Emai	il							Phone					
e distribut	e hours	among the 6 c	ompe	tency areas as app	propriate an	d list	any hou	rs to be co	unted to	ward	ls require	d topics.	
Event N	lame												
Dates Sponsor			to		Ci	ty		1				State	
			Eve					ent Type Course Conference On-Line					
Descrip # of	otion												
# 01 CPEs	Competency Area				R	<u>equ</u> ired	Topics (C	omple	te o	nly if ne	eded)		
	1.0 P	olicy & Strate	& Strategic Planning				Stra	Strategic Planning					
	2.0 Le	Leadership & Management				-	Coi	Communication Traini				raining	
	3.0 IT	T Performance Assessment					Me	asuring th	suring the Business Value of IT			f IT	
	4.0 Project/Program Manage			nagement	mentQualit			ality Assu	ty Assurance or Risk Management				
	5.0 Capital Planning, Investment, Contractin			cting		Coi	ntract Neg	gotiation	n/Ma	nageme	nt		
	5.0 C	apital Plannin	g, inv	oourioni, oonia			6.0 IT Topics & Trends No required topics for area 6.						
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IRM Continuing Education Guidelines - Summary Charts

www.dir.state.tx.us/CEG/

What does an IRM have to do in order to comply with the Guidelines?

1) Attend a minimum number of hours of qualified training/education <u>each fiscal year</u>.

These hours are referred to as CPE credits or CPE units. (CPE = Continuing Professional Education)

IRM Classification	Biennial IR Budget	Training Requirement
Level 1	Less than \$100,000	Exempt from Continuing Education requirements (voluntary participation encouraged)
Level 2	\$100,000-\$249,999	12 contact hours per fiscal year
Level 3	\$250,000-\$1,999,999	18 contact hours per fiscal year
Level 4	\$2,000,000-\$10,000,000	24 contact hours per fiscal year
Level 5	More than \$10,000,000	30 contact hours per fiscal year

2) Complete a <u>one-time</u> set of required topics within the first two years of the program.

		Required Hours				
	Required Topics by Core Competency Area	Level 2	Level 3	Level 4	Level 5	
1.0	Strategic Planning and Policy Issues Strategic planning (level as needed based on current experience)	6	6	6	6	
2.0	 Managerial and Leadership Competencies ◆ Communication of technical information to non-technical staff ◆ Training of staff who use the agency's information technology resources 	0	0	6	6	
	IRM must have some CPEs in <u>each</u> area. Combined total should at least equal the required hours stated.					
3.0	IT Performance Assessment ◆ Business value of information technology.	0	3	3	3	
4.0	Project/Program Management ◆ Quality Assurance and/or Risk Management	0	0	3	3	
5.0	Capital Planning, Investment Assessment, and IT Acquisition ◆ Contract Negotiation and/or Contract Management	0	3	3	6	
6.0	Information Technology Topics and Trends ◆ No required topics in this competency	0	0	0	0	
	al Required Topic CPEs be completed within two years of an individual's designation as agency IRM)	6	12	21	24	

Notes:

- All CPEs for required topics and electives may be applied to yearly IRM continuing education requirements.
- Year Zero grandfather clause (explained in Program Rules/Restrictions) allows IRMs to satisfy required topics with classes taken up to one year <u>before</u> designation date.
- 3) Report completion of qualified training to DIR by August 31st of each fiscal year.