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		IRM Level	☐1 ☐2 ☐3 ☐4 ☐5
Organization		Org Code	
Email		Phone	

Please distribute hours among the 6 competency areas as appropriate and list any hours to be counted towards required topics.

Event Name				
Dates		to	City	State
Sponsor			Event Type	☐Course ☐ Conference ☐On-Line
Description				

# of CPEs	Competency Area		Required Topics (**Complete only if needed**)
	1.0 Policy & Strategic Planning ………………………		Strategic Planning
	2.0 Leadership & Management ……………………..		Communication [ ] Training
	3.0 IT Performance Assessment……………………..		Measuring the Business Value of IT
	4.0 Project/Program Management……………………		Quality Assurance or Risk Management
	5.0 Capital Planning, Investment, Contracting ……..		Contract Negotiation/Management
	6.0 IT Topics & Trends………………………………	No required topics for area 6.
	Total CPEs (contact hours) for this event.		

Event Name				
Dates		to	City	State
Sponsor			Event Type	☐Course ☐ Conference ☐On-Line
Description				

# of CPEs	Competency Area		Required Topics (**Complete only if needed**)
	1.0 Policy & Strategic Planning ………………………		Strategic Planning
	2.0 Leadership & Management ……………………..		Communication [ ] Training
	3.0 IT Performance Assessment……………………..		Measuring the Business Value of IT
	4.0 Project/Program Management……………………		Quality Assurance or Risk Management
	5.0 Capital Planning, Investment, Contracting ……..		Contract Negotiation/Management
	6.0 IT Topics & Trends………………………………	No required topics for area 6.
	Total CPEs (contact hours) for this event.		

Signature: _____   Date Submitted: _____

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 Topics by Core Competency Area	Required Hours			
	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 IRM must have some CPEs in <u>each</u> area. Combined total should at least equal the required hours stated.	0	0	6	6
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
Total Required Topic CPEs (to 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.**