



CERTIFIED  
INFORMATION  
PROFESSIONAL

**Certified Information Professional  
(CIP) Certification Maintenance Form**  
<http://www.aiim.org/certification>

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Certification: \_\_\_\_\_

In order to retain CIP status, CIPs must earn forty five (45) continuing education credits within the three-year recertification period. All activities listed on this form must fall under at least one of the domains/focus areas from the exam and must be educational in nature. Sample activities are listed on the last page of this form.

**Please enclose your renewal fee when you submit your CIP credits. Select one:**

- Annual recertification fee: \$25 for AIIM members, \$50 for non-members.
- Term (3-yr) recertification fee: \$75 for AIIM members, \$150 for non-members.

Select one:  Check enclosed.  Credit Card: Visa, MasterCard, American Express

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_ Amount to process: \_\_\_\_\_

As the requestor I hereby certify that the information provided and attached is complete and accurate to the best of my knowledge. I understand the requirements governing the Certified Information Professional program and certification maintenance process as of the date of the activities documented and that AIIM reserves the right to change the program and maintenance process at its sole discretion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## **Representative Activities**

This list is meant to be representative only and is not exhaustive. CIPs do **NOT** need to provide proof of attendance at AIIM events - AIIM has access to this information already. CIPs will simply need to list those events in the form.

For non-AIIM events, CIPs must provide proof of attendance and documentation that the event is related to one of the areas covered on the exam. Examples of documentation include but are not limited to brochures, printed web pages with event descriptions, receipts, printed emails with event information, and certificates of attendance. Contact AIIM at [certification@aiim.org](mailto:certification@aiim.org) if you have any questions as to whether a particular activity qualifies for continuing education units.

- **Attend a conference, seminar, or webinar:** 1 credit per contact hour of educational content. Social activities such as cocktail hours or welcome receptions, keynotes on non-information management-related topics, or association general meetings do not qualify.
- **Attend an association chapter meeting:** 1 credit per contact hour. There are no limits to which associations qualify, however the content must fall under one of the areas covered by the exam.
- **Attend a certificate program:** 1 credit per contact hour. CIPs can claim credit whether the course is delivered in person or online.
- **Attend employer-sponsored educational activity:** 1 credit per contact hour and content must fall under one of the areas of the exam. Example: Annual workplace safety training would not count.
- **Attend formal university-level course:** 3 credits per course credit. Example: a CIP takes a 3-credit course on information management. The CIP can claim 9 credits. CIPs can claim credit whether the course is delivered in person or online.
- **Attend vendor-developed or -sponsored activity:** 1 credit per contact hour. Content can be vendor-specific but must fall under one of the areas of the CIP exam. For example, a CIP attends an ERMS vendor breakfast that includes a discussion of the vendor's product roadmap and a product demo. The CIP could not claim credit for the networking portion of the event but could claim credit for the roadmap and demo portions.
- **Develop a presentation:** 2 credits per hour of final presentation. Example: A CIP develops a 90-minute presentation. The CIP could claim 3.0 credits. Credit will only be given once for developing a particular presentation.
- **Deliver a presentation:** 1 credit per hour of final presentation. Example: a CIP delivers a 90-minute presentation. The CIP could claim 1.5 credits. Credit may be requested for each delivery.
- **Publish an article or book:** 1 credit per page up to the maximum of 45 credits. Content must relate to one or more areas of the CIP exam. A book review of a CIP-related book would qualify.