

## AIIM Certified Information Professional Education Partner Program

### Introduction

Thank you for your interest in becoming an AIIM Education Partner. With the introduction of the AIIM Information Certification, the next step is to identify training partners to develop and deliver courses to prepare candidates to successfully pass the exam. The purpose of this program is to assist training organizations to develop and deliver quality instructional content that fully addresses the domains and knowledge statements listed in the Certified Information Professional Exam Objectives. This document outlines the process to become a Partner.

### Program Benefits

AIIM Education Partners will receive the following benefits:

- License to use the AIIM Education Partner logo on their websites, marketing collateral, and training materials.
- Listing as an AIIM Education Partner on the AIIM website
- Promotion of upcoming courses on the AIIM website and AIIM Events pages and in AIIM newsletters
- A plaque to display at the Partner's physical training locations
- Ability to market the Partner as an AIIM Education Partner
- Access to discounted exam vouchers

### Program Requirements

1. AIIM Education Partners are authorized as such for a period of three (3) years. At the end of this period Partners must renew their status according to the program requirements in place at that time.
2. If an AIIM Education Partner substantially changes its training content it must resubmit that content to AIIM for review prior to delivering that content under the Partner program.
3. If AIIM substantially changes the content of the Certified Information Professional Exam, Partners will be required to update their content within 90 days of the date the new exam is generally available to the public .
4. AIIM Education Partners must use instructors who are Certified Information Professionals to deliver course content.
5. AIIM Education Partners cannot use subject matter experts who participated in the development of the Certified Information Professional Exam to develop or deliver training content.

## Application

Training providers that wish to become AIIM Education Partners need to submit the following:

- This application form
- The signed Partner agreement (attached to this document)
- A course syllabus and learning objectives
- Training materials, in the form in which they will be delivered. For example, if the course will be taught as an instructor-led course using PowerPoint and exercises, the provider should provide all the slides and exercises. If the course will be taught as an online or virtual course, the provider should provide access to the materials. It is not necessary for the content developer staff to be Information Certified at this time.
- Validation of instructors' status as Certified Information Professionals
- There is no fee associated with becoming an AIIM Education Provider at this time.

Once the application package has been received it will be reviewed by internal AIIM staff, who will contact potential Partners if additional information is required. Once the Partner is approved, the primary point of contact will be notified and the initial fulfillment package will be sent via email and US mail.

## AIIM Education Partner Application

Organization Name:

Primary Point of Contact:

Mailing Address:

City/Town:

State/Province:

Postal Code:

Country:

Training Facility Address (if different from above)

City/Town:

State/Province:

Postal Code:

Country:

Attach additional training facility addresses on separate sheet if required.

Telephone:

Fax:

Email:

Website:

Date of Application:

Which of the following best describes your organization? (Select only one response)

- Commercial training provider
- Consulting or analyst firm
- University or community college
- Internal training department

How do you offer your training? (Select all that apply)

- Instructor-led (in-person) courses
- Instructor-led (virtual or online) courses
- Independent study (virtual or online) courses

How do you plan to offer Certified Information Professional preparatory training? (Select all that apply)

- Instructor-led (in-person) courses
- Instructor-led (virtual or online) courses
- Independent study (virtual or online) courses