

# ICRM MENTORING PROGRAM MENTEE GUIDANCE - 2024



INSTITUTE OF CERTIFIED RECORDS MANAGERS

## OVERVIEW

- ⌘ The Mentoring Program
- ⌘ Objectives
- ⌘ Governance
- ⌘ Eligibility
- ⌘ Roles & Responsibilities



# THE ICRM MENTORING PROGRAM

The ICRM Mentoring Committee matches participating Exam Candidates (Mentees) and Mentors during a candidate's exam cycle to become a Certified Records Manager (CRM) or Certified Records Analyst (CRA).

- ⌘ Parts 1 – 5 (Multiple Choice; Fundamentals of Records Management)
- ⌘ Part 6 (Written Business Cases; Application of Records Management Fundamentals)



## MENTORING PROGRAM OBJECTIVES

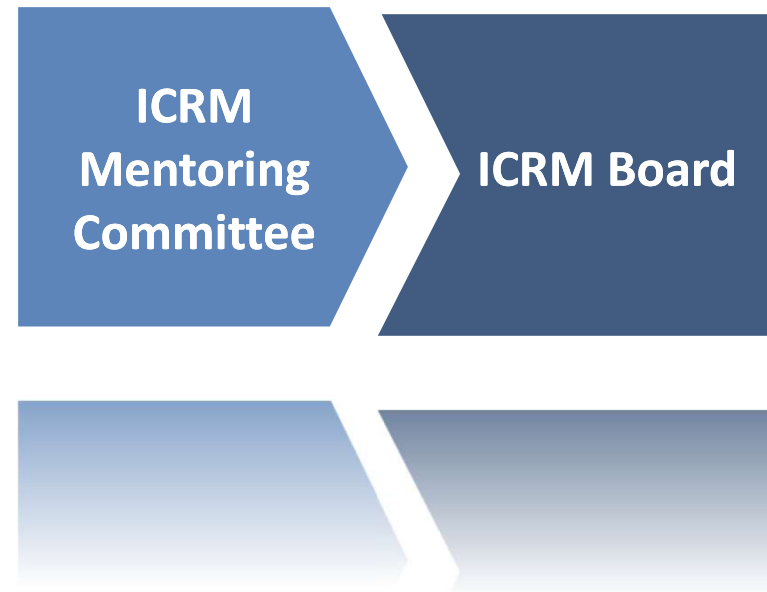
- 1 Acquire (or share) familiarity, experience, and general knowledge of the ICRM Examination processes and procedures for CRM and CRA certifications
- 2 Share real-world, personal successes and challenges in Records Management that aligns with the CRM examination outline and key knowledge areas
- 3 Facilitate a positive and supportive learning environment that fosters open, honest, candid, and constructive dialogue between Mentors and Mentees



# ICRM MENTORING PROGRAM GOVERNANCE

## Reporting to the ICRM Board, the ICRM Mentoring Committee:

- ✎ Determines Mentoring Program objectives and eligibility
- ✎ Determines criteria for certification maintenance credits
- ✎ Recruits participants to the mentoring program
- ✎ Matches mentors with mentees
- ✎ Provides resources and guidance to mentors and mentees during mentoring relationship
- ✎ Evaluates exam study materials



# MENTEE ELIGIBILITY

Requirements for participating as an ICRM Examination Mentee

Approved as a CRA/CRM Candidate



Commitment and Engagement  
(eager and available)



Leverage available study resources on the [ICRM website](#)



## MENTEES...

- 1 Are approved as a candidate for the ICRM Certification Exam Process
- 2 Respond to communication from Mentor to establish availability and level-set expectations
- 3 Maintain frequent communication with assigned Mentor (i.e., monthly), including notifying the Mentor if the relationship should end
- 4 Are receptive to feedback provided by Mentor(s) throughout the ICRM exam process
- 5 Notify the ICRM Mentoring Committee when the mentoring relationship ends or if the relationship is not a good fit
- 6 Acknowledge participation in the Mentorship Program does not guarantee passing the CRA / CRM exams



# ICRM MENTORSHIP LIFECYCLE

*ICRM Mentoring Committee solicits members and candidates for participation in the Mentorship Program*

*The mentor contacts the mentee to establish logistics for mentoring relationship and to set desired outcomes*

*Formally close mentee/mentor relationship  
Notify ICRM Mentoring Committee ([mentor@icrm.org](mailto:mentor@icrm.org)) when relationship ends or if it is not a good fit*

## REGISTRATION OF ELIGIBLE MENTEES AND MENTORS

## INITIATE MENTORING RELATIONSHIP

## CLOSE MENTORING RELATIONSHIP



## PAIRING MENTEE(S) / MENTOR(S)

## PERFORM MENTORING

*A mentee may have only one mentor at a time.  
A mentor may have one or more mentees at a time.*

*ICRM Mentorship is a relationship based on duration and/or completion of mentoring milestones.*





## FOR MORE INFORMATION CONTACT THE ICRM MENTORING COMMITTEE



[ICRM website](#)

[LinkedIn](#)

[mentor@icrm.org](mailto:mentor@icrm.org)

1-877-244-3128

