

## Continuing Education Requirements for AIIM CIP

### Introduction

The Certified Information Professional (CIP) certification is valid for a period of three (3) years from the date the CIP passed the exam. In order to maintain that status, candidates have two options:

1. Retake the CIP Exam. Candidates who wish to pursue this option will need to register for the then-current exam, pay the then-current fee, and receive a passing score on the exam.
2. Follow the continuing education process. This process requires candidates to submit sixty (60) continuing education credits and pay a renewal fee as defined below.

### Continuing Education Credits

Continuing education credits, or CEUs, are earned by participating in educational activities. In general, CEUs will be awarded providing the content is educational in nature and aligns to the CIP exam.

Credits are awarded at the rate of 1.0 credit per contact hour of education, rounded to the nearest half-hour or 0.5 credits.

Approved activities come from a variety of sources provided the content is educational and aligns to the CIP exam. The following are examples of approved activities (this is not an exhaustive list):

- The annual AIIM conference.
- Other AIIM virtual or in-person events such as seminars, webinars, and virtual events.
- AIIM affiliate meetings (not socials).
- Other industry virtual or in-person conferences or meetings (not socials).
- Institutions of formal education including adult learning centers.
- Workforce learning centers.
- Educational sessions from consultants, vendors, and solution providers.
- Deliver a presentation: 1 credit per hour of final presentation. Credit may be requested for each delivery.

Additional examples include:

- Develop a presentation: 2 credits per hour of final presentation. Credit will only be given once for developing a particular presentation.
- Publish an article or book: 1 credit per page (approx. 400-500 words per page) up to the maximum of 60 credits. Content must relate to one or more areas of the CIP exam. A book review of a CIP-related book would qualify.

Work activities will generally not be accepted for CEUs. However, where a work activity results in the generation of a policy, procedure, presentation, or other tangible work product, those work products can be submitted as outlined above.

This is not an exhaustive list; any questions about whether something is eligible for CIP CEUs should be directed to [cip@aiim.org](mailto:cip@aiim.org)

## Submitting CEUs

CIPs should submit their CEUs through the [online form submission process](#). CEUs can be submitted at any time during the renewal period; however, each event is submitted separately so CIPs may wish to submit them on an ongoing basis to ensure they are applied.

Acceptable documentation of CEUs includes, but is not limited to:

- Certificates of attendance
- Payment receipts
- Registration receipts
- Brochures
- Website links and URLs – however, note that these are often taken down after the event. It is incumbent on the CIP to ensure that documentation can be provided.
- Certificates of completion, achievement, etc.
- Transcripts of completed courses

CEUs should be submitted at least ten (10) business days in advance of the renewal deadline in order to allow staff to process them and request any required clarifications.

## Renewal Fees

CIPs are required to pay a renewal fee of US\$175 at the time of renewal.

## Lapsed CIPs

If it's been within twelve (12) months of your CIP lapsing, you may renew by submitting the required CEUs earned within the previous three (3) years of the current date, and by paying the renewal fee. Your renewal date will be from your original renewal date (not the current one).

If it's been longer than twelve (12) months, lapsed CIPs can regain their active status by sitting for and passing the current CIP exam. Standard exam fees will apply.

## Failure to Renew

CIPs who do not complete the renewal process, either by retaking and passing the exam or by completing the continuing education requirements, will have their CIP status lapse. Lapsed CIPs are not permitted to use the CIP acronym or logo or present themselves as CIPs. Lapsed CIPs will also be removed from the list of active CIPs and their digital badge will reflect a status of Expired.