

The ARMA Chapters of the Mid-Atlantic Region
present

**CERTIFIED RECORDS MANAGER (CRM)
EXAMINATION WORKSHOP**



The Fourth Annual
“East Coast”
CRM Examination
Workshop
will be held

Thursday, June 11th, 2009

8:00 a.m. to 5:15 p.m.

at

The Cardinal Club
150 Fayetteville Street
Suite 2800
Raleigh, NC 27601

Register for the Workshop via e-mail to:
Tammy.Wheeler@ncemcs.com

Workshop Information and Transportation Directions
are on the following pages

Location Information

DRIVING DIRECTIONS:

From Virginia and Northward

Take I-95 South to exit 138.
Merge onto US-64W toward Nashville/Raleigh
Take the US-64 W/I-440 E exit toward Benson/
Durham/I-40.
Merge onto I-440 S/US-64 W
Take exit 298B for South Saunders Street toward
Raleigh.
Turn right onto South Saunders Street.
Turn right onto Martin Street.
Turn left onto Wilmington Street. Cross over Har-
gett Street. Alexander Street Garage will be on
your left.
Exit the Parking Garage via the Fayetteville
St.side
Cross the street to the Wachovia Building at 150
Fayetteville Street. The Cardinal Club is on the
28th floor.

From Eastern North Carolina

Take I-40 E toward Raleigh/Durham
Take exit 163 to merge onto I-40 E toward Raleigh
Take exit 298 for South Saunders Street toward
Raleigh. Turn left onto South Saunders Street
Turn right onto Martin Street. Turn left onto Wil-
mington Street. Cross over Hargett Street
Alexander Street Garage will be on your left
Exit the Parking Garage via the Fayetteville Street
side. Cross the street to the Wachovia Building at
150 Fayetteville Street. The Cardinal Club is on
the 28th floor.

From South Carolina and Southward

Take I-95 N. Take Exit 81 to merge onto I-40W
toward Raleigh. Take exit 298 for South Saunders
Street toward Raleigh.
Turn left onto South Saunders Street.
Turn right onto Martin Street.
Turn left onto Wilmington Street.
Cross over Hargett Street
Alexander Street Garage will be on your left
Exit the Parking Garage via the Fayetteville Street
side. Cross the street to the Wachovia Building at
150 Fayetteville Street. The Cardinal Club is on
the 28th floor.

**The Cardinal Club, 150 Fayetteville St.
Suite 2800
Raleigh, NC 27601
Main number 919-834-8829
FAX 919-834-4686**

Contact **Tammy Wheeler** at **(919) 875-3133** if
you have questions.

Registration Information

Pre-registration is required.

Registration Deadline: May 28, 2009

Single Registration: \$125 before May 10, 2009.
Single Registration: \$150 after May 10, 2009.
Workshop registration includes continental
breakfast, lunch, refreshment breaks, and
Workshop handouts (one per person).

Complete form below or register via email:

tammy.wheeler@ncemcs.com

Registration fees may be paid by check, or money
order. Payment should be payable to ARMA Mid
Atlantic Region in US Currency drawn on a US
bank and mailed to:

**ARMA Mid-Atlantic Region:
c/o Tammy Wheeler
NC Electric Membership Corp.
Human Resources Dept.
P.O. Box 27306
Raleigh, NC 27611**

Payment deadline: **May 28, 2009**

Cancellations must be received in writing no later
than **May 28, 2009**. No refunds will be issued
after this date.

Registration Form

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip : _____

Phone: _____

E-Mail: _____

Select track: Track One _____
Track Two _____

WORKSHOP SCHEDULE OF EVENTS

Track One – Basic (Parts I—V)	Track Two – Advanced (Part VI)
<u>Thursday, June 11</u>	
8:00—8:15 a.m. <i>Continental Breakfast</i>	8:00—8:15 a.m. <i>Continental Breakfast</i>
8:15—8:30 a.m. <i>Keynote</i>	8:15—8:30 a.m. <i>Keynote</i>
8:30—9:45 a.m. Part I	8:30—9:45 a.m. Part VI—Test Taking Techniques
9:45—10:00 a.m. <i>Break</i>	9:45—10:00 a.m. <i>Break</i>
10:00—11:15 a.m. Part II	10:00—12:30 p.m. Case Study Sample Test (60 pt.)
11:15—12:30 a.m. Part III	
12:30—1:15 p.m. <i>Lunch and Testimonials</i>	12:30—1:15 p.m. <i>Lunch and Testimonials</i>
1:15—2:30 p.m. Part IV	1:15—1:55 p.m. Certification and Maintenance Credits – How to Get What You Deserve
	1:55—2:30 p.m. Giving Back – Becoming a Mentor and/or a Grader
2:30—2:45 p.m. <i>BREAK</i>	2:30—2:45 p.m. <i>BREAK</i>
2:45—4:00 p.m. Part V	2:45—3:30 p.m. Study Group Discussion
4:00—4:30 p.m. Parts I-V Test Taking Techniques	3:30—5:00 p.m. Individual Results and Sample Test Review
4:30—5:00 p.m. Study Resources	
5:00—5:15 p.m. <i>Questions, Closing, Certificates, Course Evaluations</i>	5:00—5:15 p.m. <i>Questions, Closing, Certificates, Course Evaluations</i>
<i>NOTE: Both Tracks are together for Events in Bold italics.</i>	<i>For Track Two: Please bring your laptop and be prepared to write and type your Part VI Case Study response.</i>