CLERM & CLERP
REQUIREMENTS & GUIDELINES

GUIDE TO RECERTIFICATION



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CLERM/CLERP Recertification Requirements

To maintain an active CLERM/CLERP certification, members must meet the following requirements.

1 Continuing Education Requirements

Members must complete a minimum of **16 hours** of qualifying continuing education in records management, leadership, public/open records, NIBRS, record retention, or public safety technology within two years of their original CLERM/CLERP certification date.

Approved Training Providers Include:

- PRI
- State agencies (Archives, DMV, criminal justice commissions/academies, etc.)
- State or national records management associations (AIIM, ARMA, NAGARA, etc.)
- FBI CJIS or FBI-LEEDA

2 IPSRM Membership

Members must maintain an active annual IPSRM membership. If your IPSRM membership has expired, it must be renewed **before** attempting to recertify your CLERM/CLERP certification.

IPSRM membership requires payment of a **$99 annual membership fee.**

3 Recertification Application

Members must log in to their IPSRM account and complete the IPSRM Recertification Application Form.

Be sure to attach copies of your course certificates for the required 16 hours of continuing education.

! Expired Certification Policy

CLERM/CLERP certification is valid for two years from the date of issuance. There is a 30-day grace period for renewals.

If your CLERM/CLERP certification has been expired for more than 30 days, it is no longer active. You will not be eligible to renew your certification and will need to start the certification process anew.

Questions About Recertification?

If you have any questions about the recertification process or requirements, please contact us at ipsrm@policerecordsmanagement.com.