



FREQUENTLY ASKED QUESTIONS

WHAT IS THE IGP?

The IGP is the only premier certification focused exclusively on the high-level, strategic practice of information governance. It's important to note the IGP Certification is obtained through passing the IGP Exam, not a course. This exam is designed to measure the knowledge, skills, and abilities required to perform competently as an information governance professional.

WHAT ARE THE EDUCATIONAL PREREQUISITES?

There are no required educational prerequisites. Candidates are encouraged to plan their own course of study by reviewing the exam blueprint, identifying any areas of weakness, and securing the resources to adequately prepare.

DO I NEED TO BE AN ARMA MEMBER TO TEST?

No. However, applicants are required to create an ARMA profile in order to submit an application and pay the associated fees. To learn more about ARMA membership visit: arma.org/joinARMA.

WHERE DO I START?

Interested individuals are encouraged to start by reviewing the IGP Handbook.

The candidate handbook describes the process for applying to sit for the IGP exam. It includes a description of the recommended candidate background, application procedures, and the policies that guide the decisions on certification. This package includes:

- IGP Candidate Handbook PDF
- IGP Exam Blueprint PDF
- IGP Code of Ethics PDF
- IGP Consent Statement PDF
- IGP ADA Request Form PDF

HOW DO I STUDY?

The board recommends that those who apply for the exam have a strong command of the information governance implementation model (IGIM), current industry issues, e-discovery, technology, and case law—all of which are key components of information governance. The governance board does not recommend or endorse any education programs as preparation for the certification exam, nor does it accredit or endorse any source of education as a guarantee of exam success. However, ARMA has a number of resources that candidates can use to prepare and understand the foundational concepts of the exam blueprint. See the IGP webpage for recommendations.

HOW MANY QUESTIONS ARE ON THE IGP EXAM?

The IGP exam is a computer-based test, made up of 140 multiple-choice questions. Candidates will be allotted a 3-hour block of time to complete the exam. These multiple-choice questions must be answered in the context of the scenario. The IGP certification exam and all program materials are in English only. Translation dictionaries or other translation aids are not permitted.

HOW LONG DO I HAVE TO SIT FOR THE EXAM AFTER APPLICATION APPROVAL?

Unless indicated otherwise, candidates have one year from the time their application is approved to sit for the exam. A confirmation with the candidate's testing window will be sent from education@armaintl.org. It is the candidate's responsibility to sit for the exam within their testing window.

CAN I REQUEST AN EXTENSION?

Candidates must submit reasoning for extension requests to education@armaintl.org. Requests will require a detailed description and documentation if applicable. Extension requests must be made before the candidate's testing window expires. Requests will be brought to the board for review. The board reserves the right to assess additional fees for handling late or incomplete applications, granting extensions, rescheduling an exam without a valid reason, and handling other circumstances it deems appropriate.

HOW LONG DOES IT TAKE TO RECEIVE MY RESULTS?

Candidates will receive an unofficial pass/fail report at the testing center or online on the day of the exam. Official confirmations are sent at the beginning of each month after a quality check is performed post-exam and results are finalized.

WHAT IF I DO NOT PASS THE IGP EXAM?

Candidates have three attempts to pass the final exam. There is a \$250.00 (USD) fee for each exam retake. A candidate must reapply to retake the exam within three months of their last attempt. This is to ensure the candidate works towards their designation within a reasonable amount of time and continues to take the most current version of the exam. After a third failure, the candidate will be required to wait one-year before being eligible to reapply as a new candidate. Candidates who fail the exam will receive a link to reapply and pay the retake fee. A diagnostic report of their overall performance on each content area will be included. This information is only provided for failed candidates to review any areas of weakness before retaking the exam.

I PASSED, WHERE IS MY SCORE?

Results are reported as pass/fail. To maintain the integrity of the exam, candidates who pass the exam will not receive a diagnostic report of their overall performance. This decision is to prevent Information Governance Professionals from posting their scores as a means to compete with others in the industry.

HOW LONG IS THE IGP CERTIFICATION VALID?

The IGP Certification is valid for a period of three years. Certification expiration for each certificant will default to December 31st, and be assigned the appropriate expiration year, three years after the certification is awarded. (i.e., 12/31/YYYY).

HOW DO I RENEW MY IGP CERTIFICATION?

To be eligible for recertification, certificants must complete a minimum of 60 contact hours (CEUs) within their three-year cycle. Expiring certificants will be required to complete a recertification application and pay the \$250.00 (USD) recertification fee. Each recertification year, approximately 10% of IGP CEU records will be audited by the IGP board. Recertification Requirements can be found on the Recertification webpage or in the IGP Handbook.

HOW WAS THE IGP EXAM DEVELOPED?

ARMA International and the IGP board have been updating the IGP Certification Exam throughout 2021 and 2022 while maintaining the highest standards in accordance with ISO 17024. The board has contracted with Professional Testing, Inc. and Pearson VUE to provide guidance in developing, administering, maintaining, and scoring the updated exam. This exam was developed by subject matter experts under the guidance of psychometricians (experts in measurement and test development), and the exam questions have each undergone evaluation during a trial period before being formally added to the exam as scored items.

WHAT IS THE DIFFERENCE BETWEEN A CERTIFICATION AND CERTIFICATE?

The IGP is a certification program, where the focus is on assessing current knowledge and skills. A certification program usually includes eligibility requirements (such as years of work experience), ongoing requirements (such as continuing education, renewal fees) and/or recertification requirements. After meeting these requirements an individual is awarded a title and designation (such as John Doe, IGP).

By contrast, the Essentials of RIM Certificate is a certificate program, which is a non-degree-granting education or training program consisting of a learning event or series of events designed to educate or train individuals to achieve specific learning outcomes for a specific topic or focused group of topics within a discipline.

CERTIFICATION	CERTIFICATE
Certifications cover a broad body of knowledge—often an entire field.	Certificates, in contrast, usually cover a focused or specialized body of knowledge within a field.
In certifications, the focus is on assessing <i>current</i> knowledge and skills within a field.	Certificates first focus on <i>training</i> individuals to achieve certain knowledge or skills and then <i>assessing</i> their attainment of it.
Certifications usually have eligibility requirements (such as years of work experience), ongoing requirements (such as continuing education, renewal fees) and/or recertification requirements.	Certificates can be dated with a validation period to encourage participants to stay current. However, they do not <i>require</i> ongoing maintenance, such as continuing education, reassessment, or renewal fees.
Certifications usually include passing of an assessment covering a broad area of knowledge and skills.	Certificates include passing of a comprehensive assessment covering the specific training program for the certificate.
Certifications usually awards a title and a designation, e.g. ARMA’s Information Governance Professional (IGP).	Certificates award a certificate (like a diploma) so that individuals can list the attainment on résumés such as “Essentials of RIM Certificate Holder.”