IRM Continuing Education Requirements Summary

Effective 9/1/2015   www.dir.texas.gov

IRMs are assigned "levels" based on biennial IT budget. Level 2-5 IRMs must attend a minimum number continuing professional education (CPE) hours each fiscal year. To be in compliance, each IRM must:

		CPEs LEVEL 2	CPEs LEVEL 3	CPEs LEVEL 4	CPEs LEVEL 5
1. Earn CPEs EVERY fiscal year by 8/31 (Any knowledge areas)		**12**	**18**	**24**	**30**
2. Complete specific ONE-TIME required topics within two years		*as listed below*			
CORE KNOWLEDGE AREA	**REQUIRED TOPIC**	**LEVEL 2**	**LEVEL 3**	**LEVEL 4**	**LEVEL 5**
K1. Strategic Planning and Policy	RT1. Strategic Planning	3	3	3	3
K2. Managerial and Leadership Competencies	RT2. Communication of Technical Information to Non-Technical Stakeholders	0	0	6	6
K3. IT Performance Assessment	RT3. Business Value of Information Technology	0	3	3	3
K4. Project/Program Management	RT4. Quality Assurance and/or Risk Management	0	0	3	3
K5. Capital Planning, Investment Assessment, and IT Acquisition	RT5. Contract Negotiation and/or Contract Management	0	3	3	6
K6. Cybersecurity and Information Assurance	RT6. IRM Role and Responsibility for Cybersecurity and Information Assurance	3	3	3	3
K7. IT Controls	RT7. Business Continuity and Disaster Recovery	3	3	3	6
K8. IT Topics and Trends	RT8. Methods for Ensuring Expertise of IT Staff and Appropriate Skills for Those Who Use Technology	0	0	1	1
Total One-Time Required Topic CPEs (in 2-year period)		9	15	25	31
3. Report CPEs to DIR by 8/31 each year					

Fiscal CPE Hours Notes

- Up to 25% of the fiscal hours can be satisfied by presenting at qualified educational events. (See rules.)
- Hours are pro-rated for first year if IRM designated after 9/30.

Required Topic Notes

- The set of required topics must be completed within two years of designation as agency IRM
  - or within 2 years of implementation for new requirements.
- Required topics represent a portion - a subset - of the yearly CPE hours earned during the first two years.
- *Year Zero Grandfather Clause* allows IRMs to also count events up to one year prior to designation.

Reporting

- IRMs submit hours via an online form. See instructions in IRM section of the DIR website.

Locating IRM CPE Information on the DIR Website www.dir.texas.gov (2 methods)

1. RESOURCES tab >> IRM Section (Also see left navigation list. Expand IRM to see **Quick Links**.)
2. Use SEARCH. For example, use term "CPE" and check "Page" as only resource type.