

IRM Continuing Education Requirements Summary as of FY 16

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 | | <i>as listed below</i> | | | |
| 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 <i>(New for FY 16)</i> | RT6. IRM Role and Responsibility for Cybersecurity and Information Assurance | 3 | 3 | 3 | 3 |
| K7. IT Controls <i>(New for FY 16)</i> | 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 <i>(Previously “Training” under area #K2)</i> | 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 can normally report CPEs any time during the year. However, the **IRM CPE Entry System** is being revised. IRMs should continue to earn hours and track manually until the portal is available. (Most IRMs wait to report in summer anyway.)

Locating IRM CPE Information on the DIR Website

1. www.dir.texas.gov >> RESOURCES tab >> IRM Section (Also see left navigation list), **OR**
2. Use SEARCH. For example, use term “CPE” and check “Page” as only resource type.