PECB Certified Digitalization and Electronic Archiving

Master digitalization and electronic retention/archiving

Why should you attend?

This course provides all the critical knowledge required to approach, understand, manage and successfully carry out a digitalization and retention/archiving project, including security, search and risk analysis techniques and the identification of legal, regulatory, contractual and insurance issues. A set of methodological tools is included in the themes covered, to effectively digitize any process and choose the appropriate solution without getting into the details of the related technologies. Finally, the course offers some food for thought on the changes in store for digital data and the new technologies to consider for establishing true data governance.

When you are well versed in all the concepts required for digitalization project, you will be able to take the exam and apply to be a PECB Certified Lead Digitalization and Electronic Archiving Manager. By earning this certificate, you will demonstrate that you have the practical knowledge and professional capacities to support and direct a team in charge of carrying out a digitalization and electronic retention/archiving project.

Course agenda   DURATION: 5 DAYS

Day 1: Awareness of process digitalization and the retention/archiving of digital data

Days 2 and 3: Methodological aspects of a digitalization project

Day 4: Solutions and body of documents

Day 5: Developments and certification exam

General information

➤ Certification fees are included on the exam price

➤ Training material containing over 300 pages of information and practical examples will be distributed

➤ A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued

➤ In case of exam failure, you can retake the exam within 12 months for free