

Education and Skill Building List

You must complete two requirements from the following.

1. Conduct extensive research in the genealogical records within the **area of your accreditation**. *Include details of your research work, e.g., location, repositories visited, research objectives and results, etc. (Minimum time spent: 100 hours over the previous five years)*
2. Write reviews of three (3) books you have read or utilized extensively during the past five years relating to research methodology, genealogy-related technology, or topics specifically **related to your area of accreditation**. *Each review should be 500 to 1000 words in length and should describe why (or why not) that particular book was useful and applicable to your research work in this area of accreditation.*
3. Complete 20 hours of education in classes specifically related to **your area of accreditation**, which may include family history conferences, workshops, institutes, or classes offered through any repository, society, or archive. *Include details of each class or conference, and date of attendance.*
4. Complete one semester unit (or equivalent quarter units) from an accredited institution of higher education in work related to **your area of accreditation**. *Include class titles, date of attendance, name of institution, name of instructor, and a brief summary of what you gained from that class.*
5. Complete a genealogy-related or credentialing licensing program in a related professional field, e.g. private investigator, forensic genealogist, geneticist, etc. *Include details about the program and the date of completion.*
6. Create or update lecture materials and handouts from **two** classes that you have taught on topics **related to your area of accreditation**. *Include class descriptions and when and where you taught them and copies of handouts.*
7. Teach a course **related to your specific area of accreditation** at an accredited institution. *Include the class description and when and where you taught.*
8. Engage in full-time employment or advancement in a field directly related to **your area of accreditation**, e.g., librarian, archivist, historian, etc. *Include the nature and date(s) of employment.*
9. Serve as a board member, officer, or key volunteer position for a genealogical-related society or organization in which your service was directly related to **your area of accreditation** and research skills (e.g., a DAR registrar or a Family History Center training volunteer who requires continued use of evaluation skills; writing a training manual for an organization that requires use of research skills; development of updates for an ICAPGen Exam, etc.) *Provide a brief description, number of hours contributed, and dates of service. (Minimum time spent: 50 hours.)*
10. Write an article (including genealogical accounts) related to your area of accreditation that is published on an **online genealogical web site** providing genealogical information to others, e.g., <https://wiki.familysearch.org>. *Include details of your activity. (Minimum time spent: 40 hours.)*
11. Publish an article on a genealogical topic related to **your area of accreditation**. *Include the title of the article, the publisher, and date of publication.*
12. Serve as a copy editor or publisher for a genealogy-related periodical or magazine. *Include title, publisher, and the dates served in that function.*
13. Publish a family history which incorporates your specific area of accreditation or write a book on a genealogical topic related to **your area of accreditation**. *Include title, publisher, date of publication, and a brief book synopsis.*
14. Complete research or database maintenance for a private client or family organization or a database of compiled records intrinsic to **your area of accreditation**. *Summarize the content and scope of the activity and a copy of one report submitted to the organization regarding your work. (Minimum time spent: 50 hours).*
15. Include any other educational or practical application of your skills in your specific area of accreditation. ***This activity needs to be approved in advance by the Renewals Committee.***