



ICAPGen

The International Commission for the Accreditation of Professional Genealogists

Level 1 Check List

Use of this check list is required. Before applying for accreditation, use it to evaluate your experience and to guide the preparation of your four-generation project. Your honest responses to items on this check list facilitates passing the Level 1 test by identifying your strengths and your weaknesses. This will allow you to correct weaknesses before starting the application process and spending money on fees.

Genealogical Research Experience

Mark the boxes on the left to rate your experience.

- 1. An applicant must have a minimum of 1000 hours of combined genealogical research and genealogical education experience before submitting an application.
- 2. It is expected that of the required 1000 hours more than 500 hours of it will be genealogical research experience in the records of the chosen region.
- 3. It can be very beneficial to have genealogical educational and training. But it is not required. Do you have any of the following experience?
 - College level genealogical degrees, certificates or coursework.
 - Attendance at genealogical conferences and/or institutes.
 - Self directed personal genealogical study.
- 4. ICAPGen recognizes that a person with a genealogy credential has demonstrated a high level of genealogical research ability. If you have a CG or an AG credential from another region you may reduce your experience hours by half.
- 5. An applicant is expected to have at least 80 hours of research experience in nationwide genealogical record types from the chosen region's list of nationwide recommended record types.
- 6. *U.S. accreditation regions:* You are expected to have research experience in each state in the chosen region. It is recommended that a minimum of 80 hours be spent researching in the records of each state from the chosen region.
- 7. *International accreditation regions:* You are expected to have research experience in 5 or more state-type (province/shires etc.) divisions in the chosen region. It is recommended that a minimum of 80 hours be spent researching in the records of each state-type division from the chosen region.
- 8. You are expected to have research experience in a variety of record types in the chosen region. It is recommended that you have experience using 10 or more record types from the chosen region's list of recommended record types.
- 9. It is expected that you will use at least 10 different repositories including Internet sites in your genealogical research. (Repositories include: archives, libraries, Internet sites, courthouses, etc.)

10. An accredited genealogist is required to read and understand a variety of old documents. Before submitting your application we expect you should have spent 100 hours or more reading and using old documents.

The Four-generation Project

Report

The report is key in determining an applicant's abilities to analyze evidence and form conclusions based on that evidence. When a report simply gives a narrative of what was found our raters can not effectively judge the applicant's abilities to do this. Our experts' evaluation of the four-generation research report will focus on the following areas:

- The methodology applied by the applicant.
- The applicant's astute analysis of the evidence.
- Valid conclusions.
- Generational links that are supported by the evidence presented in the report.
- Clear, professional writing style and presentation.

Methodology

Your project will be evaluated on the methodology displayed in your report. It will be rated using the criteria listed below. Mark the boxes on the left to evaluate your methodology.

1. Original sources were used consistently when available and are discussed in the report.
2. The correct records for the area and time period were used in an appropriate manner, and they were used in a logical order.
3. Reasons were given for (1) the purpose of searching records or (2) what valuable information the researcher expected to find in those records.
4. Research strategies were employed that reflect laws, customs (such as naming patterns or inheritance customs), historical background, jurisdictions, and record access typical for the accreditation area.
5. A comparison of the project's stated objective, the research calendars, and the evidence analyzed indicates that the research was accomplished in an acceptable manner.
6. The report clearly explains the significance of key findings provided in the documents.
7. Good suggestions for future research to solve the stated research objective, or to support a new research objective, were included.
8. The majority of the report focuses on records in the accreditation area of interest.

Evidence Analysis

An AG professional's ability to understand and explain in a report the evidence found in their research is what sets them apart from a genealogical hobbyist. It will be rated using the criteria listed below. Mark the boxes on the left to evaluate your methodology.

1. An analysis of much of the evidence is presented in the report and it is properly analyzed and correctly interpreted.
2. The writer demonstrated an understanding of how to accurately compare and weigh evidence. When terms such as "primary information," "direct evidence," "derivative source," etc. were used, they were used appropriately.
3. Solid conclusions were made that were fully supported by the evidence presented in the report.
4. No unjustified conclusions or hasty generalizations were made. The evaluation was not "tailored" to fit a pre-conceived notion.

- 5. All conflicting evidence presented in the report was fully addressed and, where possible, conflicts were resolved appropriately.
- 6. The report makes appropriate connections, shows coherent thinking, recognizes and provides analysis of assumptions and inferences, and provides compelling conclusions or syntheses
- 7. All generational links were proven with supporting evidence.
- 8. The research findings were presented clearly and in a logical order.

Research Objective, Summary, and Conclusion

It is expected that the four-generation report will include a research objective and a summary of the research results at the end of each section or in the general conclusion of the report. It will be rated using the criteria listed below. Mark the boxes on the left to evaluate your Research Objective, Summary, and Conclusion.

- 1. The research objective is stated at the beginning of the report.
- 2. research objective includes the complete name of the beginning ancestor and key identifying information such as birth date, birth place, and relationship.
- 3. The report maintained its focus on the research objective.
- 4. The objective of the report is addressed in the conclusion of the report.
- 5. A summary of the research results was provided at the end of each section or in the general conclusion of the report.

Report Writing Style and Presentation

The four-generation project report presentation will be rated on whether it meets the following criteria.

- 1. All four generations are discussed in the written report.
- 2. Generations are clearly differentiated from each other and each received its own careful treatment.
- 3. The report is neat, cohesive, and professionally presented with a clear division of topics and subtopics.
- 4. The use of 1st, 2nd, and 3rd person is consistent throughout the report.
- 5. The report contains few typographical or grammatical errors, and uses good transitional statements to facilitate the flow of thought from one section to the next.
- 6. Each genealogical fact stated in the report such as the name of a parent or a birth date or place is supported by a quality source.
- 7. The source citation format is consistent throughout the report.
- 8. When documents are presented in the report they are correctly transcribed or abstracted. (or translated if needed)

Pedigree Charts

A pedigree chart showing only four generations in the study is required as part of the four-generation project. (This means only the four families in the study.)

Note: ICAPGen does not accept computer database files or gedcom files in place of a pedigree chart. Send your pedigree chart in pdf format.

- 1. The pedigree chart displays only the four generations (families) in the study.
- 2. All dates and places designated on the chart (i.e., b, bp, m, mp, d, dp) for each couple is complete with either exact or approximated information from sources.
- 3. Items on the pedigree chart match items on the family group sheets.
- 4. The starting individual on the pedigree chart was born before 1900.
- 5. Someone from each generation lived for sometime in the chosen region. This is evidenced on the pedigree chart or is discussed in the report.

Family Group Records

At least four family group records (one for each generation represented on the pedigree chart) is required.

Note: If anyone on the pedigree were married multiple times you may also submit family group records for the additional marriages. But it is not required.

Your family group records will be evaluated based on the following criteria.

- 1. Each family group record contains complete event dates and places on each individual listed on the record. (Information may be estimated.)
- 2. Information is included on all children in the family. (Living people may be left off.)
- 3. Each fact on all family group records was supported by an appropriate source.
- 4. Information on family group records matches information on pedigree chart and in the report.

Research Calendars (Logs)

It is required that research calendars or logs be submitted as part of the four generation project. Your research calendars/logs will be evaluated based on the following criteria.

- 1. Names of persons, events, or records searched are listed on the research calendar
- 2. The repository or website where the item was found is listed on the research calendar.
- 3. A description of the source used is listed on the research calendar, i.e. type of record, time period covered, etc.
- 4. A call number, film number, or URL of each record searched is listed on the research calendar.
- 5. Document numbers for all documents located are listed on the research calendar.
- 6. Positive and negative search results are listed on the research calendar.
- 7. Complete citations for all sources are listed on the research calendar.

Technology

Technology has become an important part of genealogical research. Technology skills will be rated in part by the items listed below.

- 1. Images of original documents used in the report is submitted with the project.
- 2. The documents are properly referenced in the report.
- 3. The images are readable without adjustments.
- 4. Images are labeled so that someone can easily tell which image belongs to which record referenced in the report.
- 5. A variety of applicable websites were used and information from them have been integrated with other sources into the report.

ICAPGen practices blind rating.

The Contact Information Form is the only place the applicant's name should appear. From it the applicant is assigned a number by which they are known throughout the Level 1 rating process.

Be sure to remove your name off of everything associated with your project. ie. the pedigree chart, all family group records, all document images, and the report pages of your submission.

Revised March