



Accreditation Renewal Form

General Information

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|------------------------|----------------|-----------|
| Name: | Phone: | |
| Address: | Email Address: | |
| City: | State: | Zip Code: |
| Area of Accreditation: | | |

PLEASE SUBMIT ELECTRONICALLY EACH ITEM BELOW AS A SEPARATE FILE IN YOUR RENEWAL SUBMISSION.
Incomplete renewals will not be processed. Please check off each item that is included.

- LETTER OF GENEALOGICAL ACTIVITIES:** Summarize your research and genealogical activities completed **during the past five years**. This letter should reflect your efforts to maintain a high level of knowledge of the records in this area of accreditation and to conduct sound, thorough research. (*Activities may include research projects, classes taken or taught, books or articles read or written, research trips, society memberships, volunteer or professional genealogy work, other accreditations earned, websites utilized in your work, etc.*)
- EDUCATION AND SKILL BUILDING LIST: Check either Option A or B (one is required, not both).**
- ___ **Option A – Full-time Research Professional (with clients)**
Conducted client research 30-40 hours a week for a minimum of two years during the previous five years. Research must include significant time in the area of accreditation. *Include a summary of client research, that includes localities, repositories used, and approximate total research and report writing hours.*
- ___ **Option B – All other AG Professionals**
Completed TWO requirements from the **Education and Skill Building List** (see section below)
List the two completed requirements below and provide a detailed summary of both activities on a separate sheet.
- Activity 1: # _____ Title: _____
Activity 2: # _____ Title: _____
- RESEARCH REPORT OR ARTICLE:** Submit a written report or article related to a research problem on any ancestor (yours or someone else's) in your specific area of accreditation. The research AND written report must reflect original research (7 to 10 hours) completed by you **within the previous five years**. The report/article should be 5-8 pages in length, single-spaced (about 2,500-4,000 words). *Your research report will not be returned. Do NOT send documents.*
- Your research report (or article) must include the following elements:
- **Research objective:** A clearly stated research objective in the introduction of the report that includes the ancestor's name, relevant dates, and localities.
 - **Analysis and future research:** Clear analysis of research performed, including discrepancies, conclusions, and suggestions for further research.
 - **Citations and footnotes:** Cite all sources in the report to support presented evidence.
 - **Research logs/calendars:** Complete research logs, including nil searches.
 - **Family Group Record(s):** Do not need to be sourced. Please, no GEDCOMs.
 - **Article needs to be published in an approved genealogical journal and needs to discuss a family.**
- ICAPGENSM PROFESSIONAL ETHICS AGREEMENT:** Submit a signed copy of the ICAPGen Professional Ethics Agreement, which you can download at www.icapgen.org. You must sign in on the website to get access to this document.

Education and Skill Building List

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.***