



**ICAPGen**<sup>TM</sup>  
The International Commission for the Accreditation of Professional Genealogists

## AG<sup>®</sup> RENEWAL CHECKLIST

Before submitting your AG renewal, be sure you have **included** these important items...

NOTE: To view forms necessary to renew your credential, you must be signed into the [icapgen.org](http://icapgen.org) website. Forms are located under the "Renew Your Credentials" section.

### 1. Accreditation Renewal Form (download at [www.icapgen.org](http://www.icapgen.org))

- If eligible for Option A, include a summary of client research performed in the last 5 years **specific to your area of accreditation under renewal**. See **Accreditation Renewal Form** for more details.
- If Option B is chosen, a detailed summary of TWO requirements completed **specific to your area of accreditation under renewal** from the **Education and Skill Building List** located at the end of the **Accreditation Renewal Form**.

### 2. Letter of Genealogical Activities

- A full description of general genealogical activities completed within the past five years.
- A full description of research activities and projects **specific to the area of accreditation under renewal** completed within the past five years.

### 3. Research Report or Article Check online at [www.icapgen.org](http://www.icapgen.org) to view sample reports and submissions.

- A written research report containing original research (7 to 10 hours) performed by you that is approximately 5-8 pages, single-spaced, (or 2,500-4,000 words) in length.
- A research objective that is clearly stated at the beginning of the report and addressed through your research process.
- A summary of your research results in the conclusion of the report.
- Complete citations included as footnotes that support all of your presented evidence.
- Specific suggestions for future, ongoing research given in the conclusion of the report.
- Family group records (or relationship charts, if you're submitting an article) of all families discussed in your report (must be personally prepared and not generated from a commercial website).
- Research calendars or logs corresponding to your research that include 1) complete citations of sources; 2) results of each search; and 3) assigned document numbers, where needed.
- Both positive and negative searches mentioned in research calendars and the report.
- If submitting an article, it must be an article that has been published in an approved genealogical journal dealing with a family in the area of accreditation under renewal.

#### Other items to consider when writing your report:

- Did you address each point of evidence in the report, with more detailed analysis, where needed?
- Did you resolve any points of conflicting evidence?
- Did you support all conclusions in the report with solid logic and valid evidence?
- Was all evidence presented in the report directly related and intrinsic to the research objective?
- Does your report have a nice visual presentation? Is it easy to read?
- Have you carefully proofread your report for grammar and spelling errors?

### 4. Signed ICAPGen<sup>SM</sup> Professional Ethics Agreement (download at [www.icapgen.org](http://www.icapgen.org))

#### To submit your renewal:

Email your submission to [renewals@icapgen.org](mailto:renewals@icapgen.org).

Questions? Email us at [renewals@icapgen.org](mailto:renewals@icapgen.org)