



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

## Accreditation Readiness Assessment

The Accreditation Application Readiness Assessment helps you determine if you have the experience and skills to successfully apply to become an accredited genealogist. If the response to any item on the questionnaire is no, get more experience with that item before applying. This assessment is for your perusal only.

*Please complete the official Readiness Assessment online as part of the Level 1 requirements.*

Readiness Assessment		
Requirement	Yes	No
It is required that all applicants review and apply the guidelines with the "Guide to Applying for an Accredited Genealogist Credential". Have you read the guide?		
Have you read the Professional Ethics section of the Guide, and agree to adhere to these principles in your genealogical work?		
Have you selected a region to specialize in? Which region? _____		
An applicant must have a minimum of 1000 hours of combined genealogical research experience and genealogical education before submitting an application. Do you have 1000 hours or more of this kind of experience? (Someone with a CG or AG in another region may reduce this requirement by half of the number of hours.)		
Of the 1000 hours of combined genealogical experience from the above question, more than 500 of those hours should be research experience in the records of your chosen region. Do you have 500 hours or more of this kind of experience? (Prior CG or AG may reduce this requirement by half.)		

<p>An applicant is expected to have at least 80 hours of experience researching in nationwide record types of their chosen region. Do you have 80 hours of experience using nationwide record types from your chosen region? (Prior CG or AG may reduce this requirement by half.)</p>		
<p>It is expected that a minimum of 80 hours be spent researching in the records of each administrative division of your chosen region (i.e. state in the U.S., province in Canada, county in England, etc.). Do you have 80 hours of this type of research experience in each administrative division in your chosen region? (Prior CG or AG may reduce this requirement by half.)</p>		
<p>It is required that you review the "Resources, Record Types and Strategies" page for your chosen region of accreditation. Have you reviewed this page?</p>		
<p>It is expected that you have experience using a variety of record types from the "Important Record Types List" found on the "Resources, Record Types and Strategies" page for your chosen region. Have you used a variety of record types from the list for your chosen region?</p>		
<p>It is expected that you have used at least 10 of the most relevant repositories for your chosen region. These must include both offline (e.g. archives, libraries, courthouses) and online repositories (e.g. FamilySearch.org, etc.) For example, two archives, one courthouse, two libraries, and five internet sites would count as 10 repositories. Have you used at least 10 of the most relevant repositories for your chosen region, including both offline and online?</p>		
<p>An applicant must have spent 100 or more hours reading and using old documents in the primary language(s) of your chosen region. Have you met this requirement?</p>		
<p>It is expected that you have experience writing research reports for your own research and/or for research that you have accomplished for others. This includes among other things, being able to show written proof of the conclusions found in your research, using citations and recording your findings in a research log. (Check the guide for additional report writing requirements.) Do you have this kind of writing experience?</p>		
<p>It is expected that you regularly participate in professional development activities such as reading books, reading professionally written reports in well-known genealogy publication, attending genealogy conferences and institutes, and watching webinars. Do you regularly participate in professional development activities?</p>		