



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

Renewals can only be submitted electronically. Email electronic files to: [renewals@icapgen.org](mailto:renewals@icapgen.org)

## Accreditation Renewal Form

### General Information

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

When renewing your accreditation there are two options to choose from: **A Full-time Research Professional (with clients), or All Other AG Professionals.**

**Option A: Full-time Research Professional:** To renew using this category, you must have accrued at least 3,000 hours of documented research time **during the past five years**. At least 1,500 of these hours must be within your area of accreditation. You must also submit the following documents:

- This **Accreditation Renewal Form** that indicates the option you are choosing for your renewal.
- A **cover letter** that summarizes the research and genealogical activities completed during the past five years. This letter should be no longer than one page and should summarize the main research projects finished at work or as a volunteer, classes taken or taught, articles or books published, and other educational activities completed.
- **Documentation of your research work.**
  - A list of major research projects completed in your area of accreditation (up to 20 projects) and the total number of hours spent researching those families.
  - A list of localities in your area of accreditation where those families resided.
  - A list of repositories and records used in your research.
- A brief description of **volunteer hours** provided for ICAPGen reflecting twenty-five (25) hours over five (5) years. These activities could include but are not limited to rating renewals, scoring tests, serving in ICAPGen booths at various conferences, serving on a committee (testing, renewal, etc.), serving as a mentor in a study group, or creating a video for the ICAPGen YouTube Channel.
- The signed **ICAPGen<sup>SM</sup> Professional Ethics Agreement**.

**Option B: All other ICAPGen Professionals:** There are **two choices** with this option. You may submit an **article** that has been published in a professional journal **or** submit a **research report**. The following documents need to be included with your renewal submission:

- This **Accreditation Renewal Form** that indicates the option you are choosing for your renewal.
- A **cover letter** that summarizes the research and genealogical activities completed during the past five years. This letter should be no longer than one page and should summarize the main research projects finished at work or as a volunteer, classes taken or taught, articles or books published, and other educational activities completed.
- A document describing two **educational genealogical activities** you engaged in and explanations of how those activities improved your professional competence. Typical educational activities include classes taken, college courses taught, presentations given at professional conferences, and training provided to family history workers. Other suggestions are found on the attached "Education and Skill Building List".

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- The signed **ICAPGEN<sup>SM</sup> Professional Ethics Agreement**.
- The final document is the **research report or article**.
  - If submitting an **article**, it must be about a family, been published in a peer-reviewed professional journal in the past five years, and it must show your expertise in your area of accreditation. For the renewal submission, please include its citation and a PDF copy of the article. Article should be 5-8 pages in length (about 2,000-4,000 words).
  - If submitting a **report**, the report must cover at least 10 hours of original research, must have been completed during the past five years, and must be about a person who lived in your area of accreditation. For reports relating to large, extended research projects that required more than 100 hours of research, representative samples may be extracted from the final report or from interim reports in order to meet the 8-page submission limit. The report should be 5-8 pages in length (about 2,000-4,000 words). **Please submit only one PDF file which includes the report, family group record or records, and research log/calendar**. Be sure your **name is removed** from all documents including the filename. The report will need to include the elements listed below:
    - The **research objective** clearly stated in the introduction of the report which includes the ancestor's name, relevant dates, and localities.
    - **Background information** stating what was known about the ancestor before research began.
    - **Methodology and analysis** of evidence found including any discrepancies and conclusions drawn.
    - At the end of your report, be sure to include a **summary**. Was the objective achieved?
    - **Source citations** documenting new information found in the research **and** are sufficiently detailed to locate the records.
    - Suggestions for **further research** including the location of suggested records with call numbers, film numbers, repositories, etc.
    - **Research logs/calendars** including any nil searches.
    - The associated **family group records**. The family group records do not need to be sourced. These records must be personally prepared and not generated from a commercial website.

# 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.***

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