



**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 Credentials” link.

1.  **Accreditation Renewal Form**

Be sure that this form is completed and you have marked the option that you are choosing to renew your credential.

2.  **Cover Letter of Genealogical Activities**

This letter should summarize the research and genealogical activities completed during the past five years and should not be longer than one page. Include the projects finished at work or as a volunteer, classes taken or taught, articles or books published, and other educational activities completed.

3.  **Volunteer Hours**

Provide a brief description of volunteer activities provided for ICAPGen reflecting 25 hours of service over the past five-year period. 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.

4.  **Signed ICAPGen<sup>SM</sup> Professional Ethics Agreement**

5.  **Option A: Full-time Professional Researcher**

If you are choosing this option, be sure to follow the instructions on the Accreditation Renewal Form and provide an explanation of your research work. The explanation should include research projects, hours spent, a list of localities in your area of accreditation, and a list of repositories and records used in your research.

6.  **Option B: Article**

The article must be about a family, been published in a peer-reviewed journal in the past five years, and it must show your expertise in your area of accreditation. For the renewal submission please include the citation and a PDF copy of the article. The article should be 5-8 pages in length (2000-4000 words).

7.  **Option B: Report**

Check online at [icapgen.org](http://icapgen.org) under the “Renew Credentials” link to view a sample report. Please remember that this is only an example. Your report does not need to be formatted exactly like the sample but should be used as a guide for expectations of a renewal report. The report should cover at least 10 hours of original research, must have been completed in the past five-year period, and must be about a person who lived in your area of accreditation. The report should be 5-8 pages in length (about 2000-4000 words). **Please submit only one PDF file which includes the report, family group**

**record or records, and research log/calendar.** Following is a list of items to consider when submitting your report:

- 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.
- Source citations** documenting any new information found in the research and are sufficiently detailed to locate the records.
- At the end of your report, be sure to include a **summary**. Was the objective achieved?
- Suggestions for **further research** including the location of suggested records with call numbers, film numbers, repositories, etc.
- Research logs/calendars** including complete citations, results of each search, and document numbers where needed. The log should show both positive and negative 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.
- Be sure your **name is removed** from the report, calendar, family group record, and filename.
- Was all evidence presented in the report directly related and intrinsic to the research objective?
- Does your report have a nice visual presentation and is it easy to read?
- Be sure your report is free from grammar and spelling errors.

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