**This form follows pre-2017 revision guidelines and may be used by 2018-2020 recertifiers.**

**Complete this form and attach to your** [**online application**](https://certifiedarchivists.wufoo.com/forms/sew78ac0ddirue/) **by May 31, 2020.**

**CONTACT INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Last Name:** | **First Name:** | **Initial:** |
| **Position Title:** | **Institution:** | |
| **Tel:** | **Email:** | |

**PREFERRED MAILING ADDRESS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Street 1:** | | | |
| **Street 2:** | | | |
| **City:** | **State (if US):** | **Postal Code:** | **Country:** |

**EMPLOYER**

|  |  |
| --- | --- |
| * Academic * Government-Federal * Government-State * Government-Local | * Government-Tribal * Non-Profit * Private (i.e. For-Profit) * Religious |
| * Other: | |

Summary: Use to record the total points from Sections A, B, C, D, and E.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Max Allowed** | **Total Credits from Application** | **Total Credits Claimed** |
| **Section A** | 40 |  |  |
| **Section B** | 60 |  |  |
| **Section C** | 45 |  |  |
| **Section D** | 30 |  |  |
| **Section E** | 30 |  |  |
|  | **TOTAL (Minimum 100)** |  |  |

*Enter* ***all*** *credits described below in “Total Credits from Application,” even when the total for a section exceeds the max allowed for that section. Enter the number of credits claimed up to and including the max limits for that section in “Total Credits Claimed.” For example, you may have 90 credits entered in Section B. You would enter “90” in the first column and “60” in the second column. Please note: While 100 is the minimum credits needed to recertify, it is advised to include all of your work experience, education, professional participation, professional service, and writing or publishing experience to ensure full consideration. In the event the Petition Review Team determines some activities are inapplicable, if you have extra activities listed already, they may be substituted for those excluded by the Petition Review Team.*

**Instructions:**

1. Credits claimed should have been accrued during the five-year period from **1/1/2015 to 12/31/2019.**
2. This is a Word Document, so add additional rows in sections where needed.
3. You can choose to utilize the spreadsheet worksheet available on the ACA website to help you complete this form, as well as refer to the sample form or FAQ for examples of activities and credits.
4. You must supply details for each section. Spell out any acronyms for organizations the first time they appear. Please provide a brief description for workshops, seminars and other meetings where the archival component may not be clear by the title.
5. Go to <https://certifiedarchivists.wufoo.com/forms/sew78ac0ddirue/> fill out the credit summary and declaration, and attach this completed application before May 31, 2020.
6. If you have any further questions, please send them to Stephanie Bayless, Regent for Certification Maintenance at [certificationmaintenance@certifiedarchivists.org](mailto:certificationmaintenance@certifiedarchivists.org).

**SECTION A: QUALIFYING PROFESSIONAL EMPLOYMENT**

(Maximum credits allowed: 40)For more detailed instructions, please visit:

[Recertification Definitions and Credit Values](http://www.certifiedarchivists.org/wp-content/uploads/2017/07/Previous_RecertificationPetitionGuidelines_final.pdf), Section A.

1. Full-time professional archival employment (8 credits per year worked) (Full-time employment is considered 35 hours/week for 50 weeks/year for a minimum 1750 hours/year\*)
2. Part-time professional archival employment (pro-rate on basis of 8 credits/year\*)
3. Employment with partial archival responsibilities (pro-rate on basis of 8 credits/year\*)
4. Full-time archival consulting (8 credits/year)
5. Part-time archival consulting (pro-rate on basis of 8 credits/year)

**POSITION #1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position Title: |  | | | | |
| Institution: |  | | | | |
| Address: |  | | | | |
| Tel: |  | | | | |
| Employment Dates: |  | Hours Per Week | |  | |
| Description of Work: |  | | | | |
| If partial archival responsibilities, give % of time: |  | | **TOTAL CREDITS** | |  |

**POSITION #2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Position Title: |  | | | | |
| Institution: |  | | | | |
| Address: |  | | | | |
| Tel: |  | | | | |
| Employment Dates: |  | Hours Per Week | |  | |
| Description of Work: |  | | | | |
| If partial archival responsibilities, give % of time: |  | | **TOTAL CREDITS** | |  |

*(Copy and paste the position table as needed for multiple positions.)*

|  |  |  |
| --- | --- | --- |
| **SECTION A** | **TOTAL CREDITS CLAIMED** |  |

**SECTION B: EDUCATION**

(Maximum credits allowed 60) For more detailed instructions, please visit:

[Recertification Definitions and Credit Values](http://www.certifiedarchivists.org/wp-content/uploads/2017/07/Previous_RecertificationPetitionGuidelines_final.pdf), Section B.

**B.1: Course taken in any of the archival domains** (Equivalent to university semester (3 hour) or quarter (4 hour) courses. This section also includes intensive courses of two weeks or more) [20 credits/course]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title(s)** | **Institution** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**B.2: Graduate degree (M.A., Ph.D.) earned (in any discipline) during the time period.** Credits earned are in addition to archival course credits above. [10 credits/degree]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree/Discipline** | **Institution** | **Location** | **Date of Degree** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**B.3: Attendance at archival seminars, workshops, institutes, and webinars as follows:**

1. Program of 3 days or more (but less than 2 weeks) [15 credits]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting Title(s)** | **Organization** | **Location** | **Date(s)** | **Credits** | |
|  |  |  |  |  | |
| **TOTAL CREDITS** | | | | |  |

**B.3: Attendance at archival seminars, workshops, institutes, and webinars as follows:**

1. Program of 2 days [10 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Title(s)** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**B.3: Attendance at archival seminars, workshops, institutes, and webinars as follows:**

1. Program of 1 day (more than 6 hours) [5 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Title(s)** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**B.3: Attendance at archival seminars, workshops, institutes, and webinars as follows:**

1. Program of less than 1 day (2-6 hours) [2 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Title(s)** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**B.3: Attendance at archival seminars, workshops, institutes, and webinars as follows:**

1. Program of 1-2 hours (incudes most webinars) [1 credit]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Title(s)** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**B.4: Attendance at professional archival meetings (per meeting):**

1. Attendance for 3 days or more (not including travel or tours) [9 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Title(s)** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**B.4: Attendance at professional archival meetings (per meeting):**

1. Attendance for 2 days (not including travel or tours) [6 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Title(s)** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**B.4: Attendance at professional archival meetings (per meeting):**

1. Attendance for 1 day (not including travel or tours) [3 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Title(s)** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**B.4: Attendance at professional archival meetings (per meeting):**

1. Attendance for less than 1 day but at least 4 hours (not including travel or tours) [2 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Title(s)** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**B.4: Attendance at professional archival meetings (per meeting):**

1. Attendance at monthly, semi-monthly or quarterly meetings of local archival groups that have a professional archival program component of approximately one hour [2 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Title(s)** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

|  |  |  |
| --- | --- | --- |
| **SECTION B** | **TOTAL CREDITS CLAIMED** |  |

**SECTION C: PROFESSIONAL PARTICIPATION AND OUTREACH**

(Maximum credits allowed: 45) For more detailed instructions, please visit:

[Recertification Definitions and Credit Values](http://www.certifiedarchivists.org/wp-content/uploads/2017/07/Previous_RecertificationPetitionGuidelines_final.pdf), Section C.

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**C.1: Program participation (must be on archival subjects) [per program session]**

1. Professional paper or presentation [10 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Presentation Title** | **Meeting Name** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**C.1: Program participation (must be on archival subjects) [per program session]**

1. Panelist for session [5 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Session Title** | **Meeting Name** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**C.1: Program participation (must be on archival subjects) [per program session]**

1. Chair/Commentator for session [6 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Session Title** | **Meeting Name** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**C.1: Program participation (must be on archival subjects) [per program session]**

1. Professional poster session at an archival conference or meeting [2 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Session Title** | **Meeting Name** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**C.2: Institute, workshop, or seminar leader (per program) on archival theory, methods or practice. If a workshop, etc., is co-taught, both leaders claim equal credit.**

1. Leadership for 5 or more days [15 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institute Title** | **Meeting Name** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**C.2: Institute, workshop, or seminar leader (per program) on archival theory, methods or practice. If a workshop, etc., is co-taught, both leaders claim equal credit.**

1. Leadership for less than 5 days [10 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Institute Title** | **Meeting Name** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**C.3: Teaching a semester course in an accredited college or university on topics in the archival domains. (3 credits per semester hour).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Institution** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**C.4: Programs or presentations on archival subjects to any given outside working hours, not part of official or assigned duties (credits per program, presentation, or session)**

1. ½ day or less [3 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Institution** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**C.4: Programs or presentations on archival subjects to any given outside working hours, not part of official or assigned duties (credits per program, presentation, or session)**

1. Over ½ day [6 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course Title** | **Institution** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

|  |  |  |
| --- | --- | --- |
| **SECTION C** | **TOTAL CREDITS CLAIMED** |  |

**SECTION D: PROFESSIONAL SERVICE**

(Maximum credits allowed: 30) For more detailed instructions, please visit:

[Recertification Definitions and Credit Values](http://www.certifiedarchivists.org/wp-content/uploads/2017/07/Previous_RecertificationPetitionGuidelines_final.pdf), Section D.

**D.1: Leadership of archival organization (per year of activity)**

1. Executive Officer [10 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Officer Title** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**D.1: Leadership of archival organization (per year of activity)**

1. Member of Council or Steering Committee [8 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Committee/Council Name** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**D.1: Leadership of archival organization (per year of activity)**

1. Chair of committee, task force, section or roundtable [6 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Committee Name** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**D.1: Leadership of archival organization (per year of activity)**

1. Liaison/representative [4 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Representative to** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**D.1: Leadership of archival organization (per year of activity)**

1. Membership of committee or task force [3 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Committee Name** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**D.2: Membership in professional archival organization(s) per year of activity [1 credit per year of 5 credits per year only]** *(Please note that ACA membership does not count towards credits.)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |
| **TOTAL CREDITS** | | |  |

**D.3: Contributed service (per year of activity)**

1. Pro-bono consulting (per project per year) [4 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Name** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**D.3: Contributed service (per year of activity)**

1. Advisory board services (per board per year) [4 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Board Name** | **Description of Services** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**D.3: Contributed service (per year of activity)**

1. Other (please be specific, include length of service) [2 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nature of Activity** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

|  |  |  |
| --- | --- | --- |
| **SECTION D** | **TOTAL CREDITS CLAIMED** |  |

**SECTION E: WRITING, PUBLISHING, EDITING**

(Maximum credits allowed: 30) Co-authors or co-editors claim equal credits as single authors and editors. When possible, please provide links to online publication. For more detailed instructions, please visit:

[Recertification Definitions and Credit Values](http://www.certifiedarchivists.org/wp-content/uploads/2017/07/Previous_RecertificationPetitionGuidelines_final.pdf), Section E.

**E.1: Peer Reviewed Publications**

1. On topics in the **archival domain**
2. Book length publication [30 credits]

|  |  |  |  |
| --- | --- | --- | --- |
| **Book Title and Subtitle** | **Publisher’s Name** | **Date(s)** | **Credits** |
|  |  |  |  |
| **TOTAL CREDITS** | | |  |

**E.1: Peer Reviewed Publications**

a. On topics in the **archival domain**

1. Journal article or chapter in book [15 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Article or Chapter** | **Title of Journal or Book** | **Volume and Number or Name of Publisher** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**E.1: Peer Reviewed Publications**

b. On topics **related to** but not in the archival domain

1. Book length publication (e.g. state or local history) [6 credits]

|  |  |  |  |
| --- | --- | --- | --- |
| **Book Title and Subtitle** | **Publisher’s Name** | **Date(s)** | **Credits** |
|  |  |  |  |
| **TOTAL CREDITS** | | |  |

**E.1: Peer Reviewed Publications**

b. On topics **related to** but not in the archival domain

1. Journal article or chapter in book [3 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Article or Chapter** | **Title of Journal or Book** | **Volume and Number or Name of Publisher** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**E.2: Publications Without Peer Review**

a. On topics in the **archival domain**

1. Book length publication [15 credits]

|  |  |  |  |
| --- | --- | --- | --- |
| **Book Title and Subtitle** | **Publisher’s Name** | **Date(s)** | **Credits** |
|  |  |  |  |
| **TOTAL CREDITS** | | |  |

**E.2: Publications Without Peer Review**

a. On topics in the **archival domain**

1. Journal article or chapter in book [10 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Article or Chapter** | **Title of Journal or Book** | **Volume and Number or Name of Publisher** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**E.2: Publications Without Peer Review**

a. On topics in the **archival domain**

1. Newsletter article (350 words or more) [5 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Article** | **Title of Newsletter** | **Volume and Number** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**E.2: Publications Without Peer Review**

a. On topics in the **archival domain**

1. Primary author of a regularly updated blog or website [5 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Blog or Site** | **Description** | **Web Address** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**E.2: Publications Without Peer Review**

a. On topics in the **archival domain**

1. Published book review [3 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title and Author of book reviewed** | **Title of Journal** | **Volume and Number** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**E.2: Publications Without Peer Review**

b. On topics **related to** but not in the archival domain

1. Book length publication (e.g. state or local history) [5 credits]

|  |  |  |  |
| --- | --- | --- | --- |
| **Book Title and Subtitle** | **Publisher’s Name** | **Date(s)** | **Credits** |
|  |  |  |  |
| **TOTAL CREDITS** | | |  |

**E.2: Publications Without Peer Review**

a. On topics **related to** but not in the archival domain

1. Journal article or chapter in book [3 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Article or Chapter** | **Title of Journal or Book** | **Volume and Number or Name of Publisher** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**E.2: Publications Without Peer Review**

a. On topics **related to** but not in the archival domain

1. Newsletter article (350 words or more) [2 credits]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Article** | **Title of Newsletter** | **Volume and Number** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**E.3: Editorial Activities**

* 1. General editor of professional archival journal (25 credits per year of activity)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Journal** | **Organization** | **Date(s)** | **Credits** |
|  |  |  |  |
| **TOTAL CREDITS** | | |  |

**E.3: Editorial Activities**

* 1. Editor of book length archival publication or manual (20 credits per publication)

|  |  |  |  |
| --- | --- | --- | --- |
| **Book Title and Subtitle** | **Publisher’s Name** | **Date(s)** | **Credits** |
|  |  |  |  |
| **TOTAL CREDITS** | | |  |

**E.3: Editorial Activities**

* 1. Editor of archival newsletter (15 credits per year of activity)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Newsletter** | **Organization** | **Location** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

**E.3: Editorial Activities**

* 1. Departmental editor (e.g. editor of Review section of journal) (10 credits per year of activity)

|  |  |  |  |
| --- | --- | --- | --- |
| **Book Title and Subtitle** | **Publisher’s Name** | **Date(s)** | **Credits** |
|  |  |  |  |
| **TOTAL CREDITS** | | |  |

**E.3: Editorial Activities**

* 1. Editor, web site for an archives or archival organization (5 credits per year of activity)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of Blog or Site** | **Description** | **Web Address** | **Date(s)** | **Credits** |
|  |  |  |  |  |
| **TOTAL CREDITS** | | | |  |

|  |  |  |
| --- | --- | --- |
| **SECTION E** | **TOTAL CREDITS CLAIMED** |  |