

Academy of Certified Archivists Newsletter

Volume 25/April 1996

CERTIFICATION MAINTENANCE PROGRAM: THE RECERTIFICATION PROCESS

by Willow Powers, C.A.
Regent for Certification Maintenance

This is the first year of recertification for members of the Academy. Those of you from the certification Class of 1989 who have decided to renew your certification early will have already received the petition form from the ACA. The deadline for returning the form is June 1, 1996. If anyone is still considering recertifying early - send in your postcard (or call the Regent) soon so that you will receive the forms in enough time to meet the deadline.

The schedule for recertification, to set it out for everyone, is five years after initial certification, with the exception of the classes of 1989, 1990, and 1991. These classes were given eight years of certification, and are due in 1997, 1998 and 1999 respectively. However, "early bird" recertification is offered for these first three classes: Class of 1989 may recertify in 1996; Class of 1990 in 1997; and Class of 1991 in 1998. Towards the end of each year, a letter will go out reminding members of the next class eligible to recertify notifying them of the approaching date. It will ask if they would like to recertify early. Members will be asked to return a postcard to ACA, so that forms can be sent out. All members who certified in 1992 and subsequent years will be due to recertify five years later, beginning in 1997.

The benefit of early recertification is simple. Credits are given for activities for the five years immediately prior to recertification. If a member of the original 8 year certification classes has been especially active in earlier years, early recertification will be useful. And, whether recertifying early or not, a member's original certification still lasts for eight years, at which

point they take up their recertification. New certification takes over at that date and lasts for five years. The decision to recertify early should be made entirely on the member's convenience. There is another benefit but it is for the Academy rather than personal. Recertifying early will help spread the Academy's work of reviewing the petitions, since 1989, the first year of certification, brought in a large number of archivists who will be due for recertification in 1997.

The petition consists of a credit system for activities. Recertification by petition is expected to be the most popular means of certification maintenance. However, any member may recertify by examination, and the forms will include this option.

Let me give a few details on recertification. There will be no recertification fee; there will

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however be annual dues of \$50. Forms for recertifying will be sent to those who have let ACA know that they want to recertify in 1996. Members will be required to enumerate credits and provide information on qualifying experience, for which instructions are given. However, no documentation is required. Members will be reminded in good time about their upcoming recertification, and forms will be sent out in February of the year they are due. The deadline for submission of the completed petition for this year is June 1, 1996, figured from the post office cancellation date. We are planning to report results no later than December 1, 1996.

The petition form consists of the following: a page for basic information (name, address, etc.); a two-page credit form - to be completed with the number of credits claimed in each of five areas; a page of instructions for providing the information on the qualifying experience for which you are claiming credit (which we expect members will want to do on a computer); and a declaration to sign. The five areas for credits are: professional employment, education, professional participation, professional service, and editing and publishing. An outline of the credit system is included in another part of this newsletter.

Review of the petitions will then be done by teams made up from members of the Committee for Certification Maintenance. The review teams will go through the petitions, checking any information that is not clear, and will do a random audit of the petitions. Members will be notified when all petitions have been completed.

Members have called or written questions about the process which are answered in the Q&A section in another part of this newsletter. If you have any questions or comments on recertification, contact the Regent for Certification Maintenance, Willow Powers, Box 99 Rt. 3, Santa Fe, New Mexico 87505; fax: 505-827-6497; e-mail: warpowers@aol.com; phone: 505-827-6344, Ext. 525 or 505-827-6344.

ACA WELCOMES NINE NEW MEMBERS AND THREE PRE-APPOINTMENT CANDIDATES

Twelve individuals passed the certification exam which was offered on August 30, 1995. Three of the twelve individuals were pre-appointment candidates who must provide evidence of one year's professional experience before they will be certified.

Our nine new members are:

Edith Butler, C.A.
Sandra Lee Hempe, C.A.
Birgit Prella Ireland, C.A.
William W. LeFevre, C.A.
Patricia M. Luebbert, C.A.
Jana E. Pellusch, C.A.
Diane P. Rofini, C.A.
Margaret Schlankey, C.A.
Robin Van Fleet, C.A.

The three pre-appointment candidates are:

Mikel Breitenstein
Janet M. Carleton
Terri L. King

ACA ELECTION NOMINEES

The following individuals have been nominated for ACA offices:

Vice President: Charles R. Schultz and Thomas Wilsted

Regent for Outreach: Menxi Behrnd-Klodt and Leon C. Miller

Regent for Exam Development: Jane A. Kenamore and Stephen G. McShane

Nominating Committee: Kristine A. Haglund and Steven James Ourada

Be sure to return your ballot to Elizabeth W. Adkine, ACA President, by May 15, 1996.

PRESIDENT'S MESSAGE

by Elizabeth W. Adkins, C.A.

ACA has been going through some important changes, and I want to take this opportunity to share with you our progress to date. These changes include the consolidation of our secretariat and testing services to Capitol Hill Management Services (CHMS), the Academy's financial restructuring and the initiation of our certification maintenance program.

I am happy to report that the transition to CHMS has been as smooth or smoother than expected. Our CHMS secretariat is Steve Grandin, a former editor/journalist with an eye for detail and service. He has been extremely sensitive and understanding regarding our need to keep costs down while responding quickly and courteously to requests from our members, board and certification candidates. Our testing expert at CHMS is Dr. Michael Kalsher, a psychometrician with many years' experience in the testing field. Dr. Kalsher is also cooperating with our efforts to keep testing costs down while continuing to maintain a high standard of quality.

With the move to CHMS, we are in the process of upgrading our membership database. With the change in management, we became aware that a hefty percentage of our entries for our members were terribly out-of-date, and in a few cases we have lost complete track of some members. We have worked hard to rectify the situation, but please let us know if your mailing label contains outdated information.

As part of our financial restructuring plan, last year we mailed our first dues notices to members who were certified in 1989 or 1990. Based on average recertification rates in the certification field, we expected about 70% of our members to pay their dues. To date, 60% of those who received notices have paid their dues, and payments are still coming in. While a few people were understandably upset with the decision to

incorporate a dues structure, most members have recognized the need for a reliable annual income, and appreciate the elimination of recertification fees.

Willow Powers, our new Regent for Certification Maintenance, has done a tremendous job of preparing recertification materials, with extensive help from the Certification Maintenance Committee. During the fall we sent a mailing to all members eligible for recertification in 1997, offering the chance for early recertification in 1996. As a result of that mailing, CHMS has distributed nearly 200 certification maintenance packages, with a return deadline of June 1. As of March 15, 1996, a total of 21 packets have already been submitted. This encouraging response indicates a deep grass-roots support for our organization that has perhaps not been properly recognized or publicized.

I continue to enjoy the rewards of serving in ACA's leadership. The entire board has willingly tackled complex problems, and the Nominating Committee, Finance Committee, Examination Development Committee, Outreach Committee and Certification Maintenance Committee have all quietly but effectively contributed many hours of volunteer service to our organization. Many people have volunteered to serve on our standing committees, and the Nominating Committee has prepared a wonderful slate of candidates for this year's election.

I hope that all of you who will be attending the SAA meeting in San Diego will take the time to attend ACA's Business meeting on August 29. It is our one opportunity to personally report on our program, and solicit your input. In light of the changes we have been experiencing, we are particularly interested in hearing from you!

QUESTIONS & ANSWERS: CERTIFICATION MAINTENANCE

Q. How many points do I need to recertify?

A. You need 100 points for recertification. The credit system is designed with 5 different areas in each of which a maximum number of points is set. The total number of points it is possible to earn is 200; but the number of points needed to recertify is 100.

Q. Now with only a spot audit [it] appears that the "high" standards [of certification] are lost. A Committee must review member's qualifications to maintain the high standards.

A. It is critically important to maintain high standards. Perhaps there is a misunderstanding about the review, and the spot audits. Recertification petitions will rely on honesty rather than documentation. However every petition will be reviewed by a three-member review team; every item on each petition will be checked, and if necessary discussed, to ensure that standards are met. Audits - that is, verifying the information on the petition - will be done a) on any information in any petition that is puzzling or questionable, and b) on a certain number of petitions on a random basis.

Q. Over the years, I've attended several conferences, but have not retained records...I may not be able to accrue enough points. Will the ACA allow for a certain amount of latitude?

A. Certain types of information (for instance, on conferences, session titles, workshops) can be checked by members through copies of programs and other sources. Members should try to be accurate, and to assist their memories by checking sources - we are in the business of record keeping and the sources of information: after all!

Q. Make renewal criteria much more demanding in terms of activities...with few points for just working as an archivist.

A. Recertification relies heavily on continuing education and service to professional organizations. However, it is worth remembering how hard archivists work, especially in these times of reduced services, and that very heavy demands are increasingly placed on archivists by their institutions, as well as by patrons. The work of each archivist is different, and relates to their institution.

In addition, the ACA Board has carefully designed the credit system to ensure that a broad range of activities, including employment, can earn points. In this way, the profession - and each of us - is strengthened by breadth as well as by high standards.

Q. I have been working as a archivist for many years, and wonder why I must go through such a process in order to retain my certification. I do not need to prove anything at my institution; how useful is the petition process?

A. Many certified archivists are long-time professionals, whose activities are known and contributions recognized. The recertification process ought to be very straightforward for you and others with similar credentials. We have tried to make the petition both logical and fair; it requires, in addition of course to the experience, time and patience, about 3 hours to complete the form. The benefits are to the profession as a whole, and thus to each of us as members of the profession; we all gain from the normalization of the means of claiming our experience.

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CERTIFICATION MAINTENANCE PROGRAM: OUTLINE OF THE CREDIT SYSTEM

Total points required to recertify: 100

SECTION I: Qualifying Professional Employment: Maximum Credits - 40

Total Credits Possible	Activities Earning Credits
8 per year (pro-rate)	Full-time professional employment
(pro-rate)	Part-time professional employment
8 per year (pro-rate)	Employment with partial archival responsibilities
	Archival consulting, full- time
	Archival consulting, part- time

SECTION II: Education: Maximum Credits - 60

Total Credits Possible	Activities Earning Credits
20	Course relating to the domains of archival practice (equivalent to a 3- credit university semester course; includes intensive courses of 2 weeks or more)
10	Graduate degree obtained (credits in addition to course credits earned above)
Attendance at archival seminars, workshops, institutes (per session)	
15	Program of 3 days or more, but less than 2 weeks
10	Program of 2 days
5	Program of 1 day
2	Program of less than 1 day
Attendance at professional archival meetings (per meeting)	
9	3 days or more
6	2 days
3	1 day
2	Less than 1 day

SECTION III: Professional Participation: Maximum Credits - 45

Total Credits Possible	Activities Earning Credits
Program participation (per program session):	
10	Professional paper
5	Panelist
5	Chair/Commentator
Institute, Workshop or seminar leader (per institution; any session co-taught earns equal credits for each leader)	
15	Leadership for 2 or more days
10	Leadership for 1 day or less

SECTION IV: Professional Service: Maximum Credits - 30

Total Credits Possible	Activities Earning Credits
Leadership of Archival Organization (per year of activity)	
10	Executive Officer
8	Council/Steering Committee
6	Committee/Task Force/Section/Roundtable Chair
4	Liaison/Representative
(5)	Membership in professional archival organization (1 credit per organization, per year of membership, to a maximum of 5 credits)
Contributed Service:	
2	Reviewing grant proposals (per grant)
4	Pro-bono consulting (per project per year)
4	Advisory board service (per project, per year)

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Q. Will records management activities count?

A. Yes, they will.

Q. Will graduate degrees earned in areas other than archival management count?

A. Yes, if they are earned within the period covered by the petition. Archival management degrees earn considerably more points; they gain points for the degree earned, and additional points for all courses taken in the seven domains of archival practice defined by the ACA's *Role Delineation for Archivists*. These domains are: selection of documents; arrangement and description of documents; reference and access to documents; preservation and protection of documents; outreach, advocacy, and promotion of documentary collections and archival repositories; managing archival programs; and professional, ethical and legal responsibilities.

**SECTION V: Writing, Publishing, Editing:
Maximum Credits - 25**

Total Credits Possible	Activities Earning Credits
25	Book length publication (per book)
15	Journal article or chapter in book-length publication
5	Published book review
5	Substantial newsletter article/editorial activities (per year)
25	General editor of professional journal
10	Departmental editor
15	Archival newsletter editor
20	Editor of book length archival publication or manual


Note: It is possible to achieve more credits in any one area than will be accepted; this is in order to promote a well-rounded program of achievements.

UPCOMING EVENTS

April 26-27, 1996	Examination Development Committee Meeting, Washington, D.C.
April 29-30, 1996	Board Meeting, Washington, D.C.
June 1, 1996	Certification Maintenance Petitions Due
August 28, 1996	Certification Exam: San Diego, CA Chicago, IL Jacksonville, FL Philadelphia, PA
August 29, 1996	ACA Annual Meeting, San Diego

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RESULTS OF OUTREACH COMMITTEE SURVEY: HOW ACA PREPARES CANDIDATES FOR THE CERTIFIED ARCHIVIST EXAM

by Philip Bantin, C.A.
Outreach Committee

In January, 1996, the ACA Outreach Committee distributed to the most recent exam candidates a survey designed to gather information on how effectively these individuals thought ACA prepared them for the certified archivist exam. Seven people responded. A summary of their comments follows.

In response to question number 1: *Did the ACA Candidate Handbook prepare you for passing the exam?* Six individuals replied NO and one YES. When asked to indicate their reasons, most of those who responded NO directed their criticism at the Question and Answer Section. Criticism of this section focused on two perceived deficiencies; not enough sample questions in the Handbook and the sample questions did not accurately reflect the nature of the questions on the exam ("test questions were more detailed" than questions in the Handbook).

In question 2 asking them to rate specific sections of the Candidate Handbook in terms of their usefulness in exam preparation, responses were as follows:

- Description of "The Examination for Certified Archivist" on pages 2-4: one person indicated it was VERY USEFUL and five rated it as USEFUL.
- Sample Questions: two people indicated they were VERY USEFUL, two rated them as USEFUL and 3 as NOT USEFUL.

Question 3 focused on revisions the candidates would recommend.

- When asked if the Handbook should include more sample test questions, five responded YES.

- When asked how many questions were appropriate, the following responses were received: "10-15," "15-25," "Double the Amount," and "Publish all the questions and answers from previous years."
- When asked if they would recommend revising the Role Delineation Statement or the description of "The Examination for Certified Archivist," all respondents replied NO.
- Another revision recommended by two respondents was for a bibliography of works which are "important to read in preparation" for the exam.

Several individuals proposed revisions directed at the exam itself rather than the Handbook. Some of these revisions focused on the exam questions. Comments included:

- "Exam questions were difficult to understand - language seems to be garbled and not forthright."
- "Several essay questions with case studies should be included. This would really see if a person knew how to do a procedure."

Another respondent focused on the structure of the exam, when he/she wrote: "The test should be structured in the same manner as the Role Delineation Statement. For example, all questions concerning Selection of Documents should be together...the test has you constantly jumping back and forth between the 7 areas."

Finally, when asked if there were activities, other than the Candidate Handbook, ACA should be undertaking to prepare candidates for the exam,

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five respondents said YES. Suggestions included: creating a "Pre-Exam" to prepare candidates for the test; producing "sample exams that candidates could grade themselves;" developing "more training opportunities in rural areas;" using "e-mail for debating the most important and practical issues;" and giving the "ACA exam twice a year."

ACA FACTS	
Total Membership:	931
By Petition:	689
1989 Exam:	20
1990 Exam:	29
1991 Exam:	46
1992 Exam:	68
1993 Exam:	32
1994 Exam:	35
1995 Exam:	12

DO YOU KNOW WHERE THEY ARE?

If you know any of the following persons, please ask them to notify the ACA Secretariat (Steve Grandin, 48 Howard St., Albany, NY 518-463-8644) of their current whereabouts. THANKS!

MARY BOCCACCIO

WAYNE HARPER

JANE P. HERSHMAN

LAWRENCE E. HIBPSHMAN

SANDRA JARAMILLIO- MACIAS

ANN B. JENKS

CLIFTON H. JONES

LINDA L. LEAVENS

SALLY M. MARKS

DOROTHY S. PROVINE

JAMES S. RUSH, JR.

MICHAEL S. SAUNDERS

WILLIAM C. WRIGHT

Is Your Information Correct?

The ACA Membership Directory will soon be going to press. To help us make the Directory as accurate as possible, please examine the address label on this newsletter and alert the ACA Secretariat (518-463-8644) if any of the information needs to be changed. *Thank you for your assistance.*

NEWSLETTER DEADLINES

The ACA Newsletter is published three times a year: April, July, and November. Deadlines for submissions are: March 1, June 1, and October 1. Submit articles, advertisements, and general information to: Jackie Esposito, Newsletter Editor, Penn State University, C107 Pattee Library, University Park, PA 16802; Fax #: 814-863-5318; e-mail: JRE@PSULIAS.PSU.EDU.

ACA Meeting Set
for August 29

The Annual Meeting of the Academy of Certified Archivists will be held Thursday, August 29, from 12:30-1:30 at the Sheraton Harbor Island Resort in San Diego. It will be held in conjunction with the Society of American Archivists' Annual Meeting, and box lunches will be available at the door. Look for details in the SAA Program.



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