

ACA NEWS

Issue 36

October/November 1999

MESSAGE FROM THE PRESIDENT – HARNESSING ENERGY

By David Gracy II, CA, President

From where I stand, the year 1999-2000 is the most exciting year yet to be an archivist. Without question, this year presents the greatest opportunities for certified archivists.

During our first ten years, as Past President Susan Box has documented, our Academy of Certified Archivists has laid a firm foundation in administering the certified archivist examination. This is the Academy's most basic and fundamental contribution to the archival profession. Without the exam, based as it is on the clear exposition of the knowledge domains and task statements, we archivists would be continuing to struggle to establish the base line of knowledge without which one can neither function as, nor with authority style one's self as, an archivist.

On its 10th birthday, with the foundation laid and the exam administration running smoothly, your Academy of Certified Archivists is positioned to expand its service to its members by giving you new and significant opportunities to extend the work of the Academy and thereby to serve both its members and the archival profession. Susan's survey shows that most people certify and maintain their certification, on one hand, to enhance their candidacy for employment and, on the other hand, to contribute to our profession. It is time to mobilize the energy of certified archivists, arguably the most commit-

ted of archivists (because we have laid our commitment on the line by doing the work necessary to obtain certification) to the benefit of the profession. To this end, we have established two task forces.

Task Force on Employer Relations: Certified Archivists have a clear product to offer employers a demonstrated body of knowledge fundamental to the effective delivery of the archival service to society. The role delineation gives employers a



valid tool with which to define the work performed by an archivist and a clear definition of the knowledge that a person hired to be an archivist must possess to be qualified to perform our work. The charge to this task force is to develop strategies with which the Academy can effectively market both its credential and the Role Delineation to employers. Amy Fischer of Proctor and Gamble Company is chairing this task force. Academy members who are interested in working on employer relations are invited to contact either Amy or me.

Task Force on Education: Education is fundamental to becoming and to remaining a certified archivist. Consequently, the Academy has a direct interest in the nature and content of both graduate school and continu-

ing education offerings. In addition, the Academy is the body charged to maintain the currency of the Role Delineation the unique definition of knowledge, mastery of which is fundamental to functioning as an archivist. To define our particular role in archival education and to establish a strategy for exercising that role, the Board has created this task force. Martin L. Levitt of the American Philosophical Society (mlevitt@amphilsoc.org) has accepted the invitation to lead this initiative. Members interested in working with this task force should contact Marty or me.

Finally, the ACA is participating with the SAA in the formation of a Commission on the Future of Archival Enterprise. The goal of the Commission is to harness the resources and expertise of professional forecasters to position us for the first time systematically to manage the future of archival enterprise. I invite all who are interested in this initiative to contact me directly.

Unlike with other organizations, membership in the Academy of Certified Archivists is earned, not achieved simply by paying dues. You have invested yourself in achieving membership. By so doing, you have made a visible and strong commitment to strengthening the profession. To realize that commitment, I look forward in the coming year to working with you on these three initiatives to advance both our members and our profession.

ACA FUTURE IN THE HANDS OF THE NEXT GENERATION

Archival Certification – A Student's Perspective A Synopsis of a Paper Presented at SAA – Pittsburgh 1999)

By Gloria Meraz, CA
Archivist, Texas Library Association

As a representative of the "incoming generation" of archivists, I am somewhat surprised to learn about the contention surrounding certification when it was first introduced over ten years ago. During the mid 1990s, I was reared academically in an archival world with certification as a functioning reality of professional distinction. Although I had many questions concerning the process of certification, I did not question the *value* of certification. For me, the question was never why certify. It was: Why not?

Certification represented an essential marker in my horizon. As a student, I aspired to some unknown destination called Archival Enterprise. I was plagued with uncertainty: How will I know when I'm there? What will I be like? What, in fact, *is* an archivist? While an element to these questions may always prove elusive, certification provided a concrete goal. It established a foundation, one that I could share with peers and that allowed me a way of developing a professional identity. This ability proved particularly im-

portant in my graduate program at the University of Texas at Austin, where I had to define both what I shared with and what distinguished me from the other 200 students, who together comprised five different yet interrelated professional disciplines.

As I attempt now to describe my assessment of certification, I find that the benefits I recognized as a student have grown to include broader rewards. As a student, I was drawn primarily toward the "professionalization" offered through certification. That is, I wanted to share a sense of identity and consistency with my colleagues. Certification provided an objective means to attain that end. Now, I am more aware of the need for the profession to speak collectively and to be seen as one cohesive body. Perception of this unity depends largely on a mechanism (or series of mechanisms) that shows an impartial and universal description of our own work—one that speaks to the core of what all archivists do. Certification codifies professional standards (both in practice and ethics); it demonstrates a uniqueness of expertise and training; it shows that professionals are concerned with and committed to providing quality service; and, it signifies a mature discipline that moves toward one collective good.

Given the fact that I entered the profession when certification al-

ready existed, I find it difficult to conceive of our profession without it. For many of us belonging to the "incoming generation" of archivists, certification is not a debate but an answer. I count certification among my most significant professional activities. More importantly, however, I count certification as one of the most crucial achievements of our profession.

Gloria Meraz, CA, a student of Dr. David Gracy, II at the University of Texas at Austin, graciously stepped in at the last minute to present the student perspective at ACA's session on certification for the 1999 Society of American Archivists Annual Meeting when the original speaker was called away on an emergency.

Thank you, Gloria, for your willingness to serve and for providing your perspective.



ARCHIVAL CONTINUING EDUCATION FORUM TO BE HELD IN 2000

By Rosalye Settles, CA Regent for Exam Development

The National Forum on Archival Continuing Education (NFACE), a project developed by the Council of State Historical Records Coordinators (COHSRC) in partnership with the American Association for State and Local History (AASLH), will be held April 27-29, 2000, in Decatur, Georgia. The project's development is being funded through a grant from the National Historical Publications and Records Commission. Invited participants will represent more than 45 national and regional organizations and many state-level bodies that currently provide continuing education to those caring for historical records or whose constituents are potential consumers of such services. NFACE will also invite representatives from many agencies that provide funding for archival continuing education or that sponsor such programs.

The goals of the project are to:

- Gather and disseminate information about what continuing educational services and information resources are already available for those who care for historical records;
- Encourage collaboration and coordination among providers of archival continuing education in developing additional offerings, especially those that address gaps in existing educational opportunities;
- Improve the accessibility to informa-

tion resources about best practices in the care of historical records that support these educational efforts; and

- Develop an action agenda for archival continuing education in the next decade.
- This agenda will be shared with federal funding agencies, resource allocators, and key stakeholders in archival continuing education.

Rosalye A. Settles, ACA Regent for Examination Development, is the representative on the NFACE Program Committee. A second ACA Board member will also participate once the Forum program is finalized.

For more information about the NFACE Project, contact:

Kathleen Roe, Chair, NFACE Program Committee, NY State Archives and Records Administration, Room 9C71, Cultural Education Center, Albany, NY 12230. *E-mail: kroe@mail.nysed.gov*

Vicki Walch, NFACE Project Coordinator, 65 N. Westminister St., Iowa City, IA 52245. *E-mail: vwalch@coshrc.org*

Jenifer Burlis-Freilich, NFACE Research Consultant, 130 Forest Hill Avenue, Jefferson City, MO 65109. *E-mail: jbfreilich@aol.com*

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CERTIFICATION MAINTENANCE 1999

By Michael Holland, CA - Regent for Certification Maintenance.

Certification Maintenance was indeed a success this year.

During the past certification period the Certification Maintenance Committee reviewed and evaluated 38 petitions. This number represents 89% of the members up for re-certification. All those who petitioned passed. The names will be posted on the website.

This year's committee worked hard reviewing the petitions. Thank you: Judy Cetina, Jim Cross, Shelly Croteau, Ken Fieth, Ellen Garrison, Gary Harrington, David Hörn, Beverly Robertson, Marcus Robyns, Pat Scott, Annie Tilden, and Elinor Williams. Special thanks to Willow Powers.

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CERTIFICATION IN HAWAII

March 1999, Charlene Alipio and James Cartwright spoke to the regular meeting of the Association of Hawaii Archivists about the certification process. Charlene discussed the reasons behind her decision to sit for the exam in the fall of 1998. While she did not know she would pass the exam, she decided to apply to take it at the time, feeling that the new qualifying requirement of having a master's degree in hand would preclude her from taking the exam at a later date. She succeeded on the exam, becoming only the third Certified Archivist in Hawaii.

James geared his comments to the processes of applying to sit for the exam and studying for the exam. For the preparation aspect, he had manuals from ACA to offer and informed attendees of

the ACA web site. He also explained the on-site examination program. Several people indicated their interest, but felt they were not ready to take the 1999 exam in just a few months. Hopes are that five or six applicants will take the examination in September 2000 making a "pick-your-site" location in Honolulu.



Visit our new website at: www.certifiedarchivists.org

Call for Nominations:

Election 2000 will be for:

Vice-President/President Elect
Regent for Exam Development
Regent for Outreach
Nominating Committee

If you, or someone you know, would like to be part of the leadership of the most dynamic organization for archivists answer this call for nominations now!!

Contact: **Susan Box, CA** - Regent for Nominations at email: susan.box@aig.co; phone: (212) 770-6039, mailing address: Archives Department, American International Group, Inc., 72 Wall Street, 10th Floor, New York, NY 10005.

Virginia (Ginger) J. H. Cain, CA - Chair of Nominating Committee at email: libgjc@emory.edu; phone (404) 727-3160; mailing address: Emory University, R.W. Woodruff Library Special Collections, 540 Asbury Circle, Atlanta, GA 30322-2870.

EXAM 2000 - Mark your calendars.

Request your exam application soon for:

2000 - Denver, CO (SAA Meeting Site); Los Angeles, CA; Detroit, MI; and Raleigh/Durham, NC.

To order the *Handbook for Archival Certification*, send \$10.00 (US) plus \$2.50 postage to:

Academy of Certified Archivists
48 Howard Street
Albany, NY 12207

FUTURE EXAM SITES:

2001 - Washington, D. C. (SAA Meeting Site); Chicago, IL; Phoenix, AZ; and Dallas, TX.

Remember you can re-certify by taking the exam if you have let your CA lapse.



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OUTREACH ACTIVITIES

The past year ACA focused on reaching out to the regional archival organizations. ACA participated in programs and formal sessions on the certification process and its relevance to archivists at the Mid-Atlantic Records and Archives Conference (MARAC); the Midwest Archival Conference (MAC); the Society of Southwest Archivists (SSA), the Society of Hawaii Archivists; and at the Society of American Archivists conferences and annual meetings. The last in the this series of programs will be this November at the New England Archivists annual meeting.

With new relationships and awareness in regional organizations firmly in place, ACA's outreach activities for the coming year will focus on other avenues to increase awareness of ACA and certification.

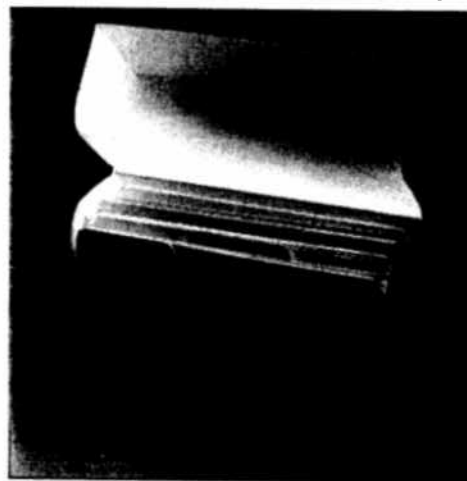
- Publicity brochures will be updated. For those not familiar with the brochures, ACA has one directed towards potential employers, and another towards potential members. Copies of the new brochures will be available soon for distribution.
- Task Force on Education will focus on establishing a relationship with archival educators.
- Task Force on Employers will focus on improving potential employers awareness of the ACA's ability to test the basic skills of potential and existing archivists.

Do you have outreach ideas? Contact Phil Mooney, Regent for Outreach.



Cake at the ACA Annual Meeting in Pittsburgh, September 1999

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NEW APPLICATION GUIDELINES INCLUDE AN APPLICATION FOR EXCEPTION FOR THOSE WITH OUT A MASTERS DEGREE

By Becky Haglund Tousey, CA
Former Regent for Exam Administration

Beginning in 2000, the option of applying to take the certification examination under the status of "Bachelors degree plus three years of qualifying experience" will no longer be offered. From this time on, anyone applying to sit for the exam who does not qualify under one of the Masters degree options must fill out and submit an "Application for Exception" to the Academy.

This option allows applicants who do not have a Masters (or higher) degree, to present evidence of professional work experience, professional activities, and continuing education, and petition the Academy for permission to sit for the certification exam. The requirements are listed below, and the procedures are very similar to those who apply using the standard application. A separate application form is used to avoid confusion.

The requirements to sit for the certification exam under the exception are:

- Seven years* of qualifying work experience
- Evidence of active membership in archival professional organizations (national, regional, state, or local)
- Participation in continuing education, including archives-related workshops, seminars, institution, and/or graduate archival coursework.

Candidates must complete the "Application for Exception" form and submit it prior to the established deadline, with the following:

- List of any college degrees received (I. E. a bachelor's degree is encouraged, but not a pre-requisite for approval).

Attach a photocopy of either the diploma or a transcript showing the date the degree was conferred.

- Written documentation of a least 7 years (or the equivalent in part-time hours), such as institutional job descriptions, or letters from supervisors outlining their archival responsibilities.
- Description (on the application form) of professional participation in national, regional, state, or local archival organizations, including membership dates, offices held, or committee assignments. (No additional verification is needed from the specific organizations.)
- Description of archival continuing education, including workshops, seminars, graduate archival coursework, etc. Just the workshop title, dates attended, and sponsoring organization.

(Continued on page 8)

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Application for Exception

(Continued from page 7)

tion are needed on the application itself.

- Non-refundable \$50 US application fee payable to the "Academy of Certified Archivists"

Each application will be reviewed by the Application Review Subcommittee, made up of the Regent for Exam Administration, the incoming vice-president, and the outgoing President. In lieu of the formal graduate-level archival coursework, the review committee looks for a demonstration on behalf of the candidate of on-going professional involvement and continuing education, in addition to work experience which addresses several of the Knowledge Statements in the ACA Role Delineation document. The review committee may request further clarification, or additional documentation, from the candidate after the application has been submitted.

The candidate will be notified as soon as possible of the decision of the subcommittee, the current ACA President will review the application. The decision of the President is final.

If this option applies to you, or someone you know who is interested in taking the exam please contact Steve Grandin, ACA Secretariat, 48 Howard Street, Albany, New York, 12207

*This figure was arrived at to coincide with the original 1989 "certification by petition" (grandfather) requirement of seven years of experience.

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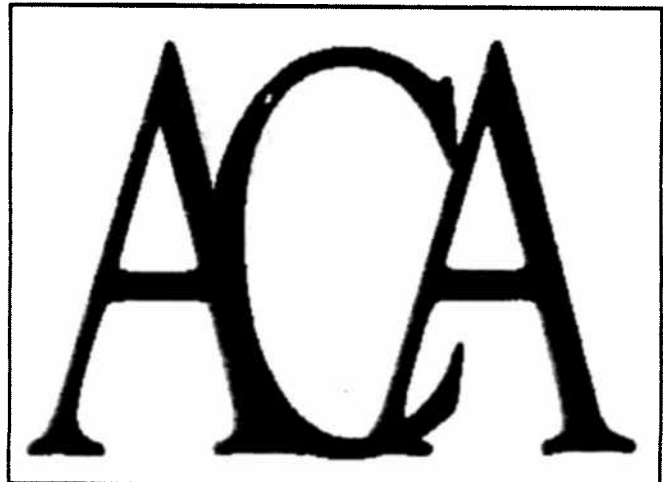
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ACA BIRTHDAY CELEBRATION IN PITTSBURGH - A BIG SUCCESS

ACA would not be where it is today with out the support from its members through certification maintenance, encouraging others to take the exam, mentoring the students who after all are our future, and foremost through willingness to serve in leadership positions.

Past-Presidents were honored at the ACA Annual Meeting last September in Pittsburgh.

Susan Box	1998-1999
Charles Schultz	1997-1998
Mary Elizabeth Ruwell*	1996-1997
Elizabeth Atkins	1995-1996
Frank Evans*	1994-1995
James Rhodes*	1992-1994
Maygene Daniels	1990-1992
Greg Hunter	1989-1990

Special recognition was also given to Frank Cook, chair of the first committee on certification, author of the 1989 Survey of Members, and the keeper of ACA's archival holdings. With his leadership and persistence the concept of certification became reality.

*Could not attend but sent letters of congratulations and best wishes which were read at the meeting by Susan Box.

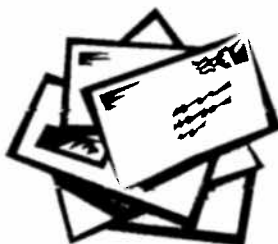


Susan Box, Charles Schultz, Elizabeth Atkins, Greg Hunger, Maygene Daniels, and David Gracy

HAVE YOU PAID YOUR DUES?

The Academy mailed annual dues notices for membership year 1999/2000 in mid-May for the new membership year which began on July 1, 1999. The Academy will update its member database in early January, 2000. As of that date, any member who is over six months in arrears on dues will be removed from the list of active members.

If you have not yet paid your dues for this membership year, we encourage you to do so. If you are now overdue for this year, please be aware that as of January 1, 2000 you will no longer be a member of the Academy.



Persons removed from the Academy membership rolls will no longer be eligible for member benefits and may not use the title Certified Archivist or the designation "CA" after their name.

Anyone dropped from the Academy rolls may rejoin the Academy at any time by meeting the membership criteria and paying back dues. If you have any questions, please contact our treasurer, **MARGERY SLY**, at phone: 215-928-3896, fax: 215-627-0509, email: mslyarc@hslc.org.

Visit our new website at: www.certifiedarchivists.org

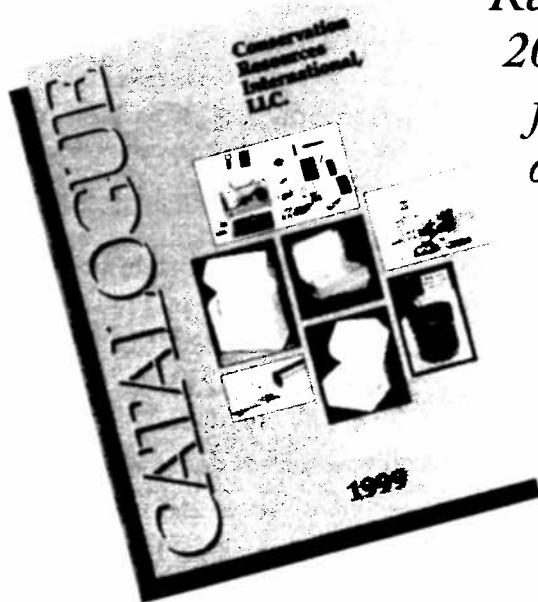
NEW MEMBERS - 1999 EXAM

Congratulations to all those passing the 1999
ACA Exam:

Burton Altman, Tallahassee, FL
Susan Anderson, Media, PA
Robert Applegate, Lewiston, ID
Leroy Arnold, Philadelphia, PA
Diana Banning, Portland, OR
Elizabeth Bartle, Philadelphia, PA
Marcia Bassett, Philadelphia, PA
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