



Recertification Petition Guidelines

Recertification by petition uses a credit system to recognize continuing education, leadership, service, and other professional engagement, such as attendance at workshops, presenting educational sessions, writing for publications, and chairing a committee. These guidelines provide detailed instructions for claiming activities for credits through our online recertification portal (app.prolydian.com).

The governing principle used to determine the appropriateness of an activity for recertification credit is whether it reflects or falls into the archival domains defined in the Academy of Certified Archivists' "[Role Delineation Statement](#)" (acquisition and appraisal, arrangement and description, preservation, reference and access, outreach and advocacy, management of archival programs, and legal, ethical, and professional responsibilities). The skills and expertise of these domains are transferable across varied work environments, positions, and experiences.

ACA recognizes that archivists come from diverse educational and professional backgrounds. Certified Archivists are found working under any number of job titles, applying their expertise in special collections, manuscript repositories, corporations, non-profit organizations, libraries, museums, records management positions, technology and systems specialties, and a myriad of other fields requiring information professionals. These guidelines are written broadly to encompass the professional service and participation of CAs regardless of their position, employer, or level of experience.

Direct any questions to the Regent for Certification Maintenance at certificationmaintenance@certifiedarchivists.org.

Table of Contents

Category: Education	2
Category: Instruction, Professional Participation, and Engagement	4
Category: Professional Service	6
Category: Writing & Publishing	9

General notes and tips:

- A maximum of 30 credits is allowed in each of the four different sections; up to 120 credits can be earned during the five-year petition period, but only 60 credits are necessary for recertification.
- All activities can only be counted once. If multiple categories apply due to the nature of the activity, use the one that awards the most credits.
- Activities can be submitted for recertification regardless of whether they were completed as part of regular employment, consulting work, volunteer activities, and/or personal interest.
- A brief description is required when entering activities into the portal. If an activity's relevance to the archival domains would not be immediately clear to the Certification Maintenance Committee, use this space to explain why it is a qualifying archival activity.
- Failure to provide complete details about an activity in the recertification portal will result in rejection by the Certification Maintenance Committee. You may revise and resubmit as needed. Additionally, committee members or the Regent may contact you for information or clarification throughout the approval process.

Category: Education

	Credits
University courses (or the equivalent) taken in or related to any of the archival domains. Credits are per course.	10
Attendance at archival seminars, workshops, institutes, and webinars (in-person, online, or virtual). Credits are per hour of instruction.	0.5
Attendance at professional archival meetings (per meeting; in-person, online, or virtual; excluding travel time). Credits are per hour of educational sessions and do not include committee meetings.	0.5
Attendance at monthly, semi-monthly, or quarterly meetings of local archival or allied groups that have a professional archival program component of approximately 1 hour or more. Credits are per meeting.	0.5
Maximum Credits Allowed	30

Educational activities must be in or relate to the archival domains defined in the ACA's [Role Delineation Statement](#) (acquisition and appraisal, arrangement and description, preservation, reference and access, outreach and advocacy, management of archival programs, and legal, ethical, and professional responsibilities). Activities are not required to be sponsored by an archival or allied organization and may be held in any format (i.e., in-person, online, virtual, hybrid, pre-recorded, etc.).

The Education category is for attendance of the various types of educational events. Teaching, presenting, or leading these types of activities is submitted under the Instruction, Professional Participation, and Engagement category.

College or University courses taken in or related to any of the archival domains.

Description: Undergraduate- and graduate-level college or university courses must be in or related to the domains of archival practice and offered by an accredited institute of higher learning. Courses may be submitted for recertification credit regardless of their format (in-person, digital, hybrid, etc.) or student status (degree-seeking, non-degree, etc.).

Credits: 10 credits per course. Credit will be conferred based on the end date of the course.

Recertification Portal Instructions: Include the start/end date(s), formal course title, and institution name. Select the appropriate archival domain(s). Attach documentation of your participation (for example, an unofficial transcript, course syllabus, etc.). A course syllabus or detailed description is required if the relation to the archival domains is not immediately clear to the Certification Maintenance Committee.

Attendance at archival seminars, workshops, institutes, and webinars.

Description: Archival seminars, workshops, institutes, and webinars attended must be in or related to the domains of archival practice. Activities may be submitted for recertification credit regardless of their format (in-person, digital, hybrid, etc.) or sponsoring organization. Pre- and post- conference workshops should be submitted here separate from attendance at the conference.

Credits: 0.5 credits per hour of instruction. This does not include advance readings or other prep time required of participants. Credit can be calculated based on the scheduled length of the event. For example, a two-hour workshop may include a scheduled break, but can still be submitted for two hours of instruction. Credit will be conferred based on the end-date of the activity.

Recertification Portal Instructions: Include the start/end date(s), formal title, sponsoring organization/group (if applicable), and description. A stable url for the seminar, workshop, institute, and/or webinar may be included in lieu of a narrative description. Select the appropriate archival domain(s). Multi-part events may be entered as one (such as four-hours of instruction held over four weekly sessions) provided all sessions were attended in full and the description includes an explanation of the attendance.

**If the organization or instructor provided a pre-approval code from ACA, submit this code in the portal to verify your attendance. No additional information is required.*

Attendance at professional archival meetings.

Description: Attendance must be at an archival meeting or conference in or related to the domains of archival practice. Individual sessions related to archives from meetings or conferences outside of the domains of archival practice may be submitted for credit (for example, one session at a technology-related

conference focused on the archival application of a system or workflow). Travel, committee or business meetings, social events, and repository tours are excluded.

Credits: 0.5 credits per hour of educational session. Credit will be conferred based on the end date of the meeting.

Recertification Portal Instructions: Include the meeting start/end date(s), organization/group name, title of the meeting/conference, and description. A stable url for the meeting/conference program may be included in lieu of a narrative description. Select the appropriate archival domain(s). All hours of educational sessions attended should be included in one entry. Individual session information is not required for meeting/conferences or archival groups but should be included when submitting sessions of organizations not clearly related to the domains of archival practice.

Attendance at monthly, semi-monthly, or quarterly meetings of local archival or allied groups that have a professional archival program component of approximately one hour or more.

Description: A local professional group is one whose members are drawn from a geographic area below the state level, such as a city, county, or region of a state. Attendance at these meetings can only be submitted for recertification credit if they include an instructional/education program related to the archival domains of approximately one-hour or more. Committee meetings, business meetings, social gatherings, and other meetings that do not include an educational component do not count for credit.

Credits: 0.5 credits per meeting. Credit will be conferred based on the end-date provided in the recertification portal.

Recertification Portal Instructions: Include the meeting start/end date(s), organization/group name, and title or description of the instructional/educational component. Select the appropriate archival domain(s). Multiple meetings may be entered in a batch (such as monthly meetings entered quarterly) provided the description includes an explanation of the frequency of the meetings, confirmation of the instruction/educational component, and examples of the type of instruction/education offered.

Category: Instruction, Professional Participation, and Engagement

Credits	
Professional presentation on an archival subject – paper, poster, chair, panelist. Credits are per presentation.*	6
Professional presentation on an archival subject – organizer. Credits are per presentation.*	4
Professional presentation on an archival subject – facilitator, Q&A leader, or similar. Credits are per presentation.*	2
Teaching/leading a seminar, workshop, institute, or webinar (etc.) on archival theory, methods, or practice. Credits are per hour of instruction.	1

Teaching a semester or quarter course in an accredited college or university on topics in the archival domains. Credits are per semester or quarter hour.	5
Professional programs or presentations on topics related to but not in the archival domains (history, biography, or other topics in which references to archives or archival materials is primary). Credits are per hour.	0.5
Maximum Credits Allowed	30

**If multiple roles, select the option that awards the most credits.*

Activities must be in or relate to the archival domains defined in the ACA's [Role Delineation Statement](#) (acquisition and appraisal, arrangement and description, preservation, reference and access, outreach and advocacy, management of archival programs, and legal, ethical, and professional responsibilities). Activities are not required to be sponsored by an archival or allied organization and may be held in any format (i.e., in-person, online, virtual, hybrid, pre-recorded, etc.) or platform (WebEx, Zoom, YouTube, etc.).

Program or presentation on an archival subject.

Description: Program, presentation, paper, or poster must be given on a subject in or related to the domains of archival practice. The format of sessions at professional meetings is increasingly diverse and characterized by more informal arrangements. These formats include but are not limited to lightning talks, pecha kucha, fishbowls, pop-up sessions, and the more traditional multi-participant panel. Activities may be submitted for recertification credit regardless of their format (in-person, digital, hybrid, etc.) or sponsoring organization. Recorded presentations are only credited once, at the time of the recording.

Credits: Credits are conferred based on your role in the presentation. If you filled multiple roles, select the option that awards the most credits.

- **Paper, Poster, Chair, Panelist**
6 credits per presentation
Presenting a paper/poster or serving as a chair and/or panelist of a session.
- **Organizer**
4 credits per presentation
Envisioning/organizing/planning a session, but not serving as a formal presenter.
- **Facilitator, Q&A leader, etc.**
2 credits per presentation
Facilitating a discussion, leading a Q&A session, and other formal roles not included above.

Recertification Portal Instructions: Include the start/end date(s), formal title, sponsoring organization/group (if applicable), and description. A stable url for the program and presentation may be included in lieu of a narrative description. Select the appropriate archival domain(s).

Teaching/leading a seminar, workshop, institute, or webinar (etc.) on archival theory, methods, or practice.

Description: Seminars, workshops, institutes, and webinars must be in or related to the domains of archival practice. Activities may be submitted for recertification credit regardless of their format (in-person, digital, hybrid, etc.) or sponsoring organization.

Credits: 1 credit per hour of instruction. Credit can be calculated based on the scheduled length of the event. For example, a two-hour workshop may include a scheduled break, but can still be submitted for two hours of instruction. Credit will be conferred based on the end-date of the activity. If co-taught, both/all instructors receive full equal credit.

Recertification Portal Instructions: Include the start/end date(s), formal title, sponsoring organization/group (if applicable), and description. A stable url for the seminar, workshop, institute, and/or webinar may be included in lieu of a narrative description. Select the appropriate archival domain(s). Multi-part events may be entered as one (such as four hours of instruction held over four weekly sessions) provided the description includes an explanation of the sessions.

Teaching a semester or quarter course in an accredited college or university on topics in the archival domains.

Description: Undergraduate- and graduate-level college or university courses must be in or related to the domains of archival practice and offered by an accredited institute of higher learning. Courses taught may be submitted for recertification credit regardless of their format (in-person, digital, hybrid, etc.).

Credits: 5 credits per semester or quarter hour. Credit will be conferred based on the end date of the course.

Recertification Portal Instructions: Include the start/end date(s), formal course title, and institution name. Select the appropriate archival domain(s). Attach a course syllabus.

Programs or presentations on topics related to but not in the archival domains (history, biography, or other topics in which references to archives or archival materials is primary).

Description: Programs and presentations in areas (such as history, biography, technology, records management, etc.) that are related to and/or rely heavily on archives or archival materials, but do not fall directly within the archival domains. Activities taught may be submitted for recertification credit regardless of their format (in-person, digital, hybrid, etc.) and primary audience.

Credits: 0.5 credit per hour of presentation. Credit will be conferred based on the end date.

Recertification Portal Instructions: Include the start/end date(s), presentation title, and description. The description should include where and to whom the presentation was given, along with an explanation of how it relates to archives or archival materials. A stable url for the program or presentation may be included in lieu of a narrative description. Select the appropriate archival domain(s).

Category: Professional Service

	Credits
Executive Officer, Chair of Committee, Task Force, or Section, Senior Editor. Credit is per year.	6
Liaison, Representative, Member of Council, Board (including advisory), Committee, Task Force, or Editorial Team. Credit is per year.	4
Annual membership in one professional archival or allied organization. Credit is per year. Membership in ACA does not confer credits.	1
Short term service for organizations, events, or projects in a role not captured by another category. Credit is per hour of service with a maximum of 6.	0.5
ACA Contributed Service not captured by another category. <i>A preapproval code will be provided.</i>	
Maximum Credits Allowed	30

Professional Service activities must be for an archival organization or for an allied organization in a role related to the archival domains defined in the ACA's [Role Delineation Statement](#) (acquisition and appraisal, arrangement and description, preservation, reference and access, outreach and advocacy, management of archival programs, and legal, ethical, and professional responsibilities).

Executive Officer, Chair of Committee, Task Force, or Section, Senior Editor.

Description: Service as an executive officer, chair of a committee/task force/section, or senior editor for an organization or publication. An executive officer is principally responsible for leading all or part of an organization or group. A senior editor oversees writing or production for newspapers, magazines, newsletters, or other types of digital or print media, such as a website. Roles can be of varying lengths and may be elected, appointed, or volunteer in nature.

Credits: 6 credits per year of service. Credit will be conferred based on the end-date provided in the recertification portal.

Recertification Portal Instructions: Include the start/end date(s), position title, and organization/group name. Credit for multi-year positions may be submitted yearly or upon completion of the entire service term. If a position extends beyond the recertification time period, enter only that portion of the position that falls within the time period.

Liaison, Representative, Member of Council, Board (including advisory), Committee, Task Force, or Editorial Team.

Description: Service as a liaison, representative, as a member of a council, board, committee, task force, or editorial team for an organization. Roles can be of varying lengths and may be elected, appointed, or volunteer in nature.

Credits: 4 credits per year of service. Credit will be conferred based on the end-date provided in the recertification portal.

Recertification Portal Instructions: Include the start/end date(s), position title, and organization/group name. Credit for multi-year positions may be submitted yearly or upon completion of the entire service term. If a position extends beyond the recertification time period, enter only that portion of the position that falls within the time period.

Annual membership in one professional archival or allied organization.

Description: Individual membership in any international, national, regional, or local archival organization of professional archivists or allied organization that relates to the domains of archival practice and has regular meetings or publications and formal membership roles. Membership in ACA cannot be submitted for credit.

Credits: 1 credit per year of membership. Credit will be conferred based on the end-date provided in the recertification portal and is limited to 1 credit per year.

Recertification Portal Instructions: Include the start/end date(s) of membership, the organization name, and a short description of the organization. A stable url for the organization may be included in lieu of a narrative description. Annual membership can be submitted yearly or as one five-year span per certification cycle.

Short term service for organizations, events, or projects in a role not captured by another category.

Description: Service-related activities not covered by existing categories performed on behalf of the archival community or to promote the preservation of historical records. Examples include serving as a History Day judge, participating in Ask An Archivist Day, or volunteering as an archivist. Non-ACA mentoring activities cannot be counted for credit.

Credits: 0.5 credit per hour of service. Credit will be conferred based on the end-date provided in the recertification portal and is limited to 6 credits per five-year certification period.

Recertification Portal Instructions: Include the start/end date(s), position title, organization/group name, and a short description of the service. A stable url for the event or project may be included in lieu of a narrative description, where applicable.

ACA Contributed Service not captured by another category.

Description: Volunteer service for ACA that is not captured by another category. Examples include serving as a mentor or staffing the booth at a conference. ACA volunteers will be told the credit value of their service and provided with a preapproval code for use in the recertification portal.

Credits: Credits will vary based on the type and length of service and will be conferred based on the end-date of the activity.

Recertification Portal Instructions: Enter the preapproval code provided by ACA. No other information is required.

Category: Writing & Publishing

Credits	
Author of a peer reviewed work in an archival publication. Credit is per 500 words.	2
Author of a peer reviewed work in a related publication. Credit is per 500 words.	1
Author of a non-peer reviewed work in an archival publication. Credit is per 500 words.	1
Author of a non-peer reviewed work in a related publication. Credit is per 500 words.	0.5
All other writing less than 500 words. Credit is per item.	0.25
Editor of a publication related to the archival domains. Credit is per 1000 words.	1
Maximum Credits Allowed	30

Original written submissions must be focused on or relate to the archival domains defined in the ACA's [Role Delineation Statement](#) (acquisition and appraisal, arrangement and description, preservation, reference and access, outreach and advocacy, management of archival programs, and legal, ethical, and professional responsibilities). Written submissions may be submitted for recertification credit regardless of their format (paper or digital), peer review status, publication, or sponsoring organization. Credit is conferred at the time of publication of the final work; no additional credit is given for the time spent on research, submission, or revision.

Author of a work in an archival publication.

Description: Written submission must be related to the domains of archival practice or a personal experience related to archival work. Activities may be submitted for recertification credit regardless of the format of the publication (paper or digital) or sponsoring organization (for example, Society of American Archivists, Association of Canadian Archivists, International Council on Archives, etc.).

Credits: Credit will be conferred based on the publication date provided in the recertification portal.

- **Peer Reviewed:** 2 credits per 500 words
- **Non-peer Reviewed:** 1 credit per 500 words

Recertification Portal Instructions: Include the publication date (as both start and end date), title, publication name, and publisher or sponsoring organization. A stable url for the work may be included, where applicable.

Author of a work in a related publication.

Description: Written submission in areas that are related to, apply to, and/or rely heavily on archives or archival materials, but do not fall directly within the archival domains (such as history, biography, technology, records management, etc.). Activities may be submitted for recertification credit regardless of the format of the publication (paper or digital) or sponsoring organization (for example, American Historical Association, National Council on Public History, American Library Association, Association for Information Science and Technology, etc.).

Credits: Credit will be conferred based on the publication date provided in the recertification portal.

- **Peer Reviewed:** 1 credit per 500 words
- **Non-peer Reviewed:** 0.5 credits per 500 words

Recertification Portal Instructions: Include the publication date (as both start and end date), title, publication name, publisher or sponsoring organization, and an explanation of how it relates to archives or archival materials. A stable url for the work may be included in lieu of a narrative description.

All other writing of less than 500 words.

Description: Written submissions less than 500 words in length that are related to the domains of archival practice or a personal experience related to archival work. Activities may be submitted for recertification credit regardless of the format of the publication (paper or digital). Examples include grant writing, social media posts, media releases, or a recurring column in a local newspaper.

Credits: 0.25 credits per item. Credit will be conferred based on the publication provided in the recertification portal and is limited to 6 credits per five-year certification period.

Recertification Portal Instructions: Include the publication date (as both start and end date), title, publication name, and publisher or sponsoring organization. Works without a clear publication date (such as narrative work for grant writing) should use the submission date in place of the publication date. A stable url for the work may be included, where applicable.

Editor of a publication related to the archival domains.

Description: Editorial work in areas (such as history, biography, technology, records management, etc.) that are related to and/or rely heavily on archives or archival materials, but do not fall directly within the archival domains. A senior editor oversees writing or production for newspapers, magazines, newsletters, or other types of digital or print media, such as a website.

Please Note: Editorial services for archival publications should be submitted in the Professional Service category.

Credits: 1 credit per 1,000 words. Credit will be conferred based on the publication date provided in the recertification portal.

Recertification Portal Instructions: Include the publication date (as both start and end date), publication name, publisher or sponsoring organization, and an explanation of how it relates to archives or archival materials. A stable url for the work may be included in lieu of a narrative description.