Certification Maintenance Program Update

by Joseph Anderson

The Academy of Certified Archivists, at age six, has achieved its original goals. It has nearly 1,000 members, has developed objective measures of archival competence, and is widely regarded as an essential credential in our profession. Now, the Academy faces a critical challenge for any dynamic professional organization: beginning in 1997 it will systematically reevaluate and recertify its entire membership.

The process of renewing certification represents our commitment to archives administration as a changing and growing body of knowledge and skills, and it encourages all of us to keep current with new developments. However, reevaluating the whole membership is a daunting task for a volunteer organization. In preparation, the Academy has made a number of provisions to make the process as easy as possible and to give individual members choices and options. First, the new dues structure eliminates the original plan to charge a fee of $250 for certification renewal. Second, members have the choice of recertifying by examination or petition. Third, recertification by petition will be based on the honor system. And fourth, members of the Classes of 1989-1991 will have the option of recertifying early.

The most frequently asked questions about certification maintenance are:

When do I have to recertify?

The deadline depends on when you joined the Academy. The first three classes (1989, 1990, 1991) are certified for eight years and are due for recertification in 1997, 1998, and 1999 respectively. Beginning with 1992, classes are certified for five years; thus the Class of 1992 is due for recertification in 1997. Each member will receive a notice and information packet six months before their due date. In order to stagger the process, members of the Classes of 1989-1992 also have the option of recertifying one year early.

How do I recertify?

You have the choice of sitting for the same examination taken by new members OR recertifying by petition. Recertification by petition is credit based and depends on activity in five areas, including employment, education, and professional involvement.

What is the cost?

Because of the new dues structure, there is no fee for recertification.

CERTIFICATION MAINTENANCE PROCESS

Members of the Academy apply for renewal of certification in the first half of the year in which their membership expires. The Classes of 1989 and 1992, for example, must apply for recertification during the period January-June 1997. Recertification covers the five-year period immediately following expiration of current certification.

(Continued on page 2)
Members will receive a notice at the beginning of their application period, along with an information packet that outlines the process. There are two options for recertification:

**Option 1: EXAMINATION**

A member of the Academy may choose to sit for the examination for Certified Archivists offered at the time of certification renewal. The examination is given each year at a variety of sites across the country.

**Option 2: PETITION**

A Certified Archivist may renew certification by earning a minimum of 100 credits in five defined areas of professional activity during the five-year period immediately preceding recertification. Credits are allocated to recognize the various ways in which archivists maintain their professional knowledge and learn of new developments affecting archives administration. Credits also are allocated to encourage activities that contribute to the development and vitality of the archival profession. The relative weight given to any activity is not intended to reflect its value or to estimate the time required for its accomplishment. Instead, credits are allocated among the various activities to encourage Certified Archivists to participate broadly in the profession within a flexible framework. In order to accommodate the many varied circumstances of a diverse profession, no minimum credits are required in any area.

**I. Employment**

**Maximum Credits 40**

The credit-based certification maintenance system recognizes that much continuing education takes place on the job, at the same time that an archivist who does not expand his or her knowledge beyond the workplace may not keep abreast of new developments. Thus a maximum of 40 credits, 40% of the total, can be accumulated through full-time professional archival employment. Archivists employed on a less-than-full-time basis would earn credits on a pro-rated basis. The certification maintenance program anticipates that most Certified Archivists will be employed in archival work, but this is not required.

**II. Education**

**Maximum Credits 60**

Continuing education in its many forms, including graduate-level courses, seminars, workshops, institutes, and meetings of organizations of professional archivists, receives special weight in this program because it contributes directly to enhancing archivists’ growth in new areas of archival thought and practice. Achieving a graduate-level archival degree during the period of certification also is a significant achievement recognized by the program. At the same time, however, practice is essential to archives administration, and education must be supplemented by some other form of active professional participation to maintain certification.

**III. Professional Participation**

**Maximum Credits 45**

Active contribution to the archival professional beyond job requirements by presenting
CERTIFICATION MAINTENANCE PROGRAM UPDATE

papers relating to archives administration, participating in panel discussions, and organizing and leading workshops, is an important source of learning and excellent demonstration of professional accomplishment. Such professional participation to some degree depends upon differing opportunities in differing circumstances, and thus should be balanced with other forms of activity to demonstrate continuing professional competence.

IV. Professional Service
Maximum Credits 30

Participation in professional archival organizations as an officer, committee member, or volunteer in any form is a source of increased understanding of the archival profession and an important source of the profession's vitality. It also promotes development and improvement of the profession -- one of the important goals of archival certification. Professional service also includes pro-bono contributions of archival expertise on behalf of the archival community or to promote preservation of historical records. Because professional service may not include direct involvement with managing historical materials, it cannot stand on its own as a source of continued learning, but should be part of a mix with professional employment or other activities. A small amount of recognition for individual membership in professional organizations also is included to encourage involvement at every level.

V. Writing, Publishing, Editing
Maximum Credits 25

These activities, when performed beyond job requirements, are important demonstrations of professional accomplishment that contribute in significant ways to development of the profession. At the same time, however, these, more than most activities, are not readily available to all Certified Archivists. They therefore must be kept within the broader framework of professional activities and contributions to ensure that even the most accomplished Certified Archivists participate in the profession.

These five areas are further defined in the July 1994 issue of the Academy of Certified Archivists Newsletter (pages 4-6). To streamline the petition process, applicants will need to provide only a limited amount of documentation (for example, transcripts and job descriptions). Random audits will be conducted to insure fairness.

Members who have questions about certification maintenance may contact Regent for Certification Maintenance Joe Anderson at:
  rja@aip.org
or
Niels Bohr Library, American Institute of Physics,
One Physics Ellipse, College Park, MD 20910

ACA WANTS YOU!

The ACA Board hopes to involve more of its members in its leadership. In order to do so, we will need to know of your interests and qualifications. Please let us know if you are interested in serving in any of the following capacities: Vice President/President Elect; Secretary; Treasurer; Regent for Exam Development; Regent for Certification Maintenance; Regent for Outreach; Regent for Exam Administration; Finance Committee; Nominating Committee; Outreach Committee; Exam Development Committee; Certification Maintenance Committee.

If you want to pursue any of these leadership opportunities, please send your resume and a statement detailing your interest and/or qualifications to Elizabeth W. Adkins, ACA Vice President. If you need more information on these positions and committees, also contact Elizabeth. She can be reached at the following address:

Kraft Foods, Inc.
6350 Kirk Street
Morton Grove, IL 60053
or
ewadkins@kgf.chi.il.us

Academy of Certified Archivists

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1995-1996 Budget Approved by ACA Board

At its Spring meeting, the ACA Board approved the 1995-1996 fiscal year budget. Total income of $74,408 assumptions include the available reserve fund and the initial implementation of dues. Disbursements, which are higher than 1994-1995, include the unique expenses related to the start of recertification and implementation of a new, accurate ACA member database.

ACADEMY OF CERTIFIED ARCHIVISTS
Approved 1995-1996 Budget

I. Assets Available 35,408

II. Estimated Receipts FY 95/96
   Interest 1,200
   Fees 8,300
   Dues (1989 cohort) 28,350
   Dues (1990 cohort) 1,150
   TOTAL RECEIPTS 39,000

TOTAL ESTIMATED INCOME AVAILABLE 74,408

III. Disbursements
   Audit 1,820
   Database Implementation 3,000
   Insurance 870
   PES Contract 6,100
   Printing Brochures 525
   Printing, Directory 3,500
   Proctors 500
   Recertification Expenses:
      Printing Packets 1,000
      Legal Review 800
      Travel 1,500
      Impact on Secretariat 5,000
   SAA (Non-recertification Secretariat Expenses) 10,500
   Travel, Exam Committee 4,200
   Travel, Board, Mid-Year Meeting 4,800
   Travel, Board, Annual Meeting 2,400
   TOTAL DISBURSEMENT 46,515

IV. Emergency and Reserve Fund Investments 27,893

TOTAL DISBURSEMENTS AND INVESTMENTS 74,408

The ACA Newsletter is published three time a year by the Academy of Certified Archivists, Inc. Founded in 1989, the Academy is an independent, non-profit organization for certifying professional archivists. Direct all inquires and correspondence to:

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Chicago, Illinois 60605
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Highlights of the Academy of Certified Archivists Board Meeting

The ACA Board held its 1995 spring meeting in College Park, Maryland, at Archives II on April 23 and 24. Highlights of the meeting are published below. More detailed articles about items on the agenda can be found elsewhere in this newsletter.

- Approved Chicago, Boston, Charlotte, Phoenix, and Portland, OR as the 1997 examination sites.

- Adopted a budget for fiscal year 1995-1996. The budget includes $46,515 in total disbursements. (See page 4)

- Established financial goals and policies for maintaining an emergency fund and to set aside in reserve the equivalent of one year’s operating expenses. The exact figures will be worked out by the finance committee.

- Adopted an investment plan to ensure a better financial return on a portion of the reserve fund.

- Agreed to advertise for and solicit people who might be interested in serving as officers, Regents, and committee members. (See page 3)

- Established a Task Force on Education with responsibility for liaison with archival educators and SAA education groups.

- Established a task force on ACA Workshop Programs. The task force charge is to investigate the possibility of receiving Continuing Education Units for certification, creating mechanisms for helping applicants to prepare for the examination, involving educators with the development, promotion, and presentation of workshops, and creating a speakers bureau.

- Approved the schedule for certification maintenance, including encouraging an early petition process between January-June 1996, with the regular process starting in January 1997. (See pages 1-3)

- Established that ACA member dues must be current in order to participate in recertification.

- Directed the Task Force on the Secretariat to put out a Request-for-Proposal for an association management firm.

- Heard report on the development of a new, accurate ACA member database. The database is needed in order to print a new directory, send dues notices, and distribute ballots.

- Voted to discontinue the BA qualification effective with the 1999 exam. (See below)

Bachelor Degree Qualification Change in 1999

Effective in 1999 the minimum educational qualification for applicants who take the ACA examination will be a master's degree. The current qualifications are as follows:

A master's degree that includes a minimum of nine semester hours of graduate archival education. [Candidates who pass the exam must, within the next three years, submit evidence of a minimum of one year's qualifying professional archival experience before admission to membership.]

A master's degree with two years of qualifying professional archival experience.

A bachelor's degree and three years of qualifying professional archival experience.

The ACA Board decided to phase out the bachelor's degree as the minimum educational requirement at the Spring 1993 meeting (ACA Newsletter, July 1993, p. 3), and at its Spring 1995 meeting the Board voted to implement the minimum of a master's degree for the 1999 exam. However, those people who are certified with a qualifying bachelor's degree and experience through 1998 will be eligible to apply for recertification indefinitely.
### ACA Welcomes 35 New Members

Congratulations to the 35 archivists who passed the certification examination given on September 9, 1994 in Indianapolis, Atlanta, New York, and Seattle.

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization/Address</th>
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<tbody>
<tr>
<td>Sharon Carlson</td>
<td>Archives &amp; Regional History Collection Western Michigan University Kalamazoo MI 49008-5081</td>
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<td>William Caughlin</td>
<td>Kraft General Foods Archives 6350 Kirk St. Morton Grove IL 60053</td>
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<td>James Hofer</td>
<td>San Bernadino County Archives 777 East Rialto Ave. San Bernadino CA 92415-0795</td>
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<td>Mary Giles</td>
<td>The Charleston Museum 360 Meeting Street Charleston SC 29403</td>
</tr>
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<td>Carolyn S. McClurkan</td>
<td>2535 Baymont Place Bremerton WA 98312</td>
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<tr>
<td>Stephen Mielke</td>
<td>Russell Memorial Library The University of Georgia Athens GA 30606</td>
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<tr>
<td>Bradford S. Miller</td>
<td>Thousand Oaks Library 1401 East Janss Road Thousand Oaks CA 91362</td>
</tr>
<tr>
<td>Pamela Miner</td>
<td>Missouri State Information Ctr. Local Records 600 West Main Jefferson City MO 65102</td>
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<tr>
<td>Thomas Padilla</td>
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Welcome New Members

Miriam B. Spectre
3500 Powelton Ave. #B-403
Philadelphia PA 19104

Ann Westerlin
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Plano, Texas 75093

Albin Wagner
Missouri State Archives
PO Box 778
Jefferson City MO 65102

Timothy T. Wilson
215 South 9th Street
Philadelphia, PA 19107

Richard C. Wandel
3156 34th Street
Long Island City, NY 11106

Noraleen A. Young
3410 Chamberlin Dr.
Indianapolis, IN 46237

William Curtis Welch
City of Tampa Archives
1104 East Twiggs Street
Tampa, FL 33602

Results of the 1994 examination yielded 18 men and 17 women who succeeded in passing the exam. By far and away the west coast is the region with the largest regional number of successful candidates--ten. The breakdown by state is as follows:

5 California
4 Missouri, Washington
3 Illinois, Michigan, Pennsylvania
2 Indiana, Maryland, Texas
1 Florida, Georgia, Massachusetts, New York, South Carolina, Utah

Bits & Pieces

ACA Database

The ACA membership database maintained by the Secretariat has been a problem in recent years. The information on members was often incomplete or inaccurate. In recent months a new database design was developed by Vice-President Elizabeth Adkins and Jac Treanor of the Archdiocese of Chicago. A new mailing list has been completed in time for mailing the ACA ballot, dues notices, and this newsletter.

ACA Directory

The Academy had hoped to print and distribute a new membership directory during the first half of 1995. However, when it was discovered how inaccurate the membership database was, the Board determined to correct the database before printing the directory. Once new member information is gathered and entered in the new database, ACA will produce a new directory. Funds have been budgeted for the 1995-1996 fiscal year to accomplish this task.

ACA Presidents

Gregory Hunter, 1989-1990
Maygene Daniels, 1990-1992
James B. Rhoads, 1992-1994
Frank B. Evans, 1994-1995

ACA FACTS

Total Membership: 919  Number of Women: 467
   Number of Men: 452

By Petition: 689  ACA members represent all fifty states and the
1989 Exam: 20  District of Columbia, as well as, American Samoa,
1990 Exam: 29  Canada, England, Japan,
1991 Exam: 46  New Zealand, and the
1993 Exam: 32
1994 Exam: 35
Academy’s Outreach Committee Sets Agenda

President Frank Evans has appointed an eight-member Outreach Committee chaired by Regent for Outreach, Nick Burckel. The committee is charged with developing and implementing an ongoing program of outreach that promotes membership in ACA and adoption of ACA certification as a hiring qualification by employers.

Committee members include Phil Bantin (Indiana University), Frank Cook (University of Wisconsin-Madison), David Haury (Kansas State Historical Society), Jane Kenamore (SAA), David Klaassen (University of Minnesota), Leon Miller (Tulane), and Charles Schultz (Texas A & M).

The committee held its first meeting in conjunction with the Midwest Archives Conference on May 5. The committee identified a number of specific projects that it is undertaking immediately:

- revising for publication and distribution an "Employer's Guide;"
- arranging for staffing a booth at SAA and at regional archival meetings;
- expanding contacts with the National Association of Government Archives and Records Administrators;
- identifying ways to encourage new applicants and implementing a strategy;
- and getting feedback from recent ACA test-takers to provide future applicants with information that would help improve their chances of success.

The committee is a standing committee of ACA. Anyone with suggestions for ACA outreach activities, please contact Nick Burckel at burckel@library.wustl.edu or 314-935-5400.