

Recertification Definitions and Credit Values (ARCs)

General notes and tips:

- A maximum number of credits is allowed in each of the five different sections; up to 205 credits can be earned, but only 100 credits are necessary for recertification.
- The governing principle used to determine the appropriateness of an activity’s inclusion for recertification credit is whether it reflects or falls into 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).
- ACA recognizes that more and more archives and records management positions require that the professional perform work in both fields. In addition, the lack of traditional archives positions in the current employment climate has resulted in archival professionals applying their skills and expertise in diverse contexts. Therefore, work, experience, and activities in records management and other allied professions can be included for credit **if they clearly fall within the archival domains**. “Allied professions” include but are not limited to libraries, museums, records management, and oral history.
- All experiences and activities can only be counted in one category at a time. If an activity is part of your regular employment and you claim points in Section A, do not claim points for the same activity in a later section. Generally, report duties that fall within your job description or part of your employment in Section A. Report “extra-curricular” activities, such as attending conferences, service, or publications, in Sections B-D.
- A brief explanation or description of certain activities is required in some sections, as indicated within section instructions. Further, if the title of an activity does not make its relevance to the archival profession self-evident, include a couple of sentences describing why it is a qualifying archival activity.

Section A: Qualifying Professional Employment

A.1	Full-time professional archival employment (8 credits per year worked; Full-time employment is considered 35 hrs/wk for 50 wks/yr for a minimum 1750 hrs/yr)
A.2	Part-time professional archival employment (Pro-rate on basis of 8 credits/yr)
A.3	Employment with partial archival responsibilities (More than 60% responsibilities in archival domain = full time; less than 60% pro-rate on basis of 8 credits/yr)
A.4	Full-time archival consulting (8 credits/yr)
A.5	Part-time archival consulting (pro-rate on basis of 8 credits/yr)
TOTAL CREDITS CLAIMED (Max allowed: 40)	

Petitioners seeking credit for professional archival employment must provide the following information for each job claimed in the five year recertification period:

- Job/project title
- Brief job description and/or narrative detailing professional-level archival responsibilities
- Institution/employer name
- Employer’s address
- Phone
- Dates of employment—***include month and year***

If your title does not fully reflect the archival content of your work please include a brief job description that details the professional archival nature of your job duties. You can also submit a brief narrative that outlines the mission and

responsibilities of your archival program. Professional employment from which a candidate was dismissed for illegal activities or malfeasance will not be considered for recertification.

A.1. Full-time professional archival employment

Full-time employment is considered as 35 hours a week, for 50 weeks/year, totaling at least 1750 hours per year. Round fractions up to the nearest whole number. Petitioners in a combined archives/allied professional positions may claim full-time archival employment if 60% or more of overall professional duties fall under the archival domains (acquisition and appraisal, arrangement, description, preservation, reference, outreach, etc.); refer to archival domains as defined in the "Role Delineation Statement for Professional Archivists" in the [ACA Handbook](#).) Petitioners in full-time combined positions where less than 60% of their time is spent on work in the archival domains should report the job in A.3, "Employment with partial archival responsibilities."

A.2. Part-time professional archival employment

If employed part time, provide number of hours worked per week. Calculate credits earned on a pro-rated basis based on a full-time level of 1750 hours per year and 8 credits per year. Another way to look at it, you earn one credit for every 218.75 hours worked in a year ($1750 \text{ hours} / 8 \text{ points} = 218.75 \text{ hours per point}$). Round fractions to the nearest whole number. Example: if you work .75 FTE (1313 hours per year), give yourself 6 credits per year worked at that rate ($1313/218.75 = 6$).

A.3. Employment with partial archival responsibilities

Estimate the percentage of time spent on activities within the archival domains. Calculate credits earned on a pro-rated basis based on a full-time level of 35 hours per week, 50 weeks/year, with the total of 1750 hours annually. Round fractions to the nearest whole number. Petitioners in combined full-time positions where more than 60% of their time is spent on work in the archival domains should refer to A.1, "Full-time professional archival employment." Petitioners in combined part-time positions should refer to A.2, "Part-time professional archival employment."

A.5. Part-time archival consulting

If consulting part-time, provide number of hours worked per week. If working on a per-project basis, provide specific dates and total number of hours spent on each project. Then calculate credits earned on a pro-rated basis based on a full-time level of 1750 hours per year and 8 credits per year. Another way to look at it, earn one credit for every 218.75 hours worked in a year ($1750/218.75 = 8$). Round fractions to the nearest whole number. Example: if you work 1000 hours in a year, that equates to 5 credits for the year ($1000/218.74 = 4.57$, rounded to 5).

Definitions:

Qualifying professional employment: Employment as a professional archivist or as an archival educator actively exercising responsibility for or teaching about the acquisition, preservation management, reference, or control of archival materials. Qualifying professional employment should require understanding of basic archival principles and the ability to apply or implement them while executing these functions. Archival administration or managing the work of archivists will be considered qualifying professional experience if successful performance of the duties of the position requires substantial knowledge of archival principles and practices, including the identification, preservation, or use of historical materials.

Archival educators who teach exclusively or archivists working in a repository whose job descriptions include/require the teaching of archival coursework should account for these teaching activities as part of employment in Section A. They may not additionally enter individual courses taught in Section C.

Pro-rated professional employment: Part-time employment or full-time positions in which less than 60% of duties fall within the archival domains are counted as qualifying experience on a pro-rated basis. For example, a position consisting of 50% archival work held for one year would be equivalent to one-half year qualifying professional employment. Part-time employment also is credited on a pro-rated basis.

Professional archival consulting: Independent, paid employment providing advice to organizations or individuals by contract agreement. Ordinarily consulting consists of activities such as advising organizations concerning archival management of historical materials or independently performing archival functions as described above. Consulting that involves a mixture of subjects and part-time consulting will be pro-rated on the same basis as other forms of professional employment.

Section B: Education

		Credits Earned
B.1	Course taken in or related to any of the archival domains (Equivalent to university semester [3 hr] or quarter [4 hr] courses. Includes intensive courses of 2 weeks or more)	25
B.2	Graduate degree (M.A., Ph.D.) earned in or related to any of the archival domains during the time period. [Credits earned are in addition to archival course credits in Section B.1.]	10
B.2.a	Certificate earned in any of the archival domains or related discipline	5
B.3.	Attendance at archival seminars, workshops, institutes, and webinars as follows (in-person, online, or virtual):	
B.3.a	Program of 3 days or more (but less than two weeks)	15
B.3.b	Program of 2 days	10
B.3.c	Program of 1 day (more than 6 hours)	5
B.3.d	Program of less than 1 day (2-6 hours)	2
B.3.e.	Program of 1-2 hours (includes webinars)	1
B.4	Attendance at professional archival meetings (per meeting; in-person, online, or virtual; excluding travel time)	
B.4.a	Attendance for 3 days or more (not including travel)	9
B.4.b	Attendance for 2 days (not including travel)	6
B.4.c	Attendance for 1 day (not including travel)	3
B.4.d	Attendance for less than 1 day but at least 4 hours (not including travel)	2

B.4.e	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 [No more than 30 points or 1/2 of the total points allowed under Section B can be earned under Section B.4.e]	1
TOTAL CREDITS CLAIMED (Max allowed: 60)		

The governing principle used to determine the appropriateness of an activity’s inclusion for recertification credit is whether it reflects or falls into the archival domains defined in the ACA’s [“Role Delineation Statement”](#).

Failure to provide complete details about an activity for which you are claiming credit, including date, location, and sponsoring organization, may result in discounting those credits.

B.1-2

Graduate degrees or individual courses (in-person or online), for which credits are claimed must be in or related to the domains of archival practice. Include a description/explanation of how the degree or course supports archival functions and activities.

B.2.a

Certificates can be claimed when receipt of certificate requires passing course exams or curriculum-based exams that are not part of course requirements or the program requires completion of a capstone project or paper. Programs should be offered by graduate academic institutions or professional organizations. To count for credit under B.2.a., certificates may not be earned as part of graduate degrees for which you are also claiming credit. Certificates may only be claimed during the certification period in which they are earned.

B.3

Archival seminars, workshops, institutes, and webinars attended must be in the domains of archival practice and can be sponsored by archival or allied organizations. Such educational events held as pre- or post-conference workshops are entered here; the days the workshops are held are not included in determining the associated meeting’s length (see also B.4). Participation in the ACA Item Writing Workshop is included in B.3.c. for 5 points, in consideration of the prep work involved beforehand.

B.4

Attendance must be at an archival meeting or conference, or one directly related to the domains of archival practice. Petitioners must claim credits for only the educational portions of the meetings; time for travel is excluded, but repository tours are included. Also excluded is attendance at committee or board meetings, whether held in association with annual conferences or at separate times, as this attendance is part of service obligations accounted for in section D: Professional Service. Pre- or post-conference workshops are also not figured in determining the number of days for a conference (and hence the applicable points value). Workshops are entered separately under B.3. Attendance at **annual meetings or conferences** for records management or other allied organizations do not count for credit, as they are largely tailored to other disciplines and lack substantive archival content.

B.4.e

Attendance at monthly, semi-monthly, or quarterly meetings (in-person or virtual) of local archival, records management, or other allied groups that have an archival instructional/educational component (i.e. within the archival domains) of approximately one hour will be credited. Committee meetings, board meetings, and social gatherings around a meal or other event without an instruction/educational component do not count for credit (See B.4). 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.

Definitions:

Archival courses: Formal classroom or online coursework relating to any of the domains of archival practice as defined by the [Role Delineation Statement](#): selection of documents; arrangement and description of documents; reference services 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. Graduate archival education is defined as that outlined by the Society of American Archivists in the 1987 Guidelines for Graduate Education.

Graduate degree: A graduate degree conferred by an accredited institution of higher learning during the petition period.

Archival seminars, workshops, institutes, webinars: Short courses, ordinarily sponsored by organizations of professional archivists, colleges or universities, or archival institutions, relating to any of the areas or domains of archival practice defined by the role delineation statement, taken either in-person or online (see Archival courses above).

Section C: Instruction, Professional Participation, and Engagement

		Credits Earned
C.1	Program participation must be on archival subjects (per program session)	
C.1.a	Professional paper or presentation	10
C.1.b	Panelist/chair/other session participant	6
C.1.c	Professional poster session at an archival conference or meeting	3
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.	
C.2.a	Leadership for 5 or more days	15
C.2.b	Leadership for Less than 5 days	10
C.2.c	Leadership for 1 day (at least 6 hours)	7
C.2.d	Leadership of less than 1 day (more than 2 and less than 6 hours)	4
C.2.e	Leadership of less than 2 hours but at least 1 hour	2
C.3	Teaching a semester course in an accredited college or university on topics in the archival domains (5 credits per semester hour; pro-rate for quarter hour). Includes intensive courses of 2 weeks or more	5
C.4	Programs or presentations on topics related to but not in the archival domains (history, biography, or other topics in which reference to archives or archival materials is primary) to any audience that are not part of official or assigned job duties (credits per program, presentation, or session)	
C.4.a.	1/2 day or less	2
C.4.b	Over 1/2 day	4

The governing principle used to determine the appropriateness of an activity's inclusion for recertification credit is whether it reflects or falls into the archival domains defined in the ACA's ["Role Delineation Statement"](#).

Credits are accepted in some areas for archival work in non-archival settings, as long as credits are also claimed for activities within the archival profession. **Credit cannot be given for providing institutional promotional activities or user instruction when part of the petitioner's official or assigned job duties.**

If the title of the workshop/seminar/institute/conference you attended, the name of the course you taught, the paper you presented, or the talk you gave fail to clearly show archival significance, please provide specific information that demonstrates the relevance of the class or seminar to the [archival domains](#).

Provide dates, locations, event name/sponsoring organization for conferences, meetings, workshops, and programs at which you present, instruct, or otherwise formally participate in the program. Failure to provide complete details about an activity for which you are claiming may result in discounting those credits.

C.1.a-c

Paper given, session participated in, or poster presented must be on archival theory, method, or practice as defined in the archival domains found in the ["Role Delineation Statement."](#) See the definition for "Professional Paper" and "Panelist/other session participant/chair" below. Generally, if a CA has multiple roles at a session, such as serving as the chair *and* a presenter or panelist at the same session, that participation is only counted once and at the presenter or panelist rate. Multiple roles at different sessions at the same conference may be counted individually.

C.2.a-e

Workshops must be on archival theory, method, or practice as defined in the archival domains found in the ["Role Delineation Statement."](#) See the definitions "Institute, workshop or seminar leaders" below and "Archival seminars, workshops, institutes" in Section B. If a workshop is co-taught, both/all instructors claim equal credit.

C.3

Courses taught must be on archival theory, method, or practice as defined in the archival domains found in the ["Role Delineation Statement."](#)

Serving as a field supervisor or onsite coordinator for internships, field experiences or practica that take place in and are of benefit to your workplace do not count as teaching experience, even if the student receives academic credit for the activity. In instances where such involvement is above and beyond the scope of a petitioner's position, he or she may opt to claim credit in D.3.d "Contributed Service" and provide an explanation of its significance there.

Archival educators who teach exclusively or archivists working in a repository whose job descriptions include/require the teaching of archival coursework should account for these teaching activities as part of employment in Section A; they may not additionally enter individual courses taught in Section C. Adjunct archival educators who do not meet the above criteria should enter individual courses taught here.

C.4

As noted above, credit cannot be given for providing institutional promotional activities or user instruction when it is part of the petitioner's official or assigned job duties. If you have difficulty determining the appropriateness of entering an activity here, consider for example whether the presentation was given outside regular working hours or off the clock, at your workplace or off-site, or if it was optional or voluntary.

Definitions:

Professional meetings: Periodic meetings sponsored by international, national, regional, or local organizations of professional archivists or other meetings relating to the domains of archival practice. 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.

Professional paper: Preparation and presentation of a professional paper relating to any aspect of archives administration as defined by the [“Role Delineation Statement”](#). The paper must be presented in an organized forum, such as a professional meeting or conference of archivists or allied professionals, and ordinarily must be presented from a written paper, notes, or outline. To qualify for this level of participation, generally the petitioner is one of two to four presenters.

Panelist/chair/other session participant: 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. “Other session participants” have a designated role as a presenter or panelist at such an organized program session on any aspect of archives administration as defined by the [“Role Delineation Statement”](#). Chairing a session of any kind is also entered here.

Institute, workshop or seminar leader: Service as director, coordinator, or instructor of any archival seminar, workshop, or institute as defined above.

Section D: Professional Service

		Credits Earned
D.1	Leadership of archival organization, committee, or group (per year of activity)	
D.1.a	Executive Officer	10
D.1.b	Member of Council, Steering Committee, or Executive Board	8
D.1.c	Chair of committee, task force, section, or roundtable	6
D.1.d	Liaison, representative, or sub-group steering committee	4
D.1.e	Member of committee or task force	3
D.2	Membership in professional archival organization(s) per year (1 credit per year) A maximum of five (5) points per year may be claimed under D.2., for a maximum of 25 points for a five-year petition. Further, no more than 12 of the 25 points may come from allied organizations. Membership in ACA does not confer credit.	
D.3	Contributed Service	
D.3.a	Pro-bono consulting (per project per year)	4
D.3.b	Advisory board services (per board per year)	4
D.3.c	Formal mentoring (per mentee, per year of service)	2
D.3.d	Other (please be specific, include length of service)	2
TOTAL CREDITS CLAIMED (Max allowed: 30)		

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D.1

If your term of service does not follow the calendar year, pro-rate your credits accordingly. Organizations have different leadership titles – if it is unclear from your title which category applies, please include a brief description of your position.

D. 1.a

An executive officer is usually an elected position where the individual has primary responsibility for a major part of the work of the organization. Examples include President, Vice-President, Secretary, or Treasurer.

D.1.b

An elected member of a governing group where members share equal responsibility for guiding the organization's work. Examples include governing boards, governing councils, and steering committees. Service on steering committees for SAA sections and roundtables is entered in D.1.d.

D.1.c

A chair of a committee, task force, section, or roundtable can be appointed or elected and is responsible for managing and guiding the work of a sub-group of an organization. These can be either permanent subgroups (for example, an SAA Section or a standing committee) or temporary sub-groups (such as a task force with a short-term project or goal).

D.1.d

A liaison or representative is generally an appointed position where the individual represents one organization to another. For example, a member of SAA may be appointed as the representative to ACRL. A steering committee member in this context is elected or appointed to a position of leadership in a subgroup of a larger organization, such as the steering committee of an SAA section or roundtable.

D. 1.e

A committee or task force member is appointed or volunteers to work as part of a group, led by a chair, in order to complete the work of a standing committee or a topic-specific task force.

D.2.

Individual membership, per year, 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. Include an explanation of how membership in the allied organization supports archival functions and activities. 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.

D.3.c

Formal mentoring is a structured program organized through a professional organization or academic program. More organic or informal but significant arrangements may be considered under D.3.d.

D.3.d

You can include under the "other" category any service-related archival activities not covered by existing categories. For example, providing archival training outside the scope of your job duties; assuming responsibilities above and beyond your role as a member of an archival committee, task force, or roundtable; proctoring an ACA exam (2 points) or staffing an ACA information table (1 point per 2 hours); serving as a History Day judge, or any other contribution that falls under the aegis of Professional Service.

Definitions:

Archival Leadership: A variety of forms of participation in any organization of professional archivists, including the Academy of Certified Archivists, as set out in Section D.1.a - D.1.e.

Membership: Individual membership, per year, 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.

Contributed Service: An aspect of professional service, contributed service consists of any form of uncompensated activity on behalf of the archival community or to promote the preservation of historical records elsewhere in society.

Section E: Writing, Publishing, Editing

		Credits Earned
	[Co-authors or co-editors claim equal credits as single authors or editors. When possible, please provide links to publications.]	
E.1	Peer Reviewed publications	
E.1.a	On topics in the archival domain:	
E.1.a.i	Book length publication	30
E.1.a.ii	Journal article or chapter in book	15
E.1.b	On topics related to but not in the archival domains (history, biography, or other topics in which reference to archives or archival papers is primary):	
E.1.b.i	Book length publication (e.g. a state or local history)	6
E.1.b.ii	Journal article or chapter in book	3
E.2	Publications without Peer Review	
E.2.a.	On topics in the archival domains:	
E.2.a.i	Book-length publication	15
E.2.a.ii	Journal article or book chapter	10
E.2.a.iii	Newsletter article (350 words or more)	5
E.2.a.iv	Primary author of a regularly updated blog or website	5
E.2.a.v	Published book/resource review	3
E.2.b	On topics related to but not in the archival domain (history, biography, or other topics in which reference to archives or archival papers is primary):	
E.2.b.i	Book-length publication	5
E.2.b.ii	Journal article or book chapter	3
E.2.b.iii	Newsletter article (350 words or more)	2
E.2.b.iv	Published book/resource review	1

E.3	Editorial activities	
E.3.a	General editor of professional archival journal or series (per year of activity)	25
E.3.b	Editor of book length archival publication or manual, or special issue journal (per publication)	20
E.3.c	Editor of ARCHIVAL newsletter (per year of activity)	15
E.3.d	Departmental editor (e.g., editor of Review section of journal) or member of editorial board (per year of activity)	10
E.3.e	Editor of a web page for an archives or archival organization (per website/per year)	5
E.3.f	Peer reviewer (per manuscript)	2
E.4	Other writing or editing on topics in or related to the archival domains (ex. blog posts)	1
	TOTAL CREDITS CLAIMED (Max allowed: 30)	

The governing principle used to determine the appropriateness of an activity's inclusion for recertification credit is whether it reflects or falls into the archival domains defined in the ACA's ["Role Delineation Statement"](#) .

E.1. - E.3.

Co-authors and co-editors claim the same credits as single authors.

This section is divided into those books and articles which undergo peer review before being accepted for publication (most books and professional journals), and those which do not. If in doubt, call the editor or publisher.

There is also a division into publications on topics in the archival domains and those more general topics that are still related to archives or archival collections.

When claiming credit as the primary author of a publication that may be found online, regularly updated blog or web site, include the URL for the site(s) in your qualifying archival experiences document.

Credit cannot be given for publishing, editing, or writing for a publication issued by the archivist's employing institution or for a work published, edited, or written on behalf of your workplace. These activities are considered work duties and are already credited under Section A: Qualifying Professional Employment. Thus, editing or writing for an institutional website, blog, newsletter, journal, or promotional material or creating a finding aid to materials within the institutional holdings is not considered creditable under this section. Similarly, press releases submitted for inclusion in newsletters are not eligible for credit.

Credit for publications is given at the time of publication, not during the writing, submission, or revision process.

E.3.e and E.3.f

Peer review entered here must be outside any service on an editorial review board. Credit may not be claimed for peer review of manuscripts when such review is part of duties as a member of an editorial board. Such service is accounted for in E.3.e Section. Section E.3.f is meant to capture a petitioner's irregular peer review of manuscripts independent of other service or editorial commitments

E.4

Publishing and editing that is archival in nature that is not accounted for in E.1-3. Provide details and links (where applicable). Examples include a blog entry not written on behalf of your employing organization, submissions to SAA writing contests, etc.

Definition:

Archival writing, publishing, and editing: Publications resulting from these activities must be on subjects relating to the domains of archival knowledge defined by the [role delineation statement](#).

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