

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.

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CERTIFICATION MAINTENANCE PROGRAM UPDATE

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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 work place 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

Do You Know These ACA Members?

The following ACA members have moved, and we no longer have their current addresses. Does anyone know where they are:

Ellen Ellis
Clifton H. Jones
Sally M. Marks
Kerrie Moore
Susan Navarre Wright

If you know where these members are, please let us know how we can reach them. Send current addresses and/or phone numbers to:

Tara Shimandle, ACA Secretariat,
600 South Federal, Suite 504
Chicago, IL 60605
or e-mail her at:
tshimandle@saa.mhs.compuserve.com.

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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

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)	<u>1,150</u>
TOTAL RECEIPTS	<u>39,000</u>
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	<u>2,400</u>
TOTAL DISBURSEMENT	46,515
IV. Emergency and Reserve Fund Investments	<u>27,893</u>
TOTAL DISBURSEMENTS AND INVESTMENTS	74,408

ACA Officers and Regents

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Elizabeth Adkins

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Regent for Certification Maintenance

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Secretariat

Tara Shimandle

The ACA Newsletter is published three times 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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Fax (312) 347-1452

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.

Sharon Carlson

Archives & Regional History
Collection
Western Michigan University
Kalamazoo MI 49008-5081

William Caughlin

Kraft General Foods Archives
6350 Kirk St.
Morton Grove IL 60053

Bradford R. Cole

Special Collections Dept.
Merrill Library
Utah State University
Logan UT 84322-3000

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Germantown MD 20874

Mary Giles

The Charleston Museum
360 Meeting Street
Charleston SC 29403

Stacy B. Gould

1579 Cranwood Court
Okemos MI 48864

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6814 Old Quarry Lane
Austin TX 78731

James Hofer

San Bernadino County Archives
777 East Rialto Ave.
San Bernadino CA 92415-0795

Marvin A. Huggins

5732 White Pine Dr.
St. Louis MO 63129-2936

Brian K. Johnson

9360 North Columbus Blvd.
Portland OR 97203

Louis E. Jones

POB 11601
Detroit MI 48211

Kathleen A. Kelly

9708 Summit Avenue
Kensington MD 20895

Deborah Kennedy

7571 Hempstead Avenue
Goleta CA 93117

David B. Malone

201 North President #1A
Wheaton Il 60187

Carolyn S. McClurkan

2535 Baymont Place
Bremerton WA 98312

Stephen Mielke

Russell Memorial Library
The University of Georgia
Athens GA 30606

Bradford S. Miller

Thousand Oaks Library
1401 East Janss Road
Thousand Oaks CA 91362

Pamela Miner

Missouri State Information Ctr.
Local Records
600 West Main
Jefferson City MO 65102

Thomas Padilla

268 Bush Street #3613
San Francisco CA 94104

John Panter

986 North Roosevelt
Fresno CA 93728

Joanna M. Perkins

POB 778
Jefferson City MO 65102

Alessandro Pezzati

University Museum Archives
University of Pennsylvania
33rd and Spruce Streets
Philadelphia PA 19104-6324

Marcus C. Robbins

3911 Grant Street
Vancouver WA 98660

Debra S. Shapiro

42 Ashland
River Forest IL 60305

Welcome New Members

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

Ann Westerlin
5125 West Plano Parkway
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

ACA FACTS

Total Membership: 919 Number of Women: 467

Number of Men: 452

By Petition: 689

1989 Exam: 20

1990 Exam: 29

1991 Exam: 46

1992 Exam: 68

1993 Exam: 32

1994 Exam: 35

ACA members represent all fifty states and the District of Columbia, as well as, American Samoa, Canada, England, Japan, New Zealand, and the Philippines.

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

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.

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