

ACA NEWS

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www.certifiedarchivists.org

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Deadlines for certification exam and re-certification petitions

Continuing professional education from SAA

Item writing workshop to be held in Los Angeles

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Deadlines Approaching for Certification Exam, Certification Maintenance Petitions

It's that time of year again - time to get ready for the archival certification exam! And if you're a member of the classes of 1990, 1993, or 1997, now is the time to get your documentation ready for your re-certification petition (or, if you're re-certifying by exam, it's time to get your application in!).

The 2003 archival certification examination will be held on **August 20** in the following locations:

- Los Angeles, California (SAA Meeting Site)
- Philadelphia, Pennsylvania
- Atlanta, Georgia
- St. Louis, Missouri
- Houston, Texas
- ... and "You Pick Your Site" locations around the world.

Application forms are now available for download at the Academy's website: <http://www.certifiedarchivists.org/>

To be considered for the 2003 certification examination, applications should be returned by **May 15**.

The Academy's "You Pick Your Site" Program.

In addition to the five announced examination sites, candidates may petition the Academy to hold the certification examination in any city of their choice, substantially reducing or even eliminating your travel expenses. The only requirement is that at least five persons take the examination at the same site.

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According to past Academy President Leon Miller, "Sitting for the archival certification examination demonstrates a commitment to the profession. With our 'You Pick Your Site' program, we hope to show our appreciation of that commitment by reducing associated test expenses as much as possible."

James Byers, the Academy's vice president and membership liaison, noted this program brings the examination closer to archival students, regional organizations, and international archivists: "Student chapters and regional associations may now sponsor the examination in their area. This will also allow non-US archivists to save thousands of dollars in travel costs by holding the examination in their home country."

Organizing a "You Pick Your Site" location in your hometown is simple. Get four of your friends to take the test with you. Make sure every member of your group checks the "You Pick Your Site" box on the application form and writes the name of the city where they request the Academy to hold the exam. Make sure everyone postmarks their application by May 15, 2003. That's all there is to it! The simplicity of the "You Pick Your Site" program makes it an excellent opportunity for student groups and archival organizations to sponsor the test in their areas. It's also a way for non-US archivists to reduce or eliminate travel costs by hosting the exam in their country.

Questions about the application process and the "You Pick Your Site" program should be directed to Marty Levitt, Regent for Exam Administration (mlevitt@amphilsoc.org, 215/440-3403).

Certification Maintenance

Certification maintenance helps ensure that archivists keep up with developments in their field. Academy members must verify their certification maintenance activities every five years to retain the title of Certified Archivist. Using the honor system, members simply list on a form (called a "petition") their professional development and continuing education activities during the previous five years. The petitions are reviewed by a team of certified archivists, under the direction of the Regent for Certification Maintenance. Members who prefer may re-certify by simply taking the archival certification examination again.

2003 is a re-certification year for the Classes of 1990, 1993, and 1997. Members who wish to re-certify by examination need to have their applications in by **May 15**. Forms are available for download at the ACA website. Members who wish to re-certify by petition may download the petition forms from the ACA website. The certification maintenance petition must be postmarked no later than **June 1**.

Questions concerning certification maintenance and the petition process should be addressed to Judy Cetina, Regent for Certification Maintenance (C0jgc@www.cuyahoga.oh.us, 216/443-7250).

**Whether you choose to maintain your
certification by petition or exam, there is
never a re-certification fee.**

ACA Announces “Petition for Exception” to be Phased Out

In its Spring 2003 Board meeting, the Academy of Certified Archivists’ leadership voted unanimously to phase out the “petition for exception.” The petition for exception is a means by which candidates not possessing a Master’s degree, but with over seven years professional experience, can petition the Board of Regents to waive the educational requirement to sit for the examination. The petition for exception will be phased out over three years; thus, the last year any petition for exception will be accepted for consideration will be for the 2005 examination. Following 2005, anyone taking the exam will, at a minimum, meet one of the following standards:

- A Master’s degree with at least 9 semester (or 12 quarter) hours of graduate archival administration education plus at least one year qualifying professional archival experience.
- A Master’s degree without a concentration in archival administration plus two (2) years of qualifying experience.
- People who were once certified but have allowed their certification to lapse.

Those with a Master’s degree with at least 9 semester (or 12 quarter) hours of graduate archival administration education but without one year’s experience may take the test, upon passing the examination, receive provisional status pending a year’s professional work experience (three years are allowed to obtain this one year’s experience).

In making its decision, the Board reviewed the history of the petition for exception, which it concluded is an artifact of the founding of the ACA. At that time, Academy founders found it sensible to allow the most senior archivists, who had long been in the profession and had at times been educated “on the job,” to “grandfather” in to the Academy. The Board found that the necessity for a grandfathering period for the Academy was now passed.

Members of the Board also expressed the Academy’s commitment to graduate education for professional archivists, and felt that eliminating the petition for exception would close a loophole in the minimum standards for certification. The Board reiterated a desire for certification to reflect an interconnected, three part foundation: these parts include successful graduate education at the Master’s level; professional archival experience; and demonstrated, fundamental knowledge of the profession sufficient to pass an examination based on the Academy’s Role Delineation Statement. (Role Delineation is the systematic formulation of a statement describing the responsibilities professionals require and the skills and knowledge they need to perform those responsibilities, and is the foundation on which ACA builds a viable and legally defensible certification examination.)

Candidates for the examination wishing to utilize the petition for exception while it is still available should see the ACA website, specifically <http://www.certifiedarchivists.org/html/newsltr/newguide.html>.

Questions should be addressed to James Byers, Vice President (byersj@si.edu).

A Challenging Opportunity for Certified Archivists:

By Anne Diffendal, C.A., Regent for Examination Development

Who writes the questions for the archival certification examination? How is the archival certification examination created? What professional and scientific procedures govern the test?

The Academy of Certified Archivists invites all Certified Archivists to learn more about these issues in a half-day workshop to be held at the Society of American Archivists meeting in Los Angeles, CA. Participants will be guided through the rigorous process of developing questions for the ACA item-bank, from which the certified archivist examination is constructed.

The ACA Examination Development Committee (EDC) will conduct the workshop on Thursday, August 21, 2003, from 9:00 am to noon. At the beginning of July, participants will receive informational materials to use in drafting questions in advance. Items resulting from the workshop will be submitted to the EDC for consideration. Previous question-writers have found the process to be a challenging and rewarding learning experience. Earn five (5) archival recertification credits upon successful completion of the workshop. There is no cost to participate.

This is an excellent opportunity to learn about the standards and procedures supporting the examination, while trying your hand at writing actual questions for the test. If you would like to participate or want further information, please contact Anne P. Diffendal, ACA Regent for Examination Development, no later than June 15, at adiffendal@alltel.net.

Jane Nokes to Address Society of Southwest Archivists

By Lee Miller, C.A.

ACA president Jane Nokes will give a special presentation May 23 at the annual meeting of the Society of Southwest Archivists in New Orleans. She will give a pre-session program on current national and international issues and lead a question and answer session on archival certification, the current state of the Academy of Certified Archivists, and the role of certification in the archival profession.

Participating with Jane in the panel will be Leon Miller, immediate past president of the Academy of Certified Archivists; Cindy Smolovik, past secretary of the Academy, and Robert Sherer, member of the Academy's certification maintenance committee.

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Workshops in Los Angeles

- August 18: Oral History: From Planning to Preservation
- August 18: Grant Proposal Writing
- August 18: Real World Reference: Moving Beyond Theory
- August 18-19: Style Sheets for EAD—Delivering Your Finding Aids on the Web
- August 18-19: EXPANDED! Copyright: The Archivist and the Law
- August 18-19: Archival Perspectives in Digital Preservation
- August 19: Security in Archives & Manuscript Repositories
- August 19: Ethical Problem Solving
- August 19: Advanced Techniques for American Genealogical Research
- August 19: Preservation Management of Machine-Based Audiovisual Collections

Workshops, Fall 2003

October 1, 2003 – October 3, 2003, New York, NY
Business Archives ... Establishing and Managing an Archives

For more information about workshops, please contact Solveig DeSutter, Patti O'Hara and/or Carlos R. Salgado in the SAA Professional Education Department, (312/922-0140, education@archivists.org). Online registration for SAA workshops is available via the SAA website (<http://www.archivists.org>).

ACA members can now earn valuable Archival Re-Certification Credits (ARCs) by completing SAA-sponsored workshops. For more information about ARCs, contact Judy Cetina, Regent for Certification Maintenance. (C0jgc@www.cuyahoga.oh.us, 216/443-7250).

Academy to unveil traveling display

Thanks to a generous donation from past ACA president Susie Maclin, the Academy will soon have a portable display unit. Beth Bensman, Regent for Outreach, presented a preliminary design for the display to the ACA Board at their meeting in March. Beth, along with Lee Miller, has been working on graphics, text, and layout for the new display.

The portable display will be a great outreach tool, because it can travel to regional meetings and promote the work of the Academy. But now we need your help! The Board is looking for members who are willing to take the display to their regional meetings. Contact Beth Bensman if you would like to participate. (bbensman@history.pcusa.org, 215/928-3884).

Did you know ...

**The number of applications for
the 2002 certification exam
surpassed the previous year's
record by 30%**

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www.certifiedarchivists.org

Dues Reminder ...

Dues notices will be mailed in mid-May for the 2003-2004 fiscal year that starts in July. Please return your payment quickly, so that the work of the Academy can continue and your membership and certification status remain unbroken. Questions about dues should be addressed to Margery Sly, ACA Treasurer (msly@history.pcusa.org, 215/928-3896).

Exam sites, 2003, 2004

2003: Los Angeles, CA (SAA), Philadelphia, PA, Atlanta, GA, St. Louis, MO, Houston, TX, and "You Pick Your Site" locations around the world.

2004: Boston, MA (SAA), Pittsburgh, PA, Chicago, IL, Las Vegas, NV, Charlotte, NC, "You Pick Your Site" locations around the world.

**Make your plans now to attend the ACA luncheon
in Los Angeles on Friday, August 22!**