

Using ACA's Online Portal to Submit Activities for Recertification Credits



Academy of Certified Archivists (rev. 2-2022)

Visit app.prolydian.com and log in to your account.

Welcome to Prolydian

Log in

The first thing you will see is your Dashboard.

Prolydian Dashboard

Dashboard Applications Credentials

★ My Achievements


Certified Archivist (CA)
Certificant
Start Jul 1, 2010 End Jun 30, 2022

VIEW DETAILS
RENEW
SUBMIT CONT ED
REMOVE FROM PUBLIC REGISTRY

ACTIVE
Earned the credential Certified

These are your dates of certification.

Click here to enter an activity for recertification credits. The system calls these “applications” for continuing education credits (CEC).

Clicking the “Submit Cont Ed” link will open up a CE Activity Form.

The screenshot shows the Prolydian dashboard interface. The top navigation bar includes the Prolydian logo, a breadcrumb trail 'Dashboard > My application', a help icon, and a user profile icon labeled 'SB'. The left sidebar contains navigation links for 'Dashboard', 'Applications', and 'Credentials'. The main content area displays the application status as 'In progress' and provides 'Print', 'Save', and 'Submit' buttons. An orange callout box points to the 'Submit' button with the text: 'You can save an in progress application, print a copy for your personal records, and submit when you are finished entering information.' Below this is the 'Continuing Education Activity' section, titled 'Request for Continuing Education Credit'. It includes a link for guidance and a 'CE Activity Form' section. This section features a 'Renewal progress' bar with a green progress indicator and an 'Expires soon' button. An orange callout box points to the progress bar with the text: 'This box shows your progress to the 60 credits required for recertification.' Below the progress bar is a 'Start date of activity' field with a date picker and a 'Submit' button. An orange callout box points to the date picker with the text: 'Enter a start date for your activity to start the application. The portal knows what date ranges are allowed for your certification period and will alert you if you are submitting an activity too old for inclusion.'

Prolydian Dashboard > My application

Applying for
Certification - ACA Continuing Education Credit Request - Continuing education for Certified Archivist (CA)

Status In progress

Print Save Submit

You can save an in progress application, print a copy for your personal records, and submit when you are finished entering information.

Continuing Education Activity

Request for Continuing Education Credit

For guidance on how to categorize your CEC activities or information on the process ACA follows to approve CEC requests, please refer to the official policy on the ACA web site.

CE Activity Form

This box shows your progress to the 60 credits required for recertification.

Renewal progress

Expires soon

EXPIRES IN 5 MONTHS
06/30/2022

Start date of activity

Enter a start date

Submit

Enter a start date for your activity to start the application. The portal knows what date ranges are allowed for your certification period and will alert you if you are submitting an activity too old for inclusion.

You'll have the option to use a preapproval code or enter the details of your activity.

Prolydian Dashboard > My application

Continuing Education Activity

Request for Continuing Education Credit

For guidance on how to categorize your CEC activities or information on the process ACA follows to approve CEC requests, please refer to the official policy on the ACA web site.

CE Activity Form

Renewal progress EXPIRES IN 5 MONTHS 06/30/2022

Expires soon

Start date of activity
02/01/2022

I have a Preapproval Code (or want to look one up)

I want to enter the details of the activity

Preapproval selection

Preapproval code

Enter code

Advanced search

Submit

Select "I want to enter the details of the activity." Although ACA will use preapproval codes in the future, we won't populate this until our CAs are familiar with the portal.

Select the category of activity from the drop down menu.

Prolydian Dashboard > My application

Print Save Submit

Continuing Education Activity

Request for Continuing Education Credit

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CE Activity Form

Renewal progress EXPIRES IN 5 MONTHS 06/30/2022

Expires soon

Start date of activity
02/01/2022

I have a Preapproval Code (or want to look one up)

I want to enter the details of the activity

Category

- Select-
- Select-
- Education
- Professional Participation and Outreach
- Professional Service
- Writing, Publishing, Editing

The choices mirror the petition structure you are already familiar with. Refer to the Recertification Petition Guidelines for explanations and specific requirements as you enter activities into the portal.

A drop-down menu will appear for each category. Select the specific type of activity you are entering for credit.

Enter the details for your activity. The fields that appear are specific to the activity you selected from the menu.

Education

Activity

Attendance at archival seminars, workshops, institutes, and webinars (1 hour)

Guidance for Activity Type
Attendance at archival seminars, workshops, institutes, and webinars (1 hour)
Archival seminars, workshops, institutes, and webinars attended must be in the domains of archival practice and can be sponsored by archival or allied organizations. Program must be at least 1 hour to confer credits. See Section B of the Recertification Petition Guidelines for detailed instructions.

Name
Enter a name for the activity
Enter an identifying title for this activity. For a course or sponsored activity, enter the official title.

Completion date of activity
Enter a completion date

Enter a short description of the activity

Enter a description of the activity, of your participation level, and/or of how it related to the archival domains.

Be careful to enter your actual *units of activity* and NOT your desired continuing education credit units. Those will be determined by policy rules when your application is approved.
Note that an activity unit of "Occurrences" means you enter 1 for every time you did that activity. For example: 1 short course or workshop

Activity units
0 Attendance(s)
Input the actual number of units based on your

This purple box provides the basic instructions for the activity. Refer to the Recertification Petition Guidelines for detailed instructions.

Enter a name and completion date for the activity.

Enter a description of the activity, of your participation level, and/or of how it related to the archival domains.

Enter the number of units. This is the number of your activity and not the number of credits you expect to receive. For example, 1 workshop attended.

The portal will calculate the credits (CECs) based on your activity units. If this doesn't match what you expect, check to make sure you have selected the correct options from the drop-down menus.

Be careful to enter your actual *units of activity* and NOT your desired continuing education credit units. Those will be determined by policy rules when your application is approved. Note that an activity unit of "Occurrences" means you enter 1 for every time you did that activity. For example: 1 short course or workshop

Activity units

 Attendance(s)

Input the actual number of units based on *your* participation. Whole numbers only. No decimal values are allowed.

Your activity units will be automatically converted to 1 CECs
(Note: Estimate only. This number may be lowered upon approval based on per-year or per-cycle maximums for this activity type)

1 webinar = 1 credit in this example.

Submit

Submit your activity when you have entered all of the information for review by the Certification Maintenance Committee. You will receive an email upon approval or if additional information/clarification is needed.

Most recertification activities are accepted on the honor system, but *some* require you to provide additional documentation.

Category
Education

Activity
Graduate Degree Earned

Guidance for Activity Type
Graduate Degree Earned
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. Include a description/explanation of how the degree or course supports archival functions and activities.

Name
Enter a name for the activity
Enter an identifying title for this activity. For a course or sponsored activity, enter the official title.

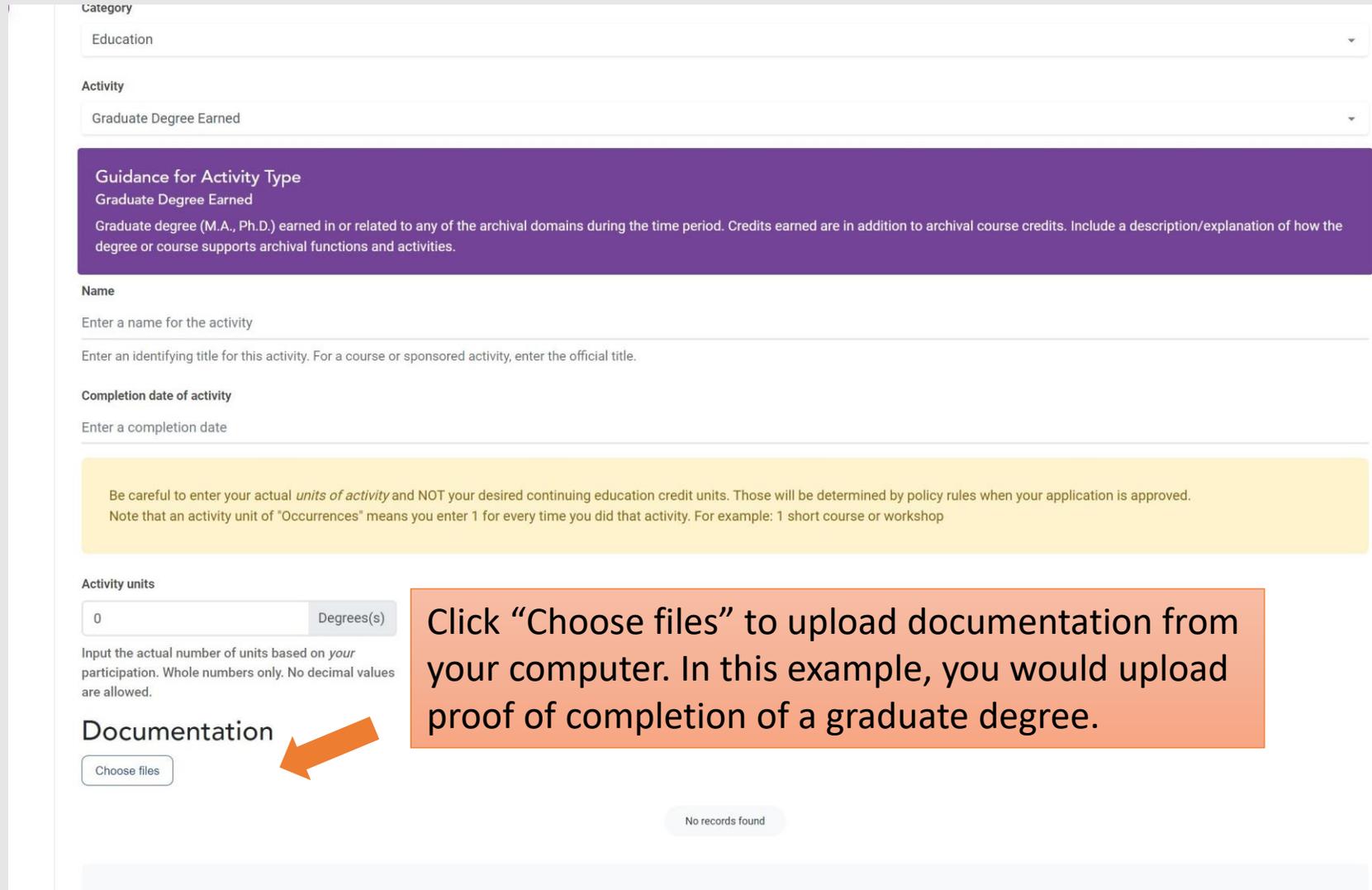
Completion date of activity
Enter a completion date

Be careful to enter your actual *units of activity* and NOT your desired continuing education credit units. Those will be determined by policy rules when your application is approved.
Note that an activity unit of "Occurrences" means you enter 1 for every time you did that activity. For example: 1 short course or workshop

Activity units
0 Degrees(s)
Input the actual number of units based on *your* participation. Whole numbers only. No decimal values are allowed.

Documentation
Choose files

No records found

The image shows a screenshot of a web form for entering recertification activities. At the top, there are two dropdown menus: 'Category' set to 'Education' and 'Activity' set to 'Graduate Degree Earned'. Below these is a purple box with 'Guidance for Activity Type' for 'Graduate Degree Earned', explaining that graduate degrees (M.A., Ph.D.) earned in archival domains are accepted and that credits are in addition to archival course credits. The form then has fields for 'Name' (with a placeholder 'Enter a name for the activity' and a note to enter an official title for courses) and 'Completion date of activity' (with a placeholder 'Enter a completion date'). A yellow box contains a warning about entering 'units of activity' instead of 'desired continuing education credit units' and clarifies that 'Occurrences' means entering 1 for each instance. Below this is the 'Activity units' section, featuring a text input field with '0' and a 'Degrees(s)' label, with a note that only whole numbers are allowed. The 'Documentation' section has a 'Choose files' button, which is highlighted by an orange callout box with the text: 'Click "Choose files" to upload documentation from your computer. In this example, you would upload proof of completion of a graduate degree.' At the bottom, there is a 'No records found' message.

You'll see a pop-up message when your activity is submitted.

The screenshot shows the Prolydian application submission interface. A dark purple sidebar on the left contains the Prolydian logo and navigation links for Dashboard, Applications, and Credentials. The main content area is titled "Dashboard > My application" and features a "Submit" button at the bottom. A white pop-up message is centered on the screen, displaying the text "Your application has been submitted." with a close button (X) in the top right corner and an "OK" button at the bottom center. The background content is dimmed, showing a form for "Activity units" with a text input containing "1" and a "Program(s)" dropdown menu. A note below the input states: "Your activity units will be automatically converted to 15 CECs (Note: Estimate only. This number may be lowered upon approval based on per-year or per-cycle maximums for this activity type)".

Prolydian

Dashboard > My application

Dashboard

Applications

Credentials

Your application has been submitted.

OK

Activity units

1 Program(s)

Your activity units will be automatically converted to 15 CECs (Note: Estimate only. This number may be lowered upon approval based on per-year or per-cycle maximums for this activity type)

Submit

Access your Certification Dashboard from the menu on the left for details about your recertification status and credits.

The screenshot shows the Prolydian Certification Dashboard. The left sidebar contains a menu with 'Dashboard', 'Applications', 'Credentials', and 'My certifications' (highlighted with an orange circle). The main content area is titled 'Certification Dashboard' and 'My certifications'. It features a card for 'Certified Archivist (CA)' with dates '07/01/2010 - 06/30/2022' and a 'Renewal progress' card showing 'Expires soon' and 'EXPIRES IN 5 MONTHS 06/30/2022'. Below these is a 'My Earned CECs' section with a 'No records found' message. Three callout boxes provide instructions: one points to the 'Apply for CEC Credits' button, another points to the 'Renewal progress' card, and a third points to the 'My Earned CECs' section.

Prolydian Dashboard > Certificants

Certification Dashboard

My certifications

Certified Archivist (CA)
07/01/2010 - 06/30/2022

Renewal progress
Expires soon
EXPIRES IN 5 MONTHS
06/30/2022

Apply for CEC Credits Renewal not yet allowed until 03/30/2022

My Earned CECs

No records found

You can also start the activity submission progress from this link.

This box shows your progress to the 60 credits required for recertification.

Approved CEC applications will be appear here.

Frequently Asked Questions

- **What if I don't remember the date of an activity?**
 - Activity dates are required. Search online for exact dates or any other information you are missing.
 - For activities where a start date is ambiguous (such as many leadership and committee positions where the change-off happens at an official meeting), it is appropriate to default to the 1st of the month (for example, 8/1/2021 for positions assumed at an August annual meeting).
 - For multi-year continuous organizational memberships, use a January 1 start date and December 31 end date.
- **I served a two-year term in leadership position. Can I enter that in one application?**
 - Yes, you can submit a multi-year activity in one application *if the entire date range falls within your current recertification period*. If the activity spans two recertification periods, you should enter two applications for credits to be applied correctly.
- **Can I enter an activity that has an end date in the future?**
 - You should enter activities once they have been completed.
 - The Certification Maintenance Committee *may* review/approve activities with an end date in the *near* future (such as a multi-year leadership position ending in 1-2 months). Approved credits will not appear in your total until the end date.
 - Applications rejected due to a future end date can be resubmitted when appropriate.

Frequently Asked Questions

- **I made a mistake on an application./My activity was rejected and I don't understand why./I want to provide additional information about how my activity relates to the archival domain.**
 - In any of these situations, you can contact the Regent for Certification Maintenance (certificationmaintenance@certifiedarchivists.org) and someone from the Certification Maintenance Committee will assist you. We are here to help.
- **Who do I contact if I have technological issues or problems with my Prolydian account?**
 - Prolydian support is available through the portal (click on the ? in the top right corner) or by email at support@prolydian.com.