

Recertification Definitions and Credit Values (ARCs)

(2018-2020 recertifiers may opt to use these *or* the current guidelines created in 2017)

General notes and tips:

- There are a maximum number of credits allowed in each of the five different sections; up to 205 credits can be earned, but only 100 credits are necessary for recertification.
- Records Management work and experience can be included as part of archival activities for credit (e.g., membership in records management organizations, attendance at conferences of records managers as member or presenter, participant in records management-related seminars or workshops) but will only be counted if the petitioner also has significant work within the [archival domains](#) (arrangement, description, preservation, reference, outreach, etc.). Membership and participation in the Society of American Archivists or other archival organizations will also be looked at as indications of the petitioner’s involvement in the archives profession.
- 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.

Records Management: Special Notes and Tips (adopted by the ACA Board August 2013)

More and more archival and records management positions require that the professional manage work in both fields. **Therefore credits for records management activities and experience can be claimed if the petitioner has 60% or more of work experience that falls under the archival domains (arrangement, description, preservation, reference, outreach, etc.).** Records Management work applied for credit must encompass responsibilities within the archival domains. Please see the [ACA Handbook](#) chapter on “Role Delineation Statement for Professional Archivists.” Also See Sections A, B, and D below for guidelines on those records management activities that can be included for credit on the petition for certification maintenance.

Section A: Qualifying Professional Employment

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 (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/project description detailing professional-level archival responsibilities
- Institution/employer name
- Employer’s address
- Phone
- Dates of employment

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 has been dismissed for unsatisfactory performance or malfeasance will not be considered for certification maintenance.

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.

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. Pro-rate part-time work at 218.75 hours of work per year per credit. Example: if you work half-time (875 hours per year), give yourself 4 credits per year worked. Round fractions up to the nearest whole number.

A.3. Employment with partial archival responsibilities

If claiming partial archival responsibilities, give an estimate of the percentage of time. 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 up to the nearest whole number. **Please note that if sixty percent or more of the work you perform is archival you can also submit credit for records management activities that fall within the archival domains.** Example: Suppose your job duties are divided between archival work and records management duties on the basis of a 60 percent to 40 percent split. Should a percentage of your records management responsibilities, say 20%, be archival in nature, eighty percent of your work would fall under the archival domains. Under such a scenario you could claim full, not partial, employment as an archivist. As a petitioner you should be able to claim credit for all archival duties, whether carried out under your position as archivist or records manager. Please reference the chapter on “Role Delineation Statement for Professional Archivists” in the *ACA Handbook* for examples of work in the archival domains.

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. Pro-rate part-time work at 218.75 hours of work per year per credit. Example: if you work half-time (875 hours per year), give yourself 4 credits per year worked. Round fractions up to the nearest whole number.

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. Managing the work of archivists or administering an archival repository 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.

Pro-rated professional employment: Positions that include a mixture of archival and other professional duties will be 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 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

Section B	Education	Credits Earned
B.1	Course taken in any of the archival domains (Equivalent to university semester [3 hr] or quarter [4 hr] courses. Includes intensive courses of 2 weeks or more)	20
B.2	Graduate degree (M.A., Ph.D.) earned (in any discipline) during the time period. [Credits earned are in addition to archival course credits in Section B.1.]	10
B.3.	Attendance at archival seminars, workshops, institutes, and webinars as follows:	
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)	
B.4.a	Attendance for 3 days or more (not including travel or tours)	9
B.4.b	Attendance for 2 days (not including travel or tours)	6
B.4.c	Attendance for 1 day (not including travel or tours)	3
B.4.d	Attendance for less than 1 day but at least 4 hours (not including travel or tours)	2
B.4.e	Attendance at monthly, semi-monthly, or quarterly meetings of local ARCHIVAL 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]	2
TOTAL CREDITS CLAIMED (Max allowed: 60)		

Numbers 1, 2, 3: Individual courses for which credits are claimed must be in the domains of archival practice.

Petitioners should list only **archival** education. While a general management or technology education might be useful to you in your job, credit is only allowed for educational activities that directly relate to the archival domains. **Attendance**

at records management conferences will not confer credit, but attending a session, or participating in a class, seminar, or workshop sponsored by a records management organization, and dealing with a topic in the archival domains, may be included in the petition.

An exception is given to graduate degrees earned during the period of the petition. Graduate archival education is defined as that outlined by the Society of American Archivists in the 1987 Guidelines for Graduate Education. Graduate education, because of its emphasis on inquiry, research, and explication, is of value inherent to the work of archivists, even when not directly related to archival practice. **Graduate degrees claimed can be in any discipline.**

Number 4: Attendance must be at an archival meeting or conference, or at another meeting related to the domains of archival practice. **Attendance at annual meetings or conferences for records management organizations will not count for credit. Such meetings are largely tailored for professional records managers, with sessions of specific interest to that constituency.** Petitioners should be careful to claim credits for only the educational portions of the meetings. Credit is not allowed for time spent attending receptions or tours.

Attendance at monthly, semi-monthly, or quarterly meetings of local archival groups that have a professional archival program component of approximately one hour will be credited. If the meeting is more in the nature of a social gathering for archivists around a meal or other event that does not have an instruction/educational component, the meeting cannot be credited toward recertification.

Definitions:

Archival courses: Formal classroom work 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: Professional Participation and Outreach

Section C	Professional Participation and Outreach	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 for session	5
C.1.c	Chair/Commentator for session	6
C.1.d	Professional poster session at an archival conference or meeting	2
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.3	Teaching a semester course in an accredited college or university on topics IN THE ARCHIVAL DOMAIN (3 credits per semester hour; pro-rate for quarter hour)	3
C.4	Programs or presentations on ARCHIVAL subjects to any audience given outside working hours that are NOT part of official or assigned job duties (credits per program, presentation, or session)	
C.4.a.	1/2 day or less	3
C.4.b	Over 1/2 day	6
	TOTAL CREDITS CLAIMED (Max allowed: 45)	

Number 1 (a, b, c, and d): Paper given, poster presented, or panel/session chaired, must be on an archival topic. See the definition for “Panelist or chair/commentator” below.

Number 2 (a, b): Workshops must be on archival theory, method, or practice. See the definitions “Archival courses” and “Archival seminars, workshops, institutes” in Section B above. If a workshop is co-taught, both teachers claim equal credit.

If the title of the workshop/seminar/institute/conference you attended, the name of the course you completed, the paper you presented, the talk you gave, the committee on which you served, the publication you prepared, or the type of pro bono work you conducted fail to clearly show archival significance, please provide specific information that demonstrates the relevance of the class or seminar to the [archival domains](#).

The dates and locations for conferences, meetings, workshops, and programs should be documented with as much care as possible.

Credits are accepted for membership and activities in foreign archival organizations. Credits are also 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 promotion or user instruction when they are part of the petitioner’s official or assigned job duties and responsibilities.**

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 day of attendance will consist of attending both morning and afternoon sessions. A half-day of attendance will consist of attending either morning or afternoon sessions. The attendance at monthly, semi-monthly, or quarterly meetings of local archival groups can account for no more than 30 points or one-half of the total points allowed under Section B for the recertification cycle.

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 should be presented in an organized forum, such as a professional meeting of archivists or other professionals, and ordinarily must be presented from a written paper, notes, or outline.

Panelist or chair/commentator: Participation as a panelist or chair and/or commentator at an organized program session on any aspect of archives administration as defined by the [role delineation statement](#).

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

Section D	Professional Service	Credits Earned
D.1	Leadership of archival organization (per year of activity)	
D.1.a	Executive Officer	10
D.1.b	Member of Council or Steering Committee	8
D.1.c	Chair of committee, task force, section, or roundtable	6
D.1.d	Liaison/representative	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) [Do not count ACA or local RM organizations]	
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	Other (please be specific, include length of service)	2
TOTAL CREDITS CLAIMED (Max allowed: 30)		

Numbers 1-3: see Definitions “Archival Leadership,” “Membership,” and “Contributed 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 IV, 1 a-e on the Credits Form.

Membership: Individual membership, per year, in any international, national, regional, or local archival organization that has regular meetings or publications and formal membership roles. **In addition, membership in ARMA and ICRM is also accepted for credit.** The latter national and international organizations are not divorced from archival concerns and membership offers opportunities to participate in activities that relate to the archival domains or to receive publications that include articles on archival issues. **Membership in regional records management groups, however, does not confer any credit,** nor does membership in the Academy of Certified Archivists. A maximum of five (5) points per year may be claimed for a maximum of 25 for a five-year petition.

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. You can include under the “other” category any service-related archival activities not covered by existing categories. For example, mentoring younger archivists, 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, or any other contribution that falls under the aegis of Professional Service.

Section E: Writing, Publishing, Editing

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 domain:	
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 domain:	
E.2.a.i	Book length publication	15
E.2.a.ii	Journal article or chapter in book	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 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, chapter in book	3
E.2.b.iii	Newsletter article (350 words or more)	2
E.3	Editorial activities	
E.3.a	General editor of professional ARCHIVAL journal (per year of activity)	25
E.3.b	Editor of book length ARCHIVAL publication or manual (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) (per year of activity)	10
E.3.e	Editor, web page for an archives or archival organization (per website/per year)	5
	TOTAL CREDITS CLAIMED (Max allowed: 30)	

Numbers 1-5: Co-authors 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 regularly updated blog or web site, include the URL for the site(s) in your qualifying archival experiences document. Note: web work that is part of your job responsibilities does not count for credit here.

Credit cannot be given for publishing, editing, or writing for a publication issued by the archivist's employing institution. These activities are considered work duties and are already credited under Section A: Qualifying Professional Employment. Thus, editing or writing for an institutional newsletter, journal, or promotional material or creating a finding aid to materials within the institutional holdings is not considered creditable under this section.

Articles, chapters, or books, written and submitted during the eligible time period will earn credit even if the actual publication date extends beyond the five-year time frame.

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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