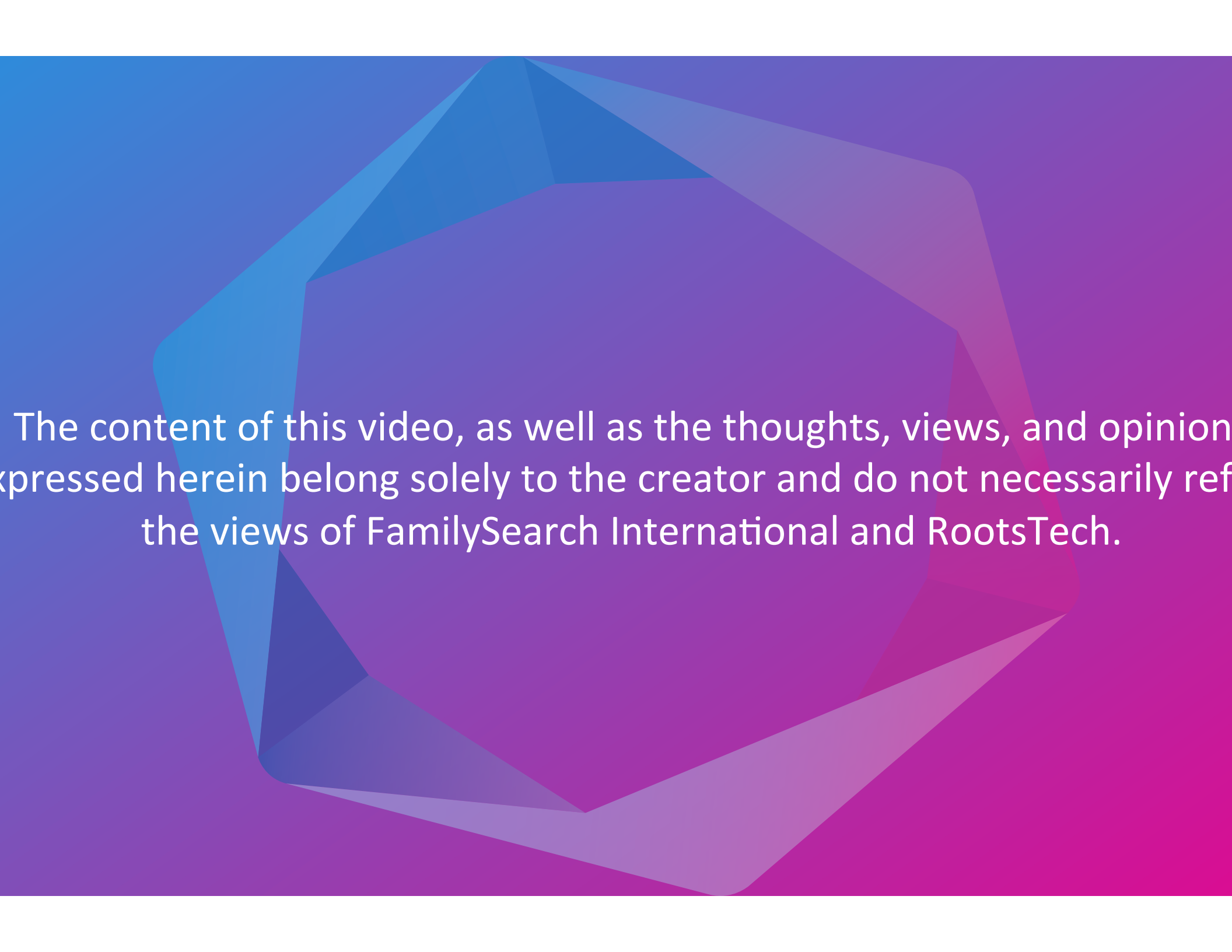




Become A Professional Genealogist

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Overview

- Becoming Certified
 - Why Should I Become Certified?
 - Types of Certification
 - How Do I Know if I'm Ready?
 - How Do I Get Started?
- Building Your Business

Becoming Certified

Why Should I Become Certified?

show you have a certain level of knowledge & competence

get paid doing something you love

odes of Certification in the USA

- Board for Certification of Genealogists (BCG)
<http://www.bcgcertification.org>
- The International Commission for the Accreditation
of Professional Genealogists (AG)
<http://www.icapgen.org>

How Do I Know if I'm Ready?

Questions to ask yourself:

Do you know how to read handwriting

Do you know how to identify and use reliable sources

Can you correctly interpret documents & evaluate evidence

How Do I Know if I'm Ready?

Visit the BCG website

Under the *BCG Learning Center* tab click on
Test Your Document Skills

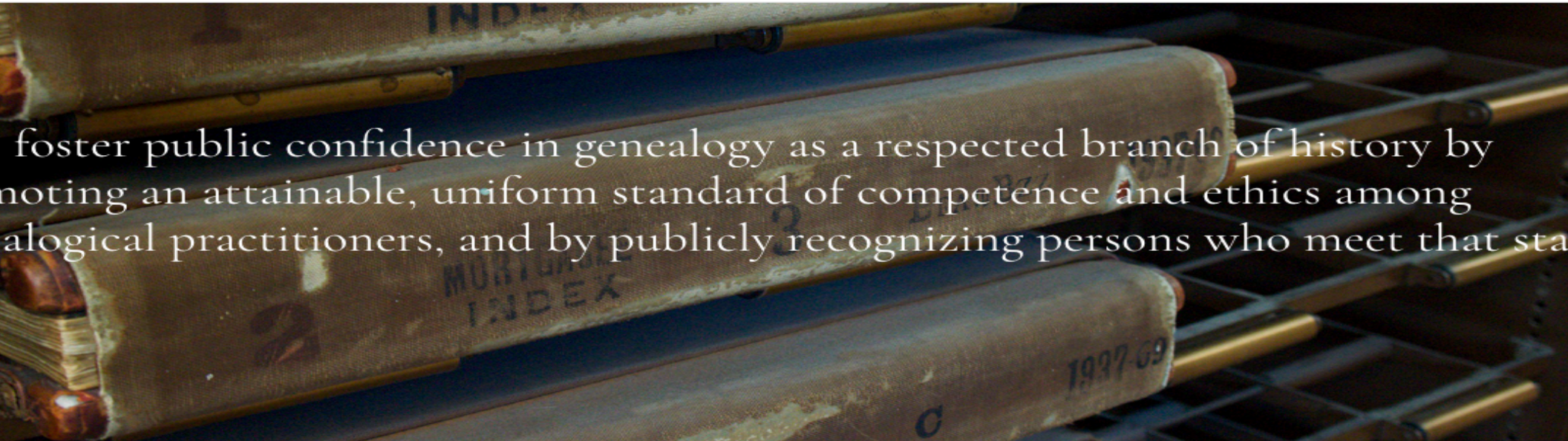
State and National Conferences

Visit the CG booth and look at the portfolio samples
of past applicants.

Take a Course

BCG

BOARD FOR CERTIFICATION OF GENEALOGISTS

[Ethics & Standards](#)[Certification](#)[Why Hire a BCG Associate?](#)[BCG Associates: An Overview](#)[BCG Learning Center](#)[Application Process](#)[Shop](#)

to foster public confidence in genealogy as a respected branch of history by noting an attainable, uniform standard of competence and ethics among genealogical practitioners, and by publicly recognizing persons who meet that standard.

[What is Genealogical Certification?](#)[Become a Certified Genealogist®](#)[Why Hire a BCG Associate?](#)

Incorporated in 1964, BCG is an independent, not-for-profit certifying body that is nationally and internationally recognized. It promotes ethics and standards through its certification program and publications. These publications include *Genealogy Standards*, *Application Guide*, *OnBoard*, its newsletter; and *SpringBoard*, its blog. BCG also promotes ethics and standards through

Our Document Skills

[Resources on Key Skills >](#)[Articles](#)["5-Minute Methodology" Series](#)[Seminar Series](#)[Sample Work Samples](#)[Document Skills](#)[Hand Reading](#)[Activities](#)[Resources >](#)

Document Analysis Skills

Applicants for certification are sent a copy of an historical document that relates to the geographic areas and time periods in which they normally work. The document is chosen based on the research background the applicant specifies on their Preliminary Application Form. Applicants are also asked to submit a document of their own choice and, if possible, a sample of their own work, to undertake specific tasks set out in full in [The BCG Application Guide](#).

This gives an applicant an opportunity to demonstrate the ability to read, transcribe and abstract handwritten documents, analyze their contents, and design an efficient research plan for answering a research question based on clues from the document.

You can test your transcription and abstracting skills by opening each of the sample documents provided here, preparing your own transcription and an abstract, and then comparing your work to the samples below.

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1836 North Carolina Agreement

- [1836 North Carolina Agreement – Document](#)
- [1836 North Carolina Agreement – Transcription](#)
- [1836 North Carolina Agreement – Abstract](#)

1864 South Carolina Will

- [1864 South Carolina Will – Document](#)
- [1864 South Carolina Will – Transcription](#)
- [1864 South Carolina Will – Abstract](#)

1911 South Carolina Deed

- [1911 South Carolina Deed – Document](#)
- [1911 South Carolina Deed – Transcription](#)
- [1911 South Carolina Deed – Abstract](#)

How Do I Get Started? Becoming a CG

Step 1: Acquire the knowledge and skills needed to certify. Adequate experience is essential!

Step 2: Complete the application form and pay the initial application fee.

Step 3: Complete the required portfolio.

Step 4: Submit the completed portfolio and the final application fee.

What Costs are Involved?

	BCG	
elim. Application	\$75	
al Application	\$300	
<i>Annual Maintenance</i>	<i>\$75</i>	
renewal	\$300	every 5 years

e CG Portfolio

ection 1: Code of Ethics

ection 2: Resume

ection 3: Board Supplied Document

ection 4: Applicant Supplied Document

ection 5: Client Project

ection 6: Conflicting Evidence Report

ection 7: Kinship Report

Tips for Submitting a Good Portfolio

Follow the guidelines and deadlines!

Properly cite your sources

Compare your submission against the rubric

Make your portfolio attractive and easy to use

INDICATOR ↓	MEETS STANDARDS	PARTIALLY MEETS STANDARDS
CS3. Quality of evidence Standards 35–39, 44, 46, 51 (bullet 3)	Evidence is drawn from reliable sources and information, and the use of any evidence of low credibility is logically defended.	Some evidence is drawn from reliable sources and information, but the high credibility of several items is not recognized, or a few items of low credibility are used without justification.
CS4. Correlation and assembly of evidence Standards 40, 42–43, 45, 47, 53, 57–59	The most significant connections and contradictions in evidence are discussed; irrelevant information is excluded; and any conflicting evidence is presented fully and accurately.	A few significant connections or contradictions in evidence are overlooked; or discussion makes it difficult to see connections and contradictions.
CS5. Resolution of conflicting evidence Standard 48	Conflict resolutions are logical.	Conflict resolutions are plausible but not fully clear or persuasive.

INDICATOR ↓	DOES NOT MEET STANDARDS	UNDETERMINED
CS3. Quality of evidence Standards 35–39, 44, 46, 51 (bullet 3)	Much evidence is drawn from unreliable sources and information without any justification.	The applicant did not follow <i>Application Guide</i> directions closely enough to provide the evidence needed to evaluate this indicator; or an unmet standard in another part of the work impedes evaluation.
CS4. Correlation and assembly of evidence Standards 40, 42–43, 45, 47, 53, 57–59	The conclusion is based on one source, so no correlation of evidence is involved; or many points of agreement or disagreement in evidence from multiple sources are not acknowledged; irrelevant information is not recognized; or contradictory evidence is omitted or presented inaccurately.	The applicant did not follow <i>Application Guide</i> directions closely enough to provide the evidence needed to evaluate this indicator; or an unmet standard in another part of the work impedes evaluation.
CS5. Resolution of conflicting evidence Standard 48	Conflicting evidence is left unresolved; or most conflict resolutions are illogical, unclear or unconvincing.	The applicant did not follow <i>Application Guide</i> directions closely enough to provide the evidence needed to evaluate this indicator; or an unmet standard in another part of the work impedes evaluation.
		NOT APPLICABLE No conflicting evidence.



ICAPGen

The International Commission for the Accreditation of Professional Genealogists

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International Commission for the Accreditation of Professional Genealogists, internationally accredited as ICAPGen, sets standards for the genealogical community through comprehensive written examinations.

a recent update, we've discovered that some users are unable to log in. Before trying to log in to your account, click on the link to [Logout](#) and then try logging again. This workaround has been used successfully by our users. We hope to have the issue resolved soon.

What's New?

- [Conferences & Events](#)
- [Our Blog](#)
- [Find an AG® Professional](#)
- [New AG® Professionals](#)
- [Recently Renewed AG® Professionals](#)
- [Accredited Genealogist Speakers](#)

Become an AG® Professional

- [Applicants in Process](#)

<http://www.icapgen.org>

How Do I Get Started? Becoming an AG

Level 1: Complete the questionnaire, contact information form, signed confidentiality agreement, and submit a four-generation research project.

Level 2: Complete four sections of a written exam, which tests general knowledge of history, geography, methodology, records, etc. The test also includes specific questions related to your chosen region.

Level 3: Complete two sections of a written exam, which tests data analysis, search planning, methodology, and report writing. It concludes with a final interview.

Applicants who successfully pass all three levels are recognized as Accredited Genealogist professionals.

What Costs are Involved?

	APG <i>Onsite</i>	APG <i>Offsite</i>
Level 1	\$100	
Level 2	\$100	\$200
Level 3	\$100	\$200
<i>Annual Maintenance</i>	<i>\$60</i>	
Take Fee	\$50	

Renewal (every 5 years on each credential)

Building Your Business

ng a Successful Professional Genealogist

Once you become certified it will take time to build your business

Determine your angle / area of expertise

Will you work for yourself or for another genealogy company

Referrals – online or word of mouth

ys to Earn Income

Client research

Lineage society applications

Managing projects for your own business or as part of a company

Heir searches for lawyers

Digital photography projects

Publishing family books

Publishing genealogy research / instruction books

Lecturing at local, state, or national conferences

Giving webinars

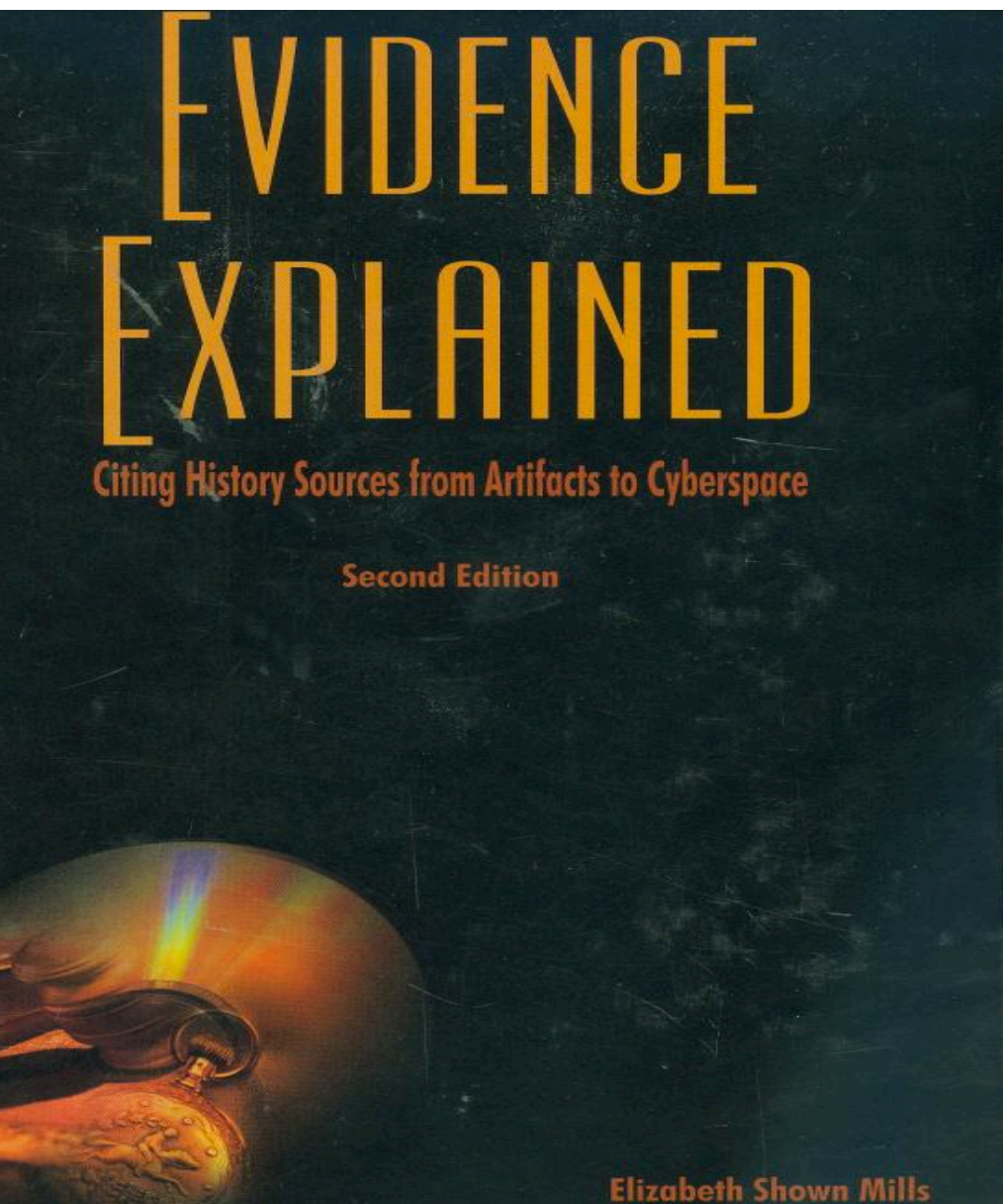
Teaching at a community college

Starting Your Business

If you plan on working your own business you need to do the following:

- 1) Submit your information to the certifying organization and/or other websites (APG)
- 2) Create a business website / Facebook page / blog
- 3) Print business cards
- 4) Create a client contract
- 5) Keep track of your income and expenses

Helpful Resources

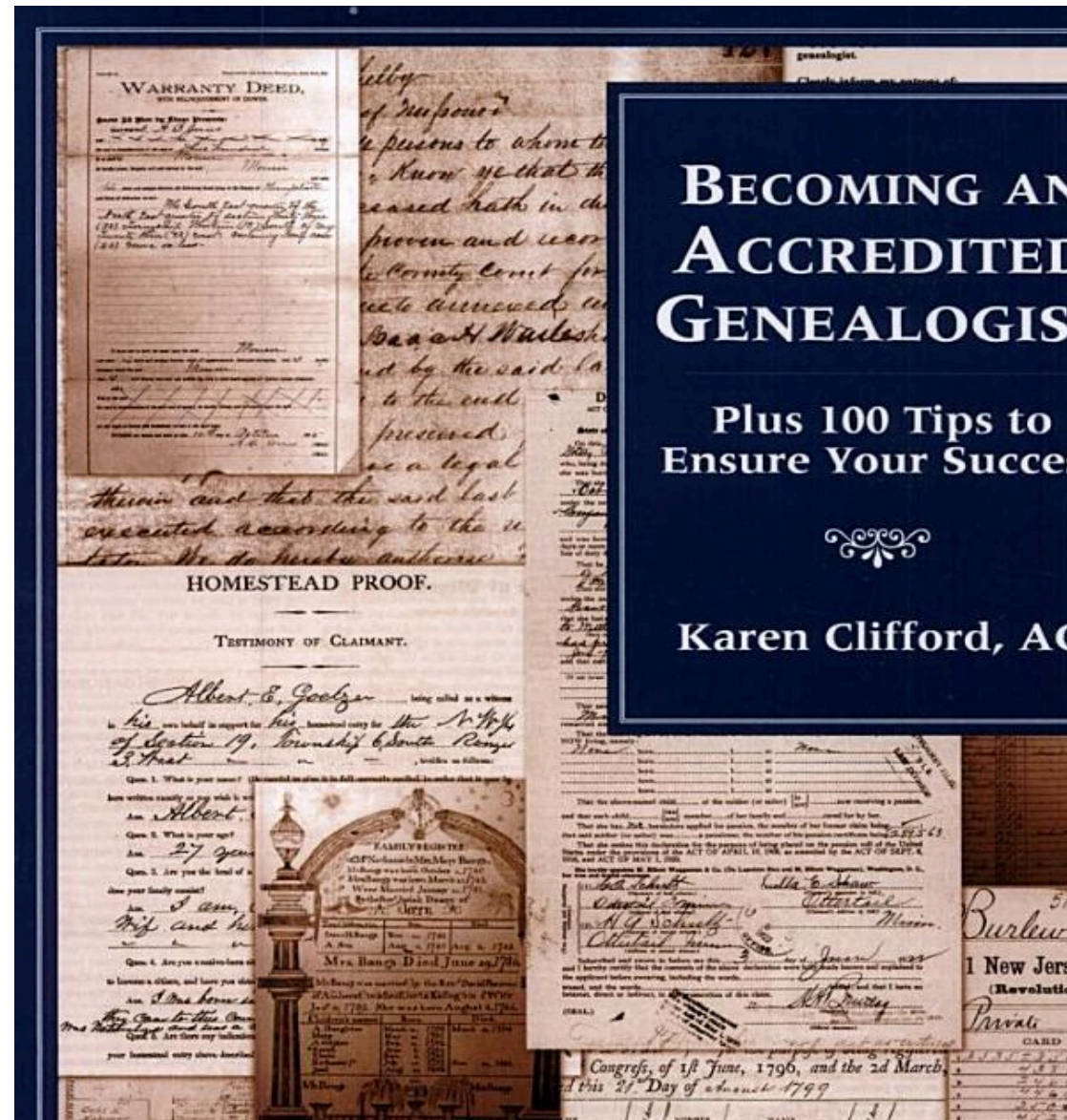


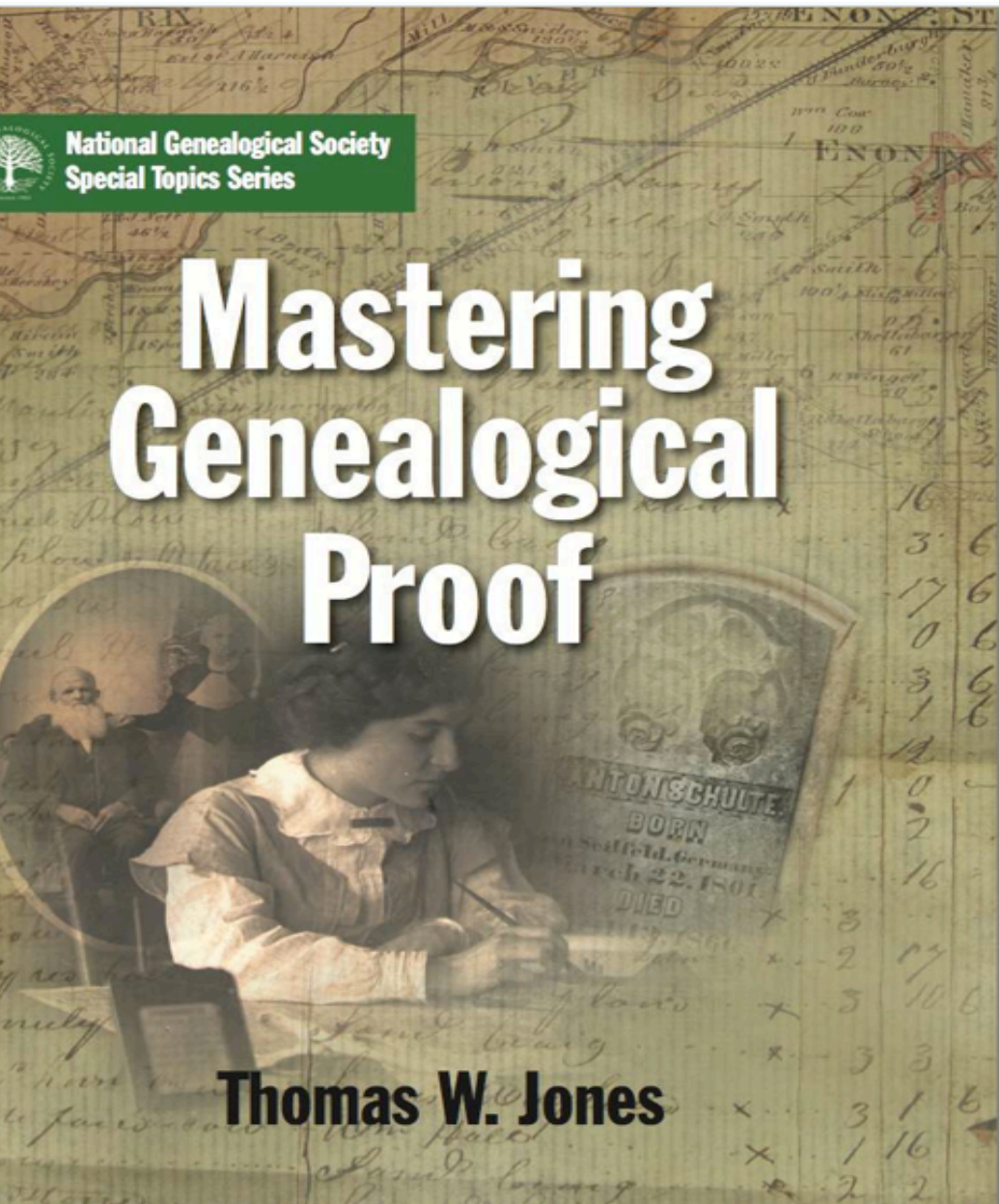
Evidence Explained

- Must have book if you want to certify
- Provides proper citation format for all types of records from various repositories

Becoming an Accredited Genealogist

Helps you prepare to become an AG





Mastering Genealogical Proof

- Helpful for understanding analysis, correlation and written proof

Recap

Prepare by volunteering or taking genealogy courses

Pay the fees and submit your portfolio within the deadline

Market yourself by building a business website, Facebook page
and printing business cards

Continue to build your skills through client work, reading the N
r similar quarterlies, and attending genealogy conferences

Have fun getting paid doing something you love!



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