

For more information about the Academy of Certified Archivists, and to begin the certification process, please visit our website:

www.certifiedarchivists.org

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BECOMING CERTIFIED

Qualifications

Certified archivists must pass the certification exam. Before qualifying to take the exam, applicants must achieve one of the following:

- A master's degree that includes nine semester or twelve quarter hours in archives and a minimum of one year qualifying experience.
- A master's degree in any field and two years qualifying experience.

Provisional Certification

Applicants who hold a master's degree with nine semester or twelve quarter hours in archives may sit for the exam before achieving one year of qualifying experience. Full certification is granted after the required experience is achieved.

Testing Locations

The examination is administered throughout the United States once per year. The date coincides with the annual meeting of the Society of American Archivists. One examination site is at the Society of American Archivists' annual meeting. Four other sites are selected to provide as much geographic variety as possible. The exam will also be offered in any city nominated by five or more applicants as a "pick your site" location.

WHAT DOES THE EXAM COVER?

Each examination is developed by a team of archivists and a professional psychometrician. While each test is unique, every question is tied directly to the North American professional literature and the domains of essential professional knowledge of archival practice.

- Selection, Appraisal, and Acquisition
- Arrangement and Description
- Reference and Access
- Preservation and Protection
- Outreach, Advocacy, and Promotion
- Program Management
- Professional, Ethical, and Legal

“We benefit every day from having certified archivists on our staff. Having independent recognition of their professionalism helps demonstrate that we take our work in Arkansas history very seriously. To a great extent, our investment in our CAs helps convince constituents that we are a good investment for them.”

— David Stricklin, Head,
Butler Center for Arkansas Studies



Academy
of
Certified Archivists

In service to the profession since 1989



Within the archival profession, certification is a mark of attainment, distinction, and commitment

WHAT IS THE ACADEMY OF CERTIFIED ARCHIVISTS?

The Academy of Certified Archivists (ACA) is an independent, non-profit organization for certifying professional archivists. It is governed by a board of officers and regents elected by the membership.



The ACA maintains standards by which archivists become certified and administers the certification examination each year.

Since its creation, more than 1,000 archivists have been certified by meeting standards of experience and education, and by passing the certification exam. Members are identified with the initials "CA."

The ACA constantly evaluates and revises the exam to ensure it reflects current practices.

The ACA supervises certification maintenance, by which certified archivists remain current in their knowledge and receive recognition for their professional contributions.

On its website, the ACA maintains a database of certified archivists so employers have ready access to archivists who meet certification standards.

Working with other regional, national, and international archival organizations, the ACA strives to identify and promote understanding of archival goals, ethics, and standards.



BENEFITS OF CERTIFICATION

Becoming certified requires you to have a broad knowledge of archives in seven distinct areas.

To maintain your credentials one must either engage in professional development activities and recertify by petition or recertify by examination, keeping your skills and knowledge base current.

Archivists must be recertified every five years.

Certification gives you a competitive edge in the job market.

Certification sets you apart from others with only MA or MLIS degrees.

Recertification recognizes and rewards your contributions to the profession.

“Becoming certified has forced me to become familiar with areas of the archival profession that I do not engage in on a regular basis, such as **legal responsibilities and outreach**. The Certified Archivist credential has helped to **shape my abilities** into those of a well-rounded archivist, which is **highly valued** by my employer.”

— Jennifer Andreola, CA
The History Factory