



AG[®] Credential Preparation Seminar

ICAPGenSM announces a free one-day seminar to help prepare genealogists to become accredited. The seminar will be conducted on Tuesday, April 27, 2010 which is one day prior to the 2010 National Genealogical Society Conference in Salt Lake City. (Please refer to the reverse side of this flyer for location, times, and seminar agenda.)

AG[®] presenters will discuss each section of the accreditation process from preparing the application to taking the written competency test and oral review. Participants will have the opportunity to:

- hear about the benefits of receiving a credential
- learn how to complete an application form to best represent one's experience and level of knowledge
- find out how to compose an effective, quality client report and assemble accompanying documents to complete the required application project packet
- view sample test questions
- practice timed test segments
- observe a mock oral review

This seminar will be most helpful for the following individuals:

- applicants currently preparing their accreditation projects
- applicants who plan to schedule their written test during 2010
- individuals who plan to submit their application during 2010

Space is limited so early registration is recommended. To register for the free one-day seminar, please include your name, phone number, address, and area in which you plan to become accredited in an e-mail response to icapgenmentoring@comcast.net. You must be registered to attend.

The ICAPGenSM service mark and the Accredited Genealogist[®] and AG[®] are registered marks of the International Commission for the Accreditation of Professional Genealogists.



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Location: Church History Museum Auditorium, Salt Lake City, Utah (The Museum is located directly north of the Family History Library. The Auditorium is downstairs.)

Date: Tuesday, April 27, 2010

Time: Auditorium opens 8:00 a.m.

Seminar 8:30 a.m.-12:00 p.m.; 1:00 p.m. – 4:30 p.m.

Topic	Description	Time
Introduction	<ul style="list-style-type: none"> ▪ Purpose of the seminar ▪ Benefits of becoming accredited ▪ Using the ICAPGen web site to help you complete the accreditation process 	8:30-8:45
Application Form	<ul style="list-style-type: none"> ▪ Areas of accreditation ▪ Completion of the Application Form (Experience Chart, Education, etc.) ▪ Hands-on: experience and education portions of the application 	8:45-9:45
Application Project	<ul style="list-style-type: none"> ▪ Project requirements ▪ Project selection ▪ Client report (elements of a good client report, format, footnotes, source citation, use of original and compiled sources, variety of sources) ▪ Accompanying documents (photocopies, sourced FGRs, PC) ▪ Rate Your Own Application ▪ RGDP ▪ Hands-on: practice citing sources, formatting footnotes, creating a report outline, stating an objective and conclusion 	10:00-11:20
Written Test	<ul style="list-style-type: none"> ▪ Logistics (where, when, how long, fee, options if fail, items to bring) ▪ Test preparation ▪ Overview of each test section with sample test questions ▪ Hands-on: Timed practice with sample test questions 	11:20-12:00; 1:00-3:00
Oral Review	<ul style="list-style-type: none"> ▪ Logistics (where, when, how long, the panel) ▪ Preparation ▪ Topics that may be covered during the oral review (project review, test review, general Q&A) ▪ Demonstration: mock oral review 	3:15-4:20
Closing Remarks	<ul style="list-style-type: none"> ▪ Monthly mentoring sessions ▪ Virtual sessions 	4:20-4:30