



Louisiana Associate Genealogist

Instructions

1. Minimum Qualifications

- Either 2 years of genealogy experience or 1 year of Louisiana genealogy experience (personal/family research, professional research for clients, teaching, speaking, or any combination thereof)
- 2 examples of genealogical work (your own, family, or clients)
- 2 references from family members, clients, or others who can attest to your work in genealogy
- Completion of a genealogy course or published a genealogy article/book or a bachelor's degree (in any field of study) from an accredited university
- Must be a U.S. citizen and over 21 years of age
- Never convicted of a felony
- Agree to abide by the Code of Ethics

2. Renewal and Verification

- Certification expires every 5 years but can be renewed by completing the same application
- Your name, email address, date of certification, and Louisiana Associate Genealogist number will be verifiable online at www.laghs.com

3. Code of Ethics

Each Louisiana Associate Genealogist (LAG) agrees to:

- Conduct themselves in a professional, legal, and ethical manner
- Protect, safeguard, and hold confidential their client's information
- Never engage in illegal, deceptive, misleading, or unethical practices
- Clearly inform all clients of the fee schedule in advance, the use of others or third parties in the discharge of their work, methods of reporting progress and findings, areas of certification, and status as a LAG
- Never advertise or otherwise represent services or certification status in a misleading or deceptive manner
- Utilize an accounting system to manage costs, funds, and client invoicing
- Hold harmless and indemnify the Louisiana Genealogical and Historical Society (LGHS) and its representatives from any and all claims, suits, causes of action, losses, damages, liabilities, costs, charges, and expenses arising from or related

to: (i) the LAG's exercise of any of their rights and/or obligations under the terms of this agreement; (ii) any actions performed or neglected to be performed by the LAG or any third parties under their direction and/or control; and (iii) any breach of this agreement by the LAG

- allow LGHS to inspect and review any materials the LAG has produced that bear any LGHS markings to ensure these marks are being used properly and to cooperate with LGHS in implementing any corrective measures that LGHS may require of the LAG

4. Application Instructions

- Personal Information
 - Complete all sections
 - If you are renewing your certification, enter your LAG number
- Education
 - Provide high school diploma and university degree information
- Certifications & Post-Graduate Work
 - Provide any information on certifications and post-graduate work (does not have to be genealogy related)
- Genealogy Courses, Programs, & Certifications
 - This is the section to provide genealogy-specific information
 - Online courses and certifications are applicable
- Your Published Genealogy Articles or Books
 - If any of your works on genealogy have been published, please provide the title, date of publication, and the name of the journal or newsletter
- Genealogy Experience
 - Enter the years of experience you have in genealogy
 - Enter the years of experience you have in Louisiana-specific genealogy
- References
 - Provide 2 references from family members, clients, or others who can attest to your work in genealogy
- Checklist
 - Check each block after completing
- Signature
 - Sign and date the application
- Payment and mail
 - Sign and date the application
 - Make checks (personal, business, cashiers, or money order) payable to: Louisiana Genealogical and Historical Society
 - Mail completed application and check (personal, business, cashiers or money order) to: Louisiana Genealogical and Historical Society, 368 Holly Estates Road, Anacoco, LA 71403
 - LGHS recommends you mail the application via USPS with tracking
 - Include a copy of your resume, professional biography, your own genealogy chart or pedigree chart, and a copy of a government issued ID card matching the applicant's name (you may redact confidential information)

- Include 2 examples of your genealogical work (could be work done for a family member, client, or general research)
- If applicable, include no more than 3 examples of any published articles you have written on genealogy.
- Direct inquiries to info@laghs.com or melissa.collins@laghs.com. All payments are nonrefundable.
- Allow 6-8 weeks for processing
- Additional information about LGHS and certifications can be found at: www.laghs.com