



## Louisiana Certified Heraldist

# Instructions

### 1. Minimum Qualifications

- 5 years of heraldry experience (personal/family research, professional research for clients, teaching, speaking, designing, or any combination thereof)
- 2 examples of heraldry work (your own, family, or clients)
- 2 references from family members, clients, or others who can attest to your work in heraldry
- 3 years of membership in a genealogical or heraldry society
- Completion of 40 hours of heraldry courses
- 3 years of certification in genealogy from the LGHS (LPG) or 5 years as a LGHS LAG or published 2 heraldry articles in a recognized journal or published a book on heraldry through a recognized publisher or a master's degree (in any field of study) from an accredited university
- Must own a copy of the *Armorial General* by Johannes Baptiste Rietstap
- Must be a U.S. citizen and over 25 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 Certified Heraldist number will be verifiable online at [www.laghs.com](http://www.laghs.com)

### 3. Code of Ethics

Each Louisiana Certified Heraldist (LCH) 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 LCH

- 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 LCH'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 LCH or any third parties under their direction and/or control; and (iii) any breach of this agreement by the LCH
- allow LGHS to inspect and review any materials the LCH 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 LCH

#### **4. Application Instructions**

- Personal Information
  - Complete all sections
  - If you are renewing your certification, enter your LCH 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 heraldry or genealogy related)
- Heraldry and Genealogy Courses, Programs, & Certifications
  - This is the section to provide heraldry and genealogy specific information
  - Online courses and certifications are applicable
- Your Published Heraldry Articles or Books
  - If any of your works on heraldry 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 heraldry
  - Enter the years of membership you have in a genealogical or heraldry society and the name of the society
  - If you are or were a Louisiana Associate Genealogist or Louisiana Professional Genealogist, enter your LAG/LPG number and years of experience
- References
  - Provide 2 references from family members, clients, or others who can attest to your work in heraldry
- 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)
- Enclose an essay explaining your interest or reason for becoming a Louisiana Certified Heraldist (no more than 1,000 words)
- Include 2 examples of your heraldry 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 heraldry.
- Direct inquiries to [info@laghs.com](mailto:info@laghs.com) or [melissa.collins@laghs.com](mailto: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](http://www.laghs.com)