



# Louisiana Professional Genealogist

## Instructions

### 1. Minimum Qualifications

- Either 5 years of genealogy experience or 3 years of Louisiana genealogy experience (personal/family research, professional research for clients, teaching, speaking, or any combination thereof)
- 3 examples of genealogical work (your own, family, or clients)
- 3 references from family members, clients, or others who can attest to your work in genealogy
- 3 years of membership in a genealogical society
- Completion of 80 hours of genealogy courses or certification in genealogy from an approved organization or 3 years as a Louisiana Associate Genealogist (LAG)
- 3 years as a certified genealogist from an approved organization or 5 years as a LAG or published 2 genealogy articles in a recognized journal or published a book on genealogy through a recognized publisher or a master's degree (in any field of study) from an accredited university
- 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 Professional Genealogist number will be verifiable online at [www.laghs.com](http://www.laghs.com)

### 3. Code of Ethics

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

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

- Personal Information
  - Complete all sections
  - If you are renewing your certification, enter your LPG 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
  - Enter the years of membership you have in a genealogical society and the name of the society
  - If you are or were a Louisiana Associate Genealogist, enter your LAG number and years of experience
- References
  - Provide 3 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)
  - Enclose an essay explaining your interest or reason for becoming a Louisiana Professional Genealogist (no more than 1,000 words)
  - Include 3 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](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)