

Membership Application

CAFG Member Sponsoring you:

Personal Information

Use this info to contact me

Name

Address

City

State

Zip

Country

Phone

Email

Business Information

Use this info to contact me

Name

Address

City

State

Zip

Country

Phone

Email

Genealogical Credentials

Board for Certification of Genealogists (BCG) TM

Certificate Number

Granted

Expires

International Commission for the Accreditation of Professional Genealogists (ICAPGen) TM

Accreditation Type

Date

Accreditation Type

Date

General Education

High School

College/Degree

College/Degree

College/Degree

Experience

Describe Your Business- check one

Take some paying clients, but not a regular case load

I have other employment and my genealogy business is part-time

My business is approaching full-time, but not quite there yet

I work full-time in my genealogy business

I work full-time for someone else's genealogy business

Describe the Nature of Your Practice

Percent of family history research Percent lineage society applications

Percent other specialty Percent forensic work

Estimate billable hours over the past two years

Estimate how many cases do these hours represent of successful cases

If you have had any cases in which your report was challenged, describe the outcome below:

Attach pages if needed

List states and/or jurisdictions which you have written reports for:

Attach pages if needed

Describe your forensic genealogical experience:

Attach pages if needed

Genealogical Education

CAFG Foundations	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
CAFG Advanced	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
CAFG Genetics Course	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
CAFG Master Practicum	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>

BU Genealogical Essentials Course	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
BU Genealogical Certificate Program	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
BYU Certificate in Family History	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
IGHR Intermediate Gen & His. Studies	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
IGHR Adv. Methodology & Evidence	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
IGHR Adv. Library: Law & Govt Docs	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
Nat .Inst. Genealogical Studies (NIGR)	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>

National Institute for Genealogical Studies (Toronto)

Certificate Name	<input type="text"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
Certificate Name	<input type="text"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
Certificate Name	<input type="text"/>	Date	<input type="text"/>	Completed?	<input type="text"/>

NGS Home Study Course	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
ProGen Study Group (19 month)	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
Reg. Gen. Stud. Alliance (RIGSA)	<input type="checkbox"/>	Date	<input type="text"/>	Completed?	<input type="text"/>
SLIG: Advanced Genealogical Methods		Date	<input type="text"/>	Completed?	<input type="text"/>
SLIG: Adv. Evidence Analysis Practicum		Date	<input type="text"/>	Completed?	<input type="text"/>
SLIG: Becoming a Professional Genealogist		Date	<input type="text"/>	Completed?	<input type="text"/>
SLIG: Principles of Forensic Genealogy		Date	<input type="text"/>	Completed?	<input type="text"/>
U of Washington Cert. in Gen. & Fam. Hist.		Date	<input type="text"/>	Completed?	<input type="text"/>
Other		Date	<input type="text"/>	Completed?	<input type="text"/>

Many other courses have been approved by CAFG for professional development. If you have attended other coursework you would like to have considered, please list them below, the date(s) attended, and whether you completed the course or if you are currently enrolled. Attach additional sheets if needed.

Attach pages if needed

Additional Instructions

The membership application is just one part of your application packet. Please prepare the following documents and submit them along with this application as **one** pdf to membership@forensicgenealogists.org.

Client Report: The report you submit for membership consideration should be professionally prepared using the Genealogical Proof Standard with all sources properly cited to the standards set out in *Evidence Explained: Citing History Sources from Artifacts to Cyberspace* edited by Elizabeth Shown Mills. The body of the report should be at least 3 pages long with total pages (including exhibits) less than 30 pages. You may redact living persons. Examples of forensic reports are available to review on the CAFG website.

Sponsorship: New members must be sponsored for membership. If you do not have a sponsor one will be assigned to you as part of the membership process. You may request a sponsor before submitting your materials and ask that they guide you in preparing your membership packet.

Dues: If you are accepted you will be notified and membership fees will be due at that time.

Application Checklist

Completed and signed application

Resume (not more than 3 pages)

Client Report, preferably forensic (not more than 30 pages)

Signed Standards of Practice and Conduct

Statement of why you want to be a forensic genealogist (Level 1)

I have never pled guilty to or been convicted of a felony (or explain below).

Attach pages as needed.

The representations made in this membership application are true to the best of my knowledge and I have not knowingly made any misrepresentation.

Signed By

Date

Please sign and date the bottom of this page.

Standards of Practice and Conduct

As a member of the Council for the Advancement of Forensic Genealogy, I agree to support the mission and vision of the organization and to adhere to these Standards of Practice and Conduct:

1. Not take a forensic genealogy case on a speculative, contingent, percentage, or outcome-based fee agreement as many jurisdictions have found this constitutes a conflict of interest;
2. Not recruit beneficiaries or heirs for my own business, for other firms, or for attorneys;
3. Strive for the highest level of professional and ethical conduct;
4. Strive for the highest level of truth and accuracy in all phases of my work, including but not limited to client relations, advertising, fees and payments, and representation of my experience, education, and credentials;
5. Act in the best interest of my Client;
6. Undertake Client work only upon completion of a written agreement, client contract, or retention agreement which expresses in sufficient detail the scope of the project, fees and charges, deadlines, and other pertinent details;
7. As far as legally and reasonably possible, I will protect the privacy of my Client and that of living people discovered in my research or named in my reports;
8. Provide factual reports supported by documentation and complete source citations in accordance with currently accepted standards of the profession, insofar as they do not conflict with applicable law or the rules of evidence that apply to the forensic matters that I handle, giving proper credit to those from whom I receive information;
9. Present opinions that are reasonably based on the proper types of evidence, reached through sound deductive processes, and presented in rational form;
10. Refrain from withholding or suppressing information that may be of interest to my Client or affect the outcome of a project;
11. Not knowingly violate copyright or other local, state or federal laws;
12. Comply with all federal, state, and local business licensing and reporting requirements.

Adopted 14 June 2011, Revised 26 June 2011

I agree to adhere to the above Standards of Practice and Conduct.

Signed By

Date

Membership Levels

Level I (Entry)

- > Completion of two approved courses or their equivalent approved by CAFG.
- > Submission of a well-written, source cited genealogical research report or affidavit, which may be based on pro-bono, client, or personal research completed within the past five years.
- > Personal statement as to why you want to be a forensic genealogist (500 words or less).

Level II

- > Attainment of all requirements of Level I.
- > 100 hours of client/employer genealogical research for others (not your own family), half of which may be pro-bono.
- > Submission of a well-written, source-cited genealogical research report or affidavit, which may be based on pro-bono, client, or personal research completed within the past five years.

Level III

- > Attainment of all requirements of Level II, and two years of substantial and continuous work as a professional genealogist.
- > 200 client/employer hours in forensic work, half of which may be pro-bono, completed within the past five years.
- > Submission of a well-written, source-cited genealogical research report or affidavit, which may be based on pro-bono, client, or personal research completed within the past five years.

Level IV

- > Attainment of all requirements of Level III, and at least three years of substantial and continuous work as a professional genealogist.
- > 750 client/employer hours in forensic work, half of which may be pro-bono, completed within the past five years.
- > Submission of a well-written, source-cited genealogical research report or affidavit, which may be based on pro-bono, client, or personal research completed within the past five years.

New Requirements of All Members - adopted June 2014

After acceptance to CAFG, all members will be required to complete at least 15 hours of continuing education annually. These hours must be reported on CAFG's reporting spreadsheet (download from website) and submitted with annual membership renewals and dues after June 1, 2015.

Applications to each higher level of membership must include a new well-written, source-cited genealogical research report or affidavit reflecting the knowledge, experience, and professionalism expected at each higher level. Applicants should review examples of acceptable reports before submitting an application.