Are you ready to become a professional? You may be, if you can answer “YES!” to the following questions...

☑ Do you have extensive experience in the genealogical specialty that you select as your profession?

☑ Do you have the financial-management skills to be self-employed?

☑ Do you have the time-management skills to schedule your workload, stay on task, meet deadlines, and produce results?

☑ Do you have the written and oral communication skills necessary to negotiate contracts, convey results, and build good relationships with clients?

☑ Do you enjoy solving problems and dealing with clients or students in a service-oriented environment?

☑ Have you read Professional Genealogy...A Manual for Researchers, Writers, Editors, Lecturers, and Librarians?

☑ Have you developed a business plan and set realistic goals?

☑ Have you developed a marketing plan?

☑ Have you attended regional and national genealogical conferences to learn about the genealogical specialty in which you are working?

☑ Are you a member of the APG?

Are you ready to become a professional? You may be, if you can answer “YES!” to the following questions...

ADOPTION SPECIALISTS
AMERICAN INDIAN SPECIALISTS
ARCHIVISTS
BOOKSELLERS
COLUMNISTS
CONFERENCE PLANNERS
EDITORS
GEOLOGISTS/RESEARCHERS
GENETIC SPECIALISTS
HEIR SEARCHERS
HISTORIANS
HOUSE HISTORIANS
INDEXERS
INSTRUCTORS
LECTURERS
LIBRARIANS
LINEAGE SPECIALISTS
PHOTOGRAPHIC EXPERTS
PUBLISHERS
REUNION PLANNERS
TECHNOLOGY SPECIALISTS
TRANSLATORS
TRAVEL & TOURS
WEB DESIGNERS
WRITERS

Build a career under the umbrella

www.apgen.org

As you plan to offer genealogical services on a fee basis, the Association of Professional Genealogists has some guidance to offer.
**EDUCATION**

**FORMAL EDUCATION**
Modern genealogists come from a wide variety of educational backgrounds. Formal education will help you develop the skills you need to be successful. Many universities offer online classes for business management, technology, and other relevant skills. Additional education opportunities specific to genealogy are available through Brigham Young University, International Society for British Genealogy and Family History, National Institute for Genealogical Studies, National Institute on Genealogical Research, Regional In-depth Genealogical Studies Alliance, Salt Lake Institute of Genealogy, Samford University Institute of Genealogy and Historical Research, and the University of Washington Genealogy and Family History Certificate Program. Your local community college may have a family history program as well.

**CONFERENCES**
Attending national genealogical conferences such as those sponsored by the Federation of Genealogical Societies (FGS), and the National Genealogical Society (NGS) will boost your career dramatically. The APG hosts an annual Professional Management Conference (PMC) to help build your professional skills. Read more about the PMC at www.apgen.org.

**SKILL BUILDING**
Sharpen your skills and stay abreast of the industry by reading books and articles by experts. The APG Quarterly provides valuable articles and information about professional genealogy. An index to articles from past editions is available online at www.apgen.org. APG members also receive a discount on books at the online bookstore.

**EXPERIENCE**
An excellent way to judge whether your skills are at the professional level is to explore the requirements of major genealogical testing programs. These include the Board for Certification of Genealogists at www.bcgcertification.org and the International Commission for the Accreditation of Professional Genealogists at www.icapgen.org. Whether or not you decide to become certified or accredited, exploring these programs will help you objectively evaluate and improve your genealogical skills.

**ENTREPRENEURSHIP**

**BUSINESS SKILLS**
- Time Management
- Financial Management
- Customer Service
- Contract Management
- Project Management
- Business Writing
- Organization
- Marketing and Sales

**STANDARDS OF PROFESSIONALISM**
A professional genealogist should always produce work that meets an acceptable professional standard. Attributes that help define professionalism include:

- Adhering to an ethical standard of conduct. Consult the Code of Ethics required of all APG members at www.apgen.org/ethics;
- Using good written and spoken language. This includes proper grammar, correct terminology, and accurate spelling or pronunciation;
- Appropriately citing sources, and following other accepted conventions in genealogical research;
- Completing assignments efficiently—on time and on budget. This includes describing the scope of work, and accurately estimating the time and budget needed.

**A NETWORK OF PROFESSIONALS**
The Association of Professional Genealogists is an independent organization with nearly 2,000 members worldwide whose principal purpose is to support professional genealogists in all phases of their work.

Networking with members of the APG at conferences and through the APG online community will help you establish relationships with other professionals in your area of expertise. Working with other professionals will not only help you build your business but will also provide you with rewarding education and lasting friendships.

**ASSOCIATION OF PROFESSIONAL GENEALOGISTS**
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