Proposal to Amend Recertification Requirements - Society of American Archivists (SAA) Digital Archives Specialist (DAS) Certificate
DRAFT

I. Executive Summary
This proposal seeks to amend the recertification requirements and process of the Digital Archives Specialist (DAS).

II. Background Information
The SAA Digital Archives Specialist certificate program was introduced in 2012.
"*SAA is committed to providing education and training to ensure that archivists adopt appropriate practices for appraising, capturing, preserving, and providing access to electronic records. That's why we've developed the Digital Archives Specialist (DAS) Curriculum and Certificate Program, designed to provide you with the information and tools you need to manage the demands of born-digital records.*"
(https://www2.archivists.org/prof-education/das)

Certification is to be renewed every five years which is necessary to remain abreast of technological developments and other considerations; however, certificate holders face a limited DAS course catalog. This creates pressure on the DAS Subcommittee to add new courses. DAS Subcommittee members seeking recertification have the additional challenge of even more restricted course options, because they have already attended multiple courses as part of their liaison duties.

III. Current Status
The SAA website states:

Maintaining Your DAS Certificate

The DAS Certificate is valid for five years. DAS certificate holders who wish to renew their certificates will need to complete four courses from the DAS course list, provided the following:

- Renewal classes may be a combination of courses from all tiers; however, only one foundational course may be taken as part of the renewal
- No more than one course may be completed for credit in the first year after the certificate has been awarded
- All classes must be new (no retakes) to the attendee

(Screen capture from:https://www2.archivists.org/prof-education/das-curriculum-structure)

IV. Recommendation

IV. 1. Policy:

Maintaining Your DAS Certificate
The DAS Certificate is valid for five years. DAS certificate holders who wish to renew their certificates may select one of two options:

Option A - By DAS Coursework:
- Complete four (4) courses and pertaining course exam from the DAS course list

Option B - By Petition:
- Complete two (2) courses and pertaining course exam from the DAS course list AND
- Attend programs* of **digital archives content** for:
    - two (2) live/synchronous -- seminars, workshops, webinars
      OR
    - one (1) live/synchronous, asynchronous, or hybrid multi-day -- institute, conference
      OR
    - one-term minimum professional service on the DAS Subcommittee
      OR
    - one-term minimum professional service on the Electronic Records Section Steering Committee or Blog team

*Programs offered by other archival organizations or allied professions that clearly fall within the archival discipline. "Allied professions" include, but are not limited to, libraries, museums, records management, and oral history.

The following applies to both options:
- Renewal courses may be a combination of courses from all tiers; however, only one foundational course may be taken as part of the renewal process
- No more than one course may be completed for credit in the first year after the certificate has been awarded
- All courses must be new (no retakes) to the attendee
- Travel time to/from professional development course/program is not eligible for credit toward recertification.

IV. 2. Process:

Certificate holders wishing to recertify through Option B - By Petition are required to submit:
- DAS Tracking Sheet, available at
  https://www2.archivists.org/prof-education/course-workshop-resources
- proof of attendance, in the form of a receipt of payment or event program for non-paid events
  AND,
- the Recertification Petition Form, which includes a justification and brief summary [See Appendix B]

See the SAA-DAS Recertification By Petition Guidelines for more information.
[See Appendix A]

Contact SAA Education staff for transcript verification and other questions at education@archivists.org.

V. Discussion

The proposed amendment seeks to encourage varied professional development experiences related to digital archives while still promoting the DAS program. It provides flexibility for certificate holders in regard to desired experiences or seeking to stretch limited professional development funding, and provides wider availability of resources for those who are challenged by travel, physical, or other restrictions. This level of flexibility may serve to encourage those who are undecided about pursuing DAS certification or recertification. It also lessens the embedded demand for the DAS Subcommittee to create new course listings. In addition, study of programs listed on the Recertification Petition Form could help inform DAS course development.

The requirement of completing the pertaining course exam in addition to the course itself is not new but included in writing in the Recommendation to provide clarity.

Review of the Recertification Petition Form and proof of attendance should be the charge of a DAS Subcommittee Recertification Subteam because DAS Subcommittee members are the subject specialists, as opposed to SAA Staff. Members of the Recertification Subteam would

forward the decision to SAA Education Staff. Initial contact for petitioners will remain education@archivists.org in order to avoid confusion. Therefore, recommended workflow is as follows:
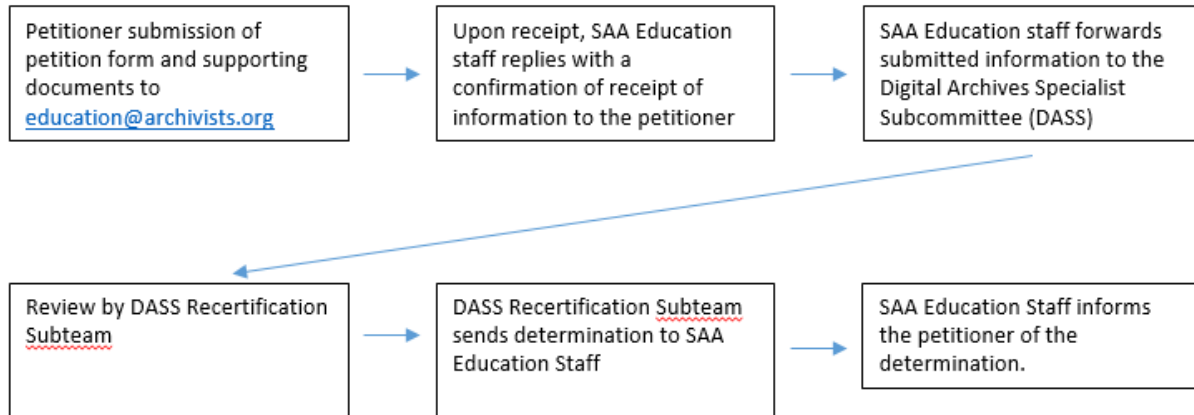
The Recertification Petition Form requirements of a brief summary and justification seek to provide accountability in-line with the course exam. Such a form could be made available via fillable form or Google Form.

The recertification process was apparently originally intended to be simple.
The proposed amended process seeks to maintain that simplicity.

APPENDIX A

Digital Archives Specialist (DAS)
Recertification by Petition Guidelines
Society of American Archivists (SAA)
DRAFT

The DAS Certificate is valid for five years. DAS certificate holders who wish to renew their certificates may select one of two options: Option A - By DAS Coursework; or Option B - By Petition. Recertification By Petition is a system that uses a combination of DAS coursework, continuing education offered outside of SAA, and professional service.

Option A - By DAS Coursework:
- Complete four (4) courses and pertaining course exam from the DAS course list

Option B - By Petition:
- Complete two (2) courses and pertaining course exam from the DAS course list AND
- Attend programs* of **digital archives content** for:
    - two (2) live/synchronous -- seminars, workshops, webinars
      OR
    - one (1) live/synchronous, asynchronous, or hybrid multi-day -- institute, conference
      OR
    - one-term minimum professional service on the DAS Subcommittee
      OR
    - one-term minimum professional service on the Electronic Records Section Steering Committee or Blog team

*Programs offered by other archival organizations or allied professions that clearly fall within the archival discipline. "Allied professions" include, but are not limited to, libraries, museums, records management, and oral history.

The following applies to both options:
- Renewal courses may be a combination of courses from all tiers; however, only one foundational course may be taken as part of the renewal process

- No more than one course may be completed for credit in the first year after the certificate has been awarded
- All courses must be new (no retakes) to the attendee
- Travel time to/from professional development course/program is not eligible for credit toward recertification.

Certificate holders wishing to recertify through Option B - By Petition are required to submit:
- DAS Tracking Sheet, available at
  https://www2.archivists.org/prof-education/course-workshop-resources
- proof of attendance, in the form of a receipt of payment or event program for non-paid events
  AND,
- the Recertification Petition Form, which includes a justification and brief summary

The governing principle used to determine a program's qualification status for recertification credit is whether it reflects or falls into the Tiers of Study as determined by the DAS Curriculum Structure:

- Foundational Courses focus on the essential skills that archivists need to manage digital archives. They focus primarily, but not exclusively, on the needs of practitioners—archivists who are or will be working directly with electronic records. These courses present information that an archivist might implement in the next year.
- Tactical and Strategic Courses focus on the skills that archivists need to make significant changes in their organizations so that they can develop digital archives and work seriously on managing electronic records. They focus primarily, but not exclusively, on the needs of managers—those archivists who manage other professionals and who oversee programmatic operations. These courses present information that an archivist might implement in the next five years.
- Tools and Services Courses focus on specific tools and services that archivists need to use for their work with digital archives. They are practical courses focused on specific software products and other tools and they focus primarily, but not exclusively, on the needs of practitioner archivists. These courses present information that an archivist could implement immediately.
- Transformational Courses focus on the skills that archivists need to change their working lives dramatically and transform their institutions into full-fledged digital archives. They focus primarily, but not exclusively, on the needs of administrators—those archivists with oversight over the entire archival enterprise

of an institution. These courses present information that an archivist might implement over the course of the next ten years.

All programs can only be counted in one Tier of Study at a time.

A brief justification and summary is required, as indicated on the Recertification form.

Specific qualifying detail-
- Attend programs* of **digital archives content** for:

two (2) live/synchronous -- seminars, workshops, webinars		**one (1) live/synchronous, asynchronous, or hybrid multi-day -- institute, conference**
Attendance at archival seminars, workshops, and webinars during the original offering of the program (i.e. not a recording). Must have a professional digital records/archival emphasis.	**OR**	Attendance at professional archival meetings including monthly, semi-monthly, quarterly, or annual meetings of local, regional, or national archival or allied groups that have a professional digital records/archival emphasis.
Program of less than 1 day (1 -3 hours)		Program of 1 day or more (6 hours or more)
Does not include travel		Does not include travel, but does include repository tours

*Programs offered by other archival organizations or allied professions that clearly fall within the archival discipline. "Allied professions" include, but are not limited to, libraries, museums, records management, and oral history.

Definitions
Allied professions: include, but are not limited to, libraries, museums, records management, and oral history.

Asynchronous: pre-recorded, virtual, on-demand course

Hybrid Course: courses that include a combination of synchronous and asynchronous portions

Synchronous: live virtual course or in-person course

Archival seminars, workshops, webinars, institutes, conferences : short courses, usually sponsored by organizations of professional archivists, colleges or universities, or archival institutions, relating to any of the areas or disciplines of archival practice defined by the Tiers of Study, taken either synchronous or asynchronous, in-person or virtually.

Contact SAA Education staff for transcript verification and other questions at education@archivists.org.

SAA-DAS Revision History

Date	Name(s)	Description
March 2022	Sara Davis, Lara Friedman-Shedlov, Rana Hutchinson Salzmann, Georgina Tom	Created/compiled from other existing sources. Thanks to the Academy of Certified Archivists.

APPENDIX B

Digital Archives Specialist (DAS)
Recertification Petition Form - Option B
Society of American Archivists

Petitioner Name:

Date of Original Certification:

Date of Previous Recertifications (if any):

Name of Proposed Program for Credit:

Sponsoring Institution(s):

Date(s) of Program:

Proposed Category of Fulfillment
(Foundational, Tactical & Strategic, Tools & Services, Transformational):

Brief Justification (approx. one paragraph):

Brief Summary of Program (approx. one paragraph):

Submit form to Digital Archives Specialist Subcommittee at education@archivists.org.

[*Ideally, this form would be in Google Doc interface allowing users to submit multiple courses.]