



GARA Certificate Program

Reese Evenson, Chair, GARA Certificate Program Subcommittee

Tanna Salcido, Vice Chair, GARA Certificate Program Subcommittee



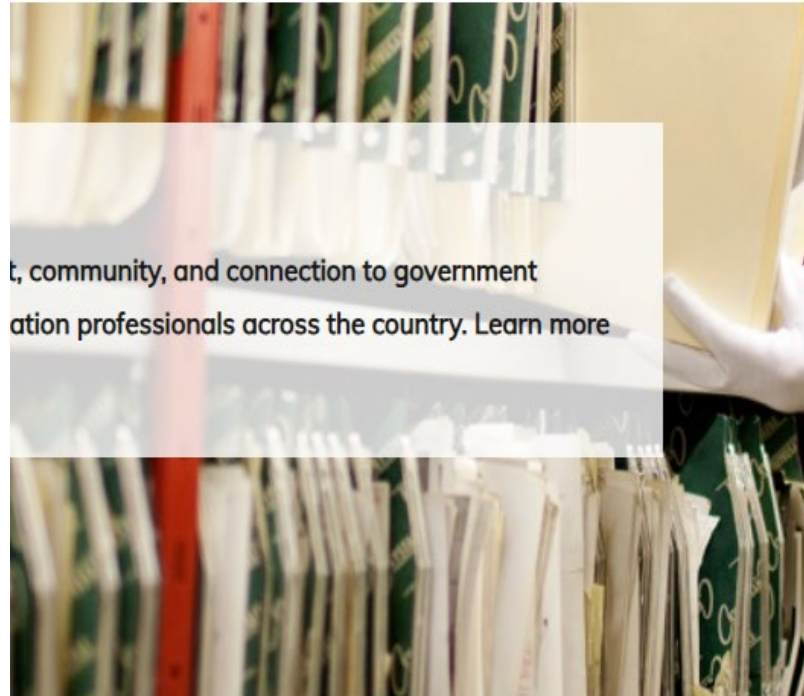
Agenda

- Purpose and benefits of the GARA Certificate
- Difference between a certificate and certification
- Certificate requirements
- Application process
- Tips for a smooth application
- Questions



GARA Certificate Program is under Resources

[About Us](#) [Membership](#) [Events](#) [Resources](#) [Newsroom](#)



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- [CommunityChat Forums](#)
- [DEIA-Related Resources](#)
- [GARA Certificate Program](#)
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GARA Certificate Program Information

Government Archives and Records Administration (GARA) Certificate Program

The GARA Certificate Program was created to recognize government officials' achievements in obtaining a knowledge base in Government Archives and Records Management. The certificate recognizes the completion of 40 Study Hours of approved archives and records management subjects, or "competencies," within a 5-year period. The certificate does not expire.

About

Requirements

Core Competencies

Applying

Past Recipients

About the GARA Program

[Download the GARA Certificate Information PDF](#)

Certificate Program Objectives

- **To enhance the professional development** of government records caretakers so that they may better manage the records that document the activities of government and protect the legal rights of citizens.
- **To offer career development goals** for participants in a subject area that is critical to their profession.
- **To foster professional networking** among NAGARA and federal, state, regional, and county local government associations, and between individual records caretakers and their State Archives.

Is the GARA Certificate a Certification, like the CRM or CA?

The GARA Certificate does not result in a certification such as the CRM designation as established by the Institute of Certified Records Managers (ICRM) or the CA designation as established by the Academy of Certified Archivists (ACA). The GARA Certificate does recognize that an individual has obtained a base of knowledge to help them perform more effectively



The GARA Certificate

- Recognizes achievement in obtaining a knowledge base in government archives and records management
- Certificate holders are equipped to more effectively care for and manage government records



Certificate vs. Certification

Certificate

- Typically, does not require a proctored exam, but may include quizzed or exams
- Does not have continuing education requirements
- Examples: GARA Certificate, ARMA's Essentials of RIM Certificate

Certification

- Usually requires passing a rigorous exam that is proctored
- Often requires continuing education credits to maintain certification
- Examples: Certified Records Manager (ICRM), Certified Archivist (ACA)



Why the GARA Certificate?

- Resume builder
- Shows dedication and commitment to the field
- Professional development opportunity
- Earned once and no ongoing maintenance
- Inexpensive Certificate option



Certificate Requirements

- NAGARA membership required
- Complete 40 hours of education, with a minimum of two hours in each of the nine competency areas
 - Education must be completed within 5 years of the application date
- Complete the application
- Email application with supporting documentation to info@nagara.org
- Pay the \$50 GARA application fee online



Core Competencies

1. Program Establishment and Administration
2. Physical Storage and Environments
3. Disaster Preparedness and Business Continuity
4. Retention and Disposition
5. Training, Advocacy and Outreach
6. Digital Repository Management
7. Legal and Compliance Issues
8. Archives and Long-term Preservation
9. Records Considerations for Emerging Technologies



Step 1: Download the application



Application Located Under Applying Tab

Government Archives and Records Administration (GARA) Certificate Program

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About	Requirements	Core Competencies	Applying	Past Recipients
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Application Guide

[Download The GARA Certificate Application: A How-To Guide \(PDF\)](#)

This comprehensive, illustrated guide will help you through the application process. Please ensure that you follow the instructions in the guide to avoid processing delays. Applications that do not adhere to the certificate guidelines will be returned for resubmission.

How to START Your Application

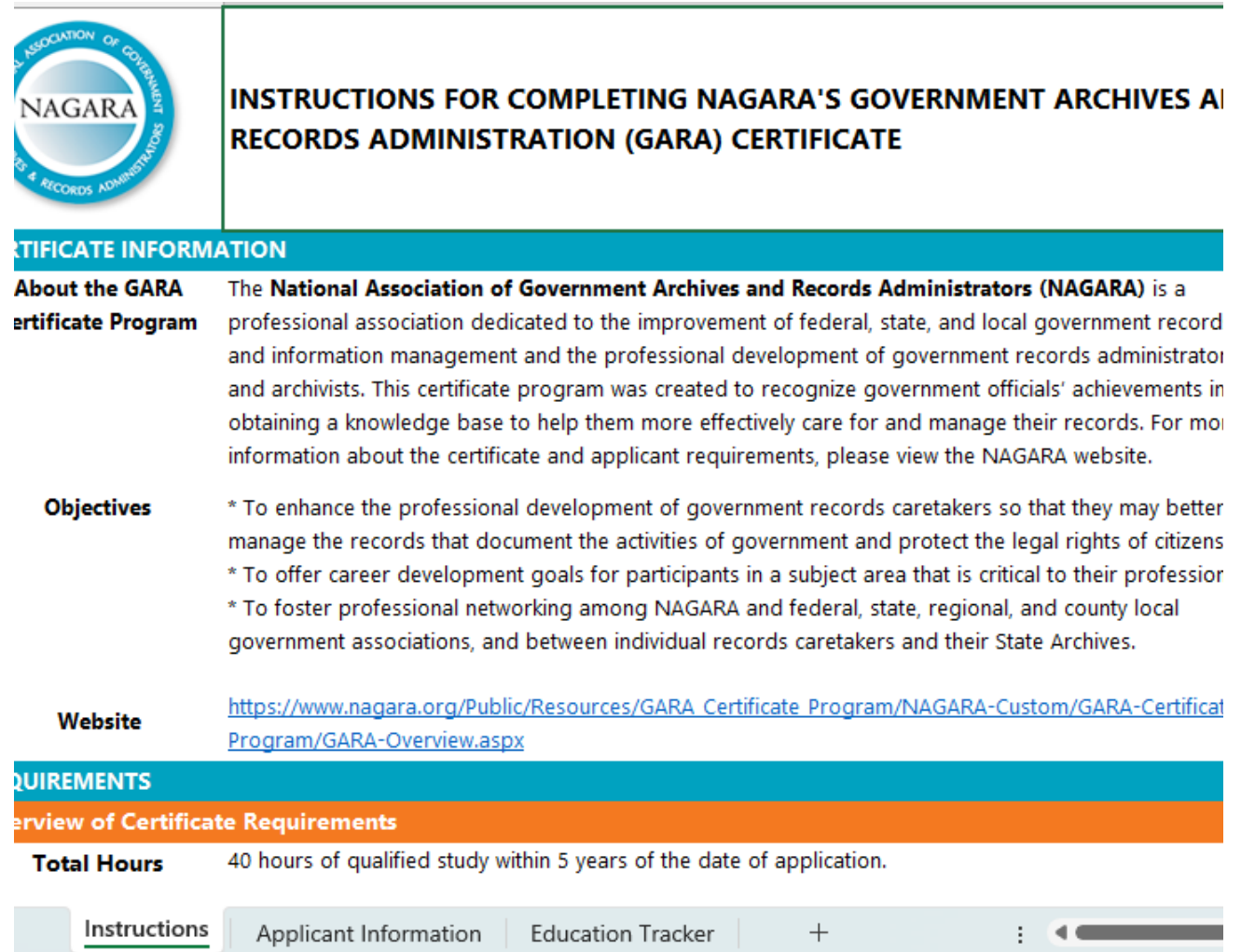
1. [Download the Application Form \(Excel\)](#) *NOTE: As of October 1, 2024 all applications must come through on this new and updated GARA Application Form as the old form is no longer being accepted.*
2. As you complete your 40 Study Hours, use the form to keep track of your trainings. *Tip:* Complete a few more than 40 hours, in case a certain event is determined to be ineligible.
3. Keep your proof of attendance as you go along! You must be able to prove that you attended the trainings on your application, through a Certificate of Completion or similar document. *Tip:* Create a single PDF and add each certificate to the PDF as you go along.




Application Overview

Three Tabs:

- Instructions
- Applicant Information
- Education Tracker



The screenshot shows a web page for the NAGARA Government Archives and Records Administration (GARA) Certificate Program. The page features a blue header with the NAGARA logo on the left and the title "INSTRUCTIONS FOR COMPLETING NAGARA'S GOVERNMENT ARCHIVES AND RECORDS ADMINISTRATION (GARA) CERTIFICATE" on the right. Below the header is a blue bar with the text "CERTIFICATE INFORMATION". The main content area is divided into three sections: "About the GARA Certificate Program", "Objectives", and "Website". The "About the GARA Certificate Program" section describes the National Association of Government Archives and Records Administrators (NAGARA) and the purpose of the certificate program. The "Objectives" section lists three goals: to enhance professional development, to offer career development goals, and to foster professional networking. The "Website" section provides a link to the NAGARA website. Below the main content area is an orange bar with the text "REQUIREMENTS" and "Overview of Certificate Requirements". The "Total Hours" section states that 40 hours of qualified study are required within 5 years of the date of application. At the bottom of the page is a navigation bar with three tabs: "Instructions", "Applicant Information", and "Education Tracker". The "Instructions" tab is currently selected and highlighted.

 **INSTRUCTIONS FOR COMPLETING NAGARA'S GOVERNMENT ARCHIVES AND RECORDS ADMINISTRATION (GARA) CERTIFICATE**

CERTIFICATE INFORMATION

About the GARA Certificate Program The **National Association of Government Archives and Records Administrators (NAGARA)** is a professional association dedicated to the improvement of federal, state, and local government record and information management and the professional development of government records administrator and archivists. This certificate program was created to recognize government officials' achievements in obtaining a knowledge base to help them more effectively care for and manage their records. For more information about the certificate and applicant requirements, please view the NAGARA website.

Objectives

- * To enhance the professional development of government records caretakers so that they may better manage the records that document the activities of government and protect the legal rights of citizens
- * To offer career development goals for participants in a subject area that is critical to their profession
- * To foster professional networking among NAGARA and federal, state, regional, and county local government associations, and between individual records caretakers and their State Archives.

Website https://www.nagara.org/Public/Resources/GARA_Certificate_Program/NAGARA-Custom/GARA-Certificate_Program/GARA-Overview.aspx

REQUIREMENTS

Overview of Certificate Requirements

Total Hours 40 hours of qualified study within 5 years of the date of application.

Instructions | Applicant Information | Education Tracker | + | ⋮ | ◀



Instructions

- How to complete the application
- Explains the fields on the education tracker and how to log your events

Completion of the Applicant Information Form (Tab 2)

Instructions Please use the **Applicant Information** form to provide your contact information and sign your Acknowledgement of Accuracy of Statements and Supporting Data. Your GARA Certificate will be mailed to the address you provide on this form.

Link to Tab 2: [Applicant Information](#)

Completion of the Education Tracker Form (Tab 3)

Instructions Please use the **Education Tracker** form to summarize the educational events that you are claiming for the certificate requirements. The following information must be provided for each educational event.

- * **Date Completed**
- * **Hosting Organization:** (NAGARA, state archives/records program, ARMA International, ARMA Chapter, SAA, regional archives conference, etc.)
- * **Supplemental Information Attached?** Leave blank for NAGARA events and Non-NAGARA events that have a GARA pre-approval code. Type "Yes" for non-NAGARA events without a GARA pre-approval code and be sure to attach the information required for non-NAGARA events listed in the next section.
- * **Certificate Received?** A certificate of completion is required for each training event. For events such as forums or conferences where one certificate is received for the entire event, you only need to provide the certificate once. This column helps you track the receipt of those certificates.
- * **Event Type:** Choose from drop-down list: webinar, conference, forum, seminar, class, video, or other
- * **Event Title**
- * **GARA Pre-Approval Code:** If the training host provided you with a GARA pre-approval code (e.g., GARA-2024-001) please provide the code here. All NAGARA events are pre-approved for GARA study hours and do not required a pre-approval code.
- * **GARA Competency Claimed:** Choose from drop-down list.
- * **Hours Claimed:** Whole numbers only. A 45-minute training event may be rounded up to 1 hour.

Link to Tab 3: [Education Tracker](#)

Note regarding Non-NAGARA Events



Applicant Information

APPLICANT INFORMATION FORM	
Click to go back to Instructions	
Name:	<input type="text"/>
Job Title:	<input type="text"/>
Email:	<input type="text"/>
Organization Name:	<input type="text"/>
Mailing Address:	<input type="text"/>
City:	<input type="text"/>
State/Province:	<input type="text"/>
Zip Code:	<input type="text"/>
Acknowledgement of Accuracy of Statements and Supporting Data	<p><i>I hereby certify that the above statements and supporting data are a true and accurate account of my training and education for the period stated. I understand that the failure to provide relevant, true, and accurate information in support of this application will be grounds for denying the award of this Certificate. I give permission for NAGARA (and its Certificate evaluators) to consult with educational institutions, organizations or providers listed herein for the sole purpose of verifying accuracy and completeness of</i></p>
Type your full name in this box to acknowledge:	<input type="text"/>
Date:	<input type="text"/>
SUPERVISOR/MANAGER INFORMATION For Notification (Optional)	
Name of Supervisor/Manager	<input type="text"/>
Supervisor/Manager Title:	<input type="text"/>
Supervisor/Manager Email:	<input type="text"/>
Optional Notification Email	<p><i>If you would like NAGARA to notify your supervisor or manager about your successful receipt of the GARA Certificate, please include their information above.</i></p>



Step 2: Attend education sessions



Competencies and Qualifying NAGARA Events

Comp 1	Comp 2	Comp 3	Comp 4	Comp 5	Comp 6
Comp 7	Comp 8	Comp 9			

Comp 3: Disaster Preparedness and Business Continuity

- Conducting a vital/essential records inventory
- Risk assessment as part of disaster preparedness
- Business Continuity Plans/Continuity of Operations Plans
- Disaster recovery techniques
- Information security/cybersecurity incident response
- DEIA-related topics (Diversity, Equity, Inclusion, and Accessibility)

Qualifying NAGARA Events

[Not Just a Plan, It's a Culture for Success](#)

Posted on 9/4/2025

(WEBINAR) - This webinar explores the divergent experiences of how succession planning is not just a plan, but should be ingrained in all that you do as a leader. Having a concrete plan in place



What are “core competencies” and why are they required to earn NAGARA’s Government Archives and Records Administration Certificate?

NAGARA acknowledges that competence grows with experience and continued education. Competencies are a set of behaviors encompassing skills, knowledge, abilities, and personal attributes that, taken together, are critical to successful work accomplishment. The GARA Certificate is tied to completion of education, training, or professional development activities designed to provide knowledge and skills to support the nine GARA competency areas.

Core Competency Areas:

1. Program Establishment and Administration (*formerly Records and Information Management Basics*)
2. Physical Storage and Environments
3. Disaster Preparedness and Business Continuity
4. Retention and Disposition
5. Training, Advocacy and Outreach (*formerly Advocacy and Outreach*)
6. Digital Repository Management (*formerly Electronic Records and Information Management*)
7. Legal and Compliance Issues
8. Archives and Long-term Preservation
9. Record Considerations for Emerging Technologies (*formerly Emerging Technologies*)

Scroll down to the bottom of this page to see detailed descriptions of the GARA competencies.

Which core competencies can I claim for the NAGARA event I attended?

NAGARA’s GARA Subcommittee has pre-approved each NAGARA webinar, forum session, and conference session for GARA Study Hours. GARA competencies are usually listed on the Certificate of Completion.

Use this spreadsheet to see which competency (or competencies) a NAGARA training event has been pre-approved for: [NAGARA Events - GARA Certificate Competencies](#)

Spreadsheet for
pre-approved
events located
under Core
Competencies tab



GARA Competencies for Webinars, Forums, Conferences, and Non-NAGARA Events

	A	B	C	D	E	F	G	H	I
1	GARA Competencies for Webinars, Forums, and Conferences								
2									
3	Working on the Government Archives and Records Administration (GARA) Certificate?								
4	NAGARA's GARA Subcommittee has pre-approved each NAGARA webinar, forum session, and conference session (2016-present) for GARA Study Hours. Some outside events (such as ARMA Certificate programs) have also been pre-approved. Use this spreadsheet to see which competency (or competencies) a training event has been pre-approved for.								
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25	NARA Training								
26									
27									
28	Each session can be used for credit only in a single competency, unless noted otherwise. Competencies checked are those that applicants may select from.								
29									
30									
31									
32	QUESTIONS? NEED HELP?								
33	Please email NAGARA at info@nagara.org and we will be happy to answer!								
34	<u>GARA Certificate Program National Association of Government Archives and Records Administrators</u>								
35									



Pre-approval Codes for Non-NAGARA Events

		Total # of GARA Study Hours Approved	1. Program Establishment and Administration	2. Physical Storage & Environments
4				
80	ARMA InfoNext 2025 Conference - April 28-30, 2025			
81	Approved 11 "General" credits for entire conference	11		
82				
83	DGI 22nd Annual E-Discovery, Records, & Information Management C			
84	Approved 4 "General" credits for this day-long conference	4		
85				
86	ARMA Canada 2025 (May 13-15, 2025)			
87	Approved 11 "General" credits for entire conference	11		
88				
89	ARMA California Summer Conference (July 24-25, 2025)			
90	Session 1: Sharks, Recs, & Techs: Who Makes the Rules, Who Holds t	1	X	
91	Session 2: OMG It's Raining!!! Incorporating Business Continuity & Disa	1		
92	Session 3: Don't Pay the Price: Guarding Records from Ransomware Th	1		
93	Session 4: Auto-Classifying the Three R's: ROT, Records, & Retention	1		
94	Session 5: Implementing an AI Program Ethically	1		
95	Session 6: Navigation Change: Understanding the Shift from ARMA's Ir	1	X	
96	Session 7: Information Governance's Higher Purpose	1	X	
97				
98	ARMA InfoCon 2025 (Oct 18 - 22, 2025)			
99	Approved 9 "General" credits for general conference	9		
100	Approved up to 13 "General" credits for 2-day pre-con workshops (Sess	13		
101	Session 5: From Resistance to Engagement: Rethinking IG Policies	up to 6.5	X	
102				

Date Approved	Expiration Date	Pre-Approval Code
2/25/2025	4/30/2030	GARA-2025-011
3/25/2025	4/2/2030	GARA-2025-012
5/7/2025	5/15/2030	GARA-2025-013
6/3/2025	7/25/2030	GARA-2025-014
6/3/2025	7/25/2030	GARA-2025-015
6/3/2025	7/25/2030	GARA-2025-016
6/3/2025	7/25/2030	GARA-2025-017
6/3/2025	7/25/2030	GARA-2025-018
6/3/2025	7/25/2030	GARA-2025-019
6/3/2025	7/25/2030	GARA-2025-020
7/31/2025	10/22/2030	GARA-2025-021
7/31/2025	10/19/2030	GARA-2025-022
8/6/2025	10/19/2030	GARA-2025-023



Step 3: Enter education sessions on
your application and keep your
certificates of completion



Education Tracker

EDUCATIONAL EXPERIENCE TRACKER

Date Completed	Hosting Organization	Supplemental Information Attached?	Certificate Received?	Event Type	Event Title	GARA pre-approval code (IF APPLICABLE)	GARA Competency Claimed	Hours Claimed
12/1/2022	NAGARA	N	Y	Webinar	Communication Skills for Records Managers		Comp 1-Program Estab/Admin	1
2/25/2022	NAGARA	N	Y	Forum	2022 Winter Online Forum		GENERAL	5
4/30/2021	NAGARA	N	Y	Forum	2021 Spring Online Forum Session 3: Data Privacy is Risky Business		Comp 7-Legal/Compliance	1
7/20/2023	NAGARA	N	Y	Conference	2023 NAGARA Annual Conference		GENERAL	8
4/28/2025	ARMA	N	Y	Conference	ARMA InfoNext 2025 Conference	GARA-2025-011	GENERAL	11
1/30/2025	Contoural	Y	N	Webinar	How to Classify Millions of Files and Emails Using Just Microsoft 365		GENERAL	1
2/19/2025	ARMA	Y	Y	Webinar	Mastering Microsoft Purview: Planning, Implementing, and Governing Records		GENERAL	1
8/7/2025	NAGARA	N	Y	Webinar	Five Mistakes That Sabotage Your RIM Program & How to Avoid Them		Comp 1-Program Estab/Admin	1

auto-updated ↓	Your Total	Comp #	Brief Description of Competency
	2	COMP 1 (2 hours)	Program Establishment and Administration - overview of records and information management, needs assessment, records inventory, work processes, strategic planning, goal-setting, policy development
	0	COMP 2 (2 hours)	Physical Storage and Environments - record center operations, offsite storage, environmental controls, managing paper or physical media, safety and security, inventory management systems
	0	COMP 3 (2 hours)	Disaster Preparedness and Business Continuity - vital/essential records inventory, risk management, disaster preparedness, records protection, disaster recovery techniques, COOP plans, incident response
	0	COMP 4 (2 hours)	Retention & Disposition - records retention schedule development, email retention, using schedules, implementing retention changes, defensible disposition, disposition methods & technologies
	0	COMP 5 (2 hours)	Training, Advocacy, & Outreach - Developing a website or social media presence, exhibits, writing grant proposals, training on archives or RIM, advocacy, marketing, outreach and public relations
	0	COMP 6 (2 hours)	Digital Repository Management - Technology, GIS, ERM/EDM software, software selection for digital archives, information security/cybersecurity, data storage practices, shared drives cleanup/org
	1	COMP 7 (2 hours)	Legal and Compliance Issues - Public Records/Open Records/Freedom of Information (FOIA) laws, Copyright, Replevin, Legal Discovery/eDiscovery, Privacy Issues (PII, HIPAA, FERPA, GDPR, COPPA)
	0	COMP 8 (2 hours)	Archives and Long-term Preservation - basics of archives, managing archival programs, arrangement and description of archival materials, digital archives, data migration, archival preservation (physical or digital)
	0	COMP 9 (2 hours)	Records Considerations for Emerging Technologies - body cameras (capture, management, retention, disposition), Blockchain technology (application for records), Autonomous Vehicle, Artificial Intelligence (AI), Machine Learning, etc.
	26	GENERAL	<i>Any qualified study hours in any of the above 9 competencies.</i>
	29		Please see Appendix A on the NAGARA website for a full list of recommended training topics for each of the 9 competency areas.



Entering Webinars, Forums, Conferences

EDUCATIONAL EXPERIENCE TRACKER

Date Completed	Hosting Organization	Supplemental Information Attached?	Certificate Received?	Event Type	Event Title	GARA pre-approval code (IF APPLICABLE)	GARA Competency Claimed	Hours Claimed
12/1/2022	NAGARA	N	Y	Webinar	Communication Skills for Records Managers		Comp 1-Program Estab/Admin	1
2/25/2022	NAGARA	N	Y	Forum	2022 Winter Online Forum		GENERAL	5
4/30/2021	NAGARA	N	Y	Forum	2021 Spring Online Forum Session 3: Data Privacy is Risky Business		Comp 7-Legal/Compliance	1
7/20/2023	NAGARA	N	Y	Conference	2023 NAGARA Annual Conference		GENERAL	8
4/28/2025	ARMA	N	Y	Conference	ARMA InfoNext 2025 Conference	GARA-2025-011	GENERAL	11
1/30/2025	Contoural	Y	N	Webinar	How to Classify Millions of Files and Emails Using Just Microsoft 365		GENERAL	1
2/19/2025	ARMA	Y	Y	Webinar	Mastering Microsoft Purview: Planning, Implementing, and Governing Records		GENERAL	1



Certificate of Completion

Certificate of Completion

awarded to

Reese Evenson

by the

National Association of Government Archives and Records Administrators

for completing NAGARA's February 2025 Webinar:

"A Flock of Digital Birds, One Remote Stone: Using Remote Work to Remediate & Advance Transcription Projects"

1.0 ARC from The Academy of Certified Archivists (CA24070)

1.0 CEU from ARMA International (Code: ARMAIGP2025_00189)

1.0 GARA Certificate Study Hour ("6-Digital Repository Management" OR "8-Archives and Long-term Preservation)



February 6, 2025

Date

Holly Dolan, President



Certificate of Completion

awarded to

Reese Evenson

by the

National Association of Government Archives and Records Administrators

for completing the

2025 Spring Online Forum:

"Risky Business: Records Management Supporting Risk Management"

5.0 ARCs (ACA) with code CA25015

5.0 CEUs (ARMA International) with code ARMAIGP2025_00224

5.0 CMBs (ICRM) with code 2025-03-28-58626

8.0 GARA Study Hours (NAGARA)

March 28, 2025

Date

Holly Dolan, President



Certificate of Completion

presented to:

Reese Evenson

by the



National Association of Government Archives and Records Administrators

for attending the

2025 NAGARA Annual Conference in Oklahoma City, Oklahoma

6.0 ARC Credits (ACA) with Code: CA25008

7.0 CEU Hours (ARMA) with Code: ARMAIGP2025-00249

11.0 Certification Maintenance Points (ICRM) with Code: 2025-07-16-59732

7.0 General GARA Study Hours

July 16- 18, 2025

Date

Holly Dolan, President



Supplemental Information

Description of Webinar

Mastering Microsoft Purview: Planning, Implementing, and Governing Records

Description

Join Cadence Solutions for an illuminating webinar on harnessing the power of Microsoft Purview Records Management to elevate your electronic records management strategy. Discover how organizations are effectively using Purview, both as a standalone solution and with third-party RM add-ons for enhanced Email and Physical Records Management. Through our comprehensive exploration, we'll guide you from the initial planning stages to establishing robust governance within Microsoft Purview.

Learn from our wealth of experience as we share valuable lessons learned and success stories from our work with clients. We'll delve into the critical questions organizations should address before embarking on a Purview implementation, ensuring a smooth transition and optimal setup. Additionally, we'll unveil best practices that have been crafted through years of assisting clients in their journey towards efficient records management with Purview.

Don't miss this opportunity to gain actionable insights and practical guidance to streamline your organization's records management processes. Register now to secure your place and transform your approach with Microsoft Purview Records Management.

Learning Objectives

1. Identify the critical steps involved in planning and implementing Microsoft Purview Records Management for electronic records management.
2. Evaluate the key questions organizations need to address before proceeding with a Purview RM implementation to ensure a tailored and effective strategy.
3. Apply best practices shared by Cadence Solutions to enhance their own transition to Microsoft Purview Records Management, optimizing both standalone use and integration with third-party add-ons.
4. Develop a governance framework within Microsoft Purview that supports robust records management and aligns with organizational goals.
5. Analyze lessons from success stories to inform decision-making and improve records management processes within their own organizations.

Certificate of Completion

CERTIFICATE OF COMPLETION

Reese Evenson

Has successfully completed the required training of

Mastering Microsoft Purview: Planning, Implementing, and Governing Records

Credits Earned

1.0 INFORMATION MANAGEMENT

ARMAIGP2024_00178

February 19, 2025

DATE

James Merrifield

CHAIR,
BOARD OF DIRECTORS,
ARMA INTERNATIONAL



Supplemental Information

Description of Webinar

Join us for our September webinar, "Convincing Senior Management to Elevate Records Management into Strategic Information Governance."

REGISTER HERE



How To Classify Millions of Files and Emails Using Just Microsoft 365

Many organizations have accumulated vast amounts of electronic files and emails across file shares, desktops, and unmanaged Microsoft 365 environments over the years. This over-retention leads to privacy, eDiscovery, and compliance risks as well as increased costs and decreased employee productivity. Fortunately, these countless files and emails can be classified, managed, and effectively deleted using a technology that most companies already possess: Microsoft 365, without any additional add-ons. In this webinar, Mark Diamond from Contoural explains policies, processes, and best practices for implementing information governance using M365, enabling you to save the right information in the right place and manner while eliminating unnecessary data.

Proof of Completion

How To Classify Millions of Files and Emails Using Just Microsoft 365

Thu, Jan 30, 2025 2:00 PM - 3:00 PM EST

We hope you enjoyed our webinar. Please take a few minutes to fill out the survey questions if you have not already, your feedback is important to us.

Find more webinars at https://contoural.com/contoural_events/

Please take the following survey:

[Contoural Webinar](#)

Watch Recording



Step 4: Pay \$50 application fee and
make sure your NAGARA
membership is current



Link to Fee Payment Under Applying Tab

About	Requirements	Core Competencies	Applying	Past Recipients
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Application Guide

[Download The GARA Certificate Application: A How-To Guide \(PDF\)](#)

This comprehensive, illustrated guide will help you through the application process. Please ensure that you follow the instructions in the guide to avoid processing delays. Applications that do not adhere to the certificate guidelines will be returned for resubmission.

How to START Your Application

1. [Download the Application Form \(Excel\)](#) *NOTE: As of October 1, 2024 all applications must come through on this new and updated GARA Application Form as the old form is no longer being accepted.*
2. As you complete your 40 Study Hours, use the form to keep track of your trainings. *Tip:* Complete a few more than 40 hours, in case a certain event is determined to be ineligible.
3. Keep your proof of attendance as you go along! You must be able to prove that you attended the trainings on your application, through a Certificate of Completion or similar document. *Tip:* Create a single PDF and add each certificate to the PDF as you go along.

How to SUBMIT Your Application

1. Ensure that your NAGARA membership is up to date. NAGARA membership is a requirement of the certificate.
2. [Pay your \\$50 GARA Application fee.](#)
3. Email your application spreadsheet in Excel format and supporting materials (proof of attendance, additional information about non-NAGARA events such as agendas/web pages/flyers) to NAGARA at info@nagara.org. Please combine all of your supporting materials into a single PDF document if possible.
4. NAGARA staff will forward all application materials to the GARA Subcommittee for review. Please allow 3-4 weeks for your application to be reviewed by the committee.
5. If your application is missing any information or you have not provided enough documentation supporting the hours or competencies claimed, NAGARA will email you a memo outlining what is needed. Applicants have two additional attempts and six months from the initial application date to correct any deficiencies. Once you have satisfied all requirements, you will be awarded the GARA Certificate.



Step 5: Email your application and supporting materials to info@nagara.org



After You Submit Your Application

- Allow 3-4 weeks for review
- If your application is missing information, NAGARA staff will email you with a memo outlining any action required
- You have a total of 3 attempts over the course of 6 months from the initial application submission date to provide additional information
- Once approved, you will be awarded the Certificate, and a hard copy will be mailed to you



Application Tips

- As you complete your education sessions, enter them on your application
- Combine all COCs into one PDF and have them listed in same order as application
- After you have completed 2 hours in each of the 9 competency areas, list all other sessions as general credits
- Complete a few more than 40 hours in case an event is deemed ineligible
- When possible, use Forums and Conferences for General Credits
- If using a Forum session for a specific comp, be sure to list the event type as a Forum and list session #



Most Common Holdups

- Certificate of Completion (proof of attendance) not provided
- Not enough study hours
- Non-NAGARA documentation lacking
- Education does not align with a GARA competency
- Education session used more than once
- Comp claimed does not match comp approved

GARA Certificate Study Hours Pre-Approval

- If you work for an agency that offers records or archives training, request pre-approval credits prior to event
- Form can be found on the GARA Certificate website under “Requirements” tab
- Once a session is pre-approved, GARA Certificate applicants only need to provide the pre-approval code and certificate of attendance
- Pre-approval is good for 5 years from date of session





Thank you for attending

Questions can be sent to
info@nagara.org