



The National Association of Government Archives & Records Administrators
The Government Archives and Records Administration Experts

The GARA Certificate Application: A How-To Guide

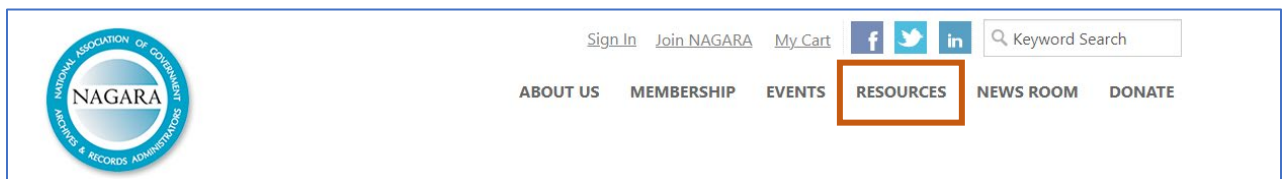
Thank you for your interest in the GARA Certificate Program. This how-to guide is designed to help you through the application process. If you have any questions about the GARA Certificate Program or application process, please don't hesitate to contact NAGARA at info@nagara.org.

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Download the Application

1. Navigate to the NAGARA website (<https://www.nagara.org>).
2. Click on the **Resources** tab.



Click on the Resources link at the top of the page.

3. Select **GARA Certificate Program** from the drop-down list or click the link on the Resources webpage.

NAGARA Resources

As part of their membership, NAGARA members [benefit from a host of valuable resources](#). You must be an active member of NAGARA and logged in to the website to access these professional resources. If you are not a member of NAGARA, we invite you to [JOIN NAGARA](#) today!

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Click on the **GARA Certificate Program** link.

On the GARA Certificate Program webpage, click the **Download the GARA Certificate Application (EXCEL File)** link.



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Government Archives and Records Administration (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 records and information management and the professional development of government records administrators 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.

[Are you interested in having your training event pre-approved for GARA Study Hours? If so, click here to learn more!](#)

[GARA Certificate Information](#)
(Adobe PDF File)

[Download the GARA Certificate Application \(EXCEL File\)](#)

Download the GARA Certificate Application and save it to your computer.

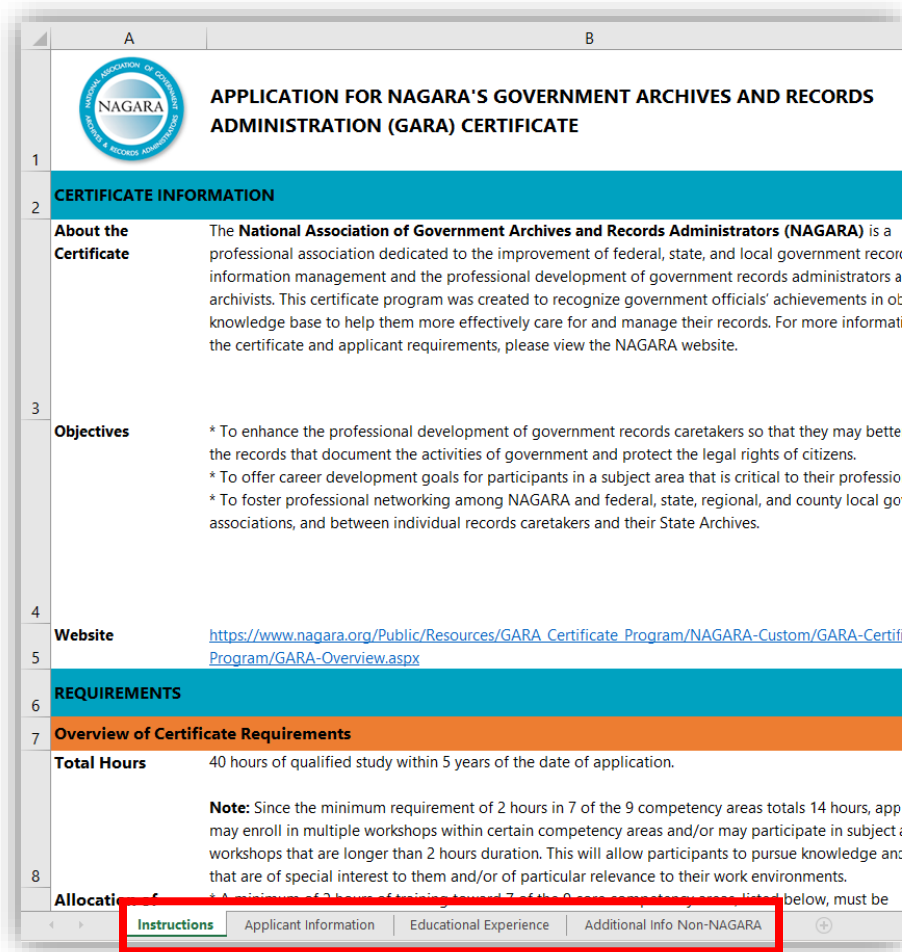
4. Open the Excel spreadsheet in the downloads bar.
5. Save a copy to your computer.

Application Form Overview

The GARA application is organized into 4 worksheets:

1. Instructions
2. Applicant Information
3. Educational Experience
4. Additional Info Non-NAGARA

You will need to enter information into worksheets 2-4. You will navigate to each worksheet by clicking on the tabs at the bottom of the screen:



Click on the tabs at the bottom of the screen to navigate through the four worksheets

Enter Your Applicant Information

1. Navigate to the **Applicant Information** worksheet and fill in your contact information.

	A	B
1	APPLICANT INFORMATION FORM	
2	Click to go back to Instructions	
3		
4	Name:	<input type="text"/>
5	Title:	<input type="text"/>
6	Email:	<input type="text"/>
7	Organization Name:	<input type="text"/>
8	Mailing Address:	<input type="text"/>
9	City:	<input type="text"/>
10	State/Province:	<input type="text"/>
11	Zip Code:	<input type="text"/>
12		

Fill in your contact information.

2. Sign and date the application when you are ready to submit your application.

	<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 information presented.</i>
13	
14	
15	Signature: <input type="text"/>
16	Date: <input type="text"/>

Sign your application by typing your full name into the signature box.

3. If you would like NAGARA to notify your supervisor about your successful receipt of the GARA Certificate, fill out the Supervisor/Manager information.

Note: *This is not required.*

Fill in the Educational Experience Worksheet

EDUCATIONAL EXPERIENCE FORM			
Click to go back to Instructions			
COMPETENCY AREA	EDUCATIONAL EVENT 1	EDUCATIONAL EVENT 2	EDUCATIONAL EVENT 3
<i>EXAMPLE: Retention and Disposition</i>	(Date Completed) Organization Offering Training & Type of Training: Title of Training (x hours)	(11/1/18) NAGARA Webinar: Digital Hoarding and Cleaning House (1 hour)	(5/26/21) ARMA San Antonio: "Cleaning Up Shared Drives" (1.5 hours) **non-NAGARA event: additional info in Tab 4**
1. Records and Information Management Basics	11/20/2017 - ARMA - Essentials of RIM Certificate (10 hours)	10/5/2020 Spring Online Forum: Sessions 1 - 3 NAGARA (3 Hours)	11/10/2020 A Standard Approach to Recordkeeping NAGARA Webinar (1 hour)
2. Physical Storage and Environments	10/5/2020 Spring Online Forum: Session 4 Storage/Security NAGARA (1 Hour)	10/7/2021 Square Peg, Round Hole: Retrofitting for Records NAGARA Webinar (1 Hour)	Essentials of RIM: Managing Physical Records (1)
3. Disaster Preparedness and Business Continuity	3/25/2021 Electronic Records: Disaster Preparedness/Recovery NAGARA Webinar (1 Hour)	3/30/2021 Public Enemy #1: Mother Nature: Public Records & Disaster NAGARA Webinar (1 Hour)	1/7/2021 At Home With Archives: Project Successes during the Stay-At-Home NAGARA Webinar (1 Hour)

Fill in your training achievements in the Educational Experience worksheet. **Tip:** use ALT+Enter to insert line breaks.

- As you attend trainings or view webinars, fill in the Educational Experience spreadsheet by inserting the title of the training/webinar, date of completion, what organization provided the training, and how long the training lasted in the competency row that best describes the training.

Tip: NAGARA certificates of completion will list the competencies that the training has been pre-approved for.

Tip: Fill out the spreadsheet as you complete your training. It will make it easier to track your progress.

- As you fill in the Educational Experience tab, keep track of your total hours completed in the HOURS CLAIMED column.

Note: The GARA subcommittee will fill in the HOURS VERIFIED, so leave this column blank.

- Remember to save your proof of attendance for every training event you attend.

Tip: Save all your supporting material in a single PDF document, adding additional materials to the PDF as you receive them.

HOURS CLAIMED FOR THIS COMPETENCY	HOURS VERIFIED (NAGARA Use Only)
3	
1	

Keep track of your hours through the Hours Claimed column.

Enter Required Additional Information for Non-NAGARA Events

When a training event or course is offered by NAGARA, you do not need to provide information such as the course description, instructor name, or competency area. NAGARA already has this information.

When a training event or course is offered by another organization, your application reviewer will need sufficient information about the training to verify the course’s subject matter and length. Make sure to save things like agendas, web pages, or flyers that will show your reviewer what was presented and how long the training was. **The GARA Subcommittee can only review a course based on what you provide.**

	A	B	C	D	E
1	ADDITIONAL INFORMATION FOR NON-NAGARA EVENTS				
2	Click to go back to Instructions				
3	Competency Area (Choose from Drop-Down)	Name of Class or Event	Sponsoring Organization	Instructor’s Name and Affiliation	Content Description
4	4. Retention and Disposition	Cleaning Up Shared Drives	ARMA San Antonio Chapter	Susan Cisco, Ph.D., CRM, FAI	IG professionals understand the value of information in shared drives and content retention, privacy, etc. The difficulty usually is commensurate with the
5	7. Legal and Compliance Issues	Working with Records Workshop Session 2: Social Media and the Law	TCMA Lone Star Chapter	Brian England, Deputy City Attorney, Garland	Presentation covering organizational legal issues because of social media and organization has in regards to media
6	6. Electronic Records and Information Management	Working with Records Workshop Session 3: E-Records (e-mail management and social media)	TCMA Lone Star Chapter	Texas State Archives and Library Commission	Presentation from TSLAC about records based on email or post
7	3. Disaster Preparedness and Business Continuity	Working with Records Workshop Session 4: Restoration After an Emergency Event	TCMA Lone Star Chapter	Stephanie Storm, City Secretary, City of Wiley	Presentation discussing the hail storm in City of Wiley and how they recover and information

Provide required information about non-NAGARA events in the Additional Information worksheet.

**Competency Area
(Choose from Drop-Down)**

4. Retention and Disposition

7. Legal and Compliance Issues

Select the Competency Area from the drop-down list.

1. Select the competency area by clicking on the drop-down arrow.
2. Fill in the title of the class or event, the organization that provided the class, instructor’s name (if available), and description of the content. You only need to insert a GARA pre-approval code and the link to the training if one was provided by the sponsoring organization.

Submit Your Application

1. Ensure that your NAGARA membership is up to date. NAGARA membership is a requirement of the certificate.
2. Pay your application fee. The fee can be paid online on the NAGARA website.
3. Once you have completed at least 40 hours of training/education in 7 of the 9 approved competencies, email the application spreadsheet and supporting materials (proof of attendance, additional information about non-NAGARA events such as agendas/web pages/flyers, etc.) to NAGARA at info@nagara.org. If you cannot attach all documentation to one email, please contact NAGARA to make alternative arrangements.

Note: Please combine all your supporting material in 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.
6. Once all requirements have been met, NAGARA will mail you your certificate.