

Eligibility

The only eligibility requirement for the CIG and CIH categories is that the applicant be a minimum of 16 years of age. FOR ALL OTHER CATEGORIES, the following qualifications must be met prior to applying for certification:

Completion of an associate's degree in science, business, or arts with at least 21 credit hours related to natural/cultural/historical sciences, communications, or performing arts and 5,000 hours of experience in the category for which certification is requested.

OR

Completion of a bachelor's degree in science, business, or arts with at least 40 credit hours related to natural/cultural/historical sciences, communications, or performing arts.

OR

Completion of at least 64 credit hours from a college or university with at least 24 of those hours in science, business, history, arts, or humanities and 5,000 hours of experience in the category for which certification is requested.

OR

Completion of a total of four years (8,000 hours) experience in the category for which certification is requested.

A form which can be used to substantiate employment is included (see below).

Documentation of Eligibility

If you have attended college or university classes that apply to your certification category, a photocopy of your transcript is required (see above). A copy of your diploma is not acceptable.

If you have been self-employed, you must sign an affidavit of eligibility (see below), or provide letters from clients that clearly state the type of work performed, number of hours worked and dates of service.

If you are using volunteer or paid work experience to meet the minimum qualifications, you must provide a letter from your employer(s) or supervisor(s) or some other work record that clearly states the length of service, type of work performed, and agency or organization for whom the work was performed. A sample verification form is provided below, which may be photocopied and distributed to your employer or supervisor.

If you are using a combination of classes and work experience, please be sure to include all necessary verification (transcripts and letters from employers) with your application to expedite the process.

APPENDIX B

VERIFICATION OF WORK EXPERIENCE

This information is required for application approval for persons seeking certification based solely on experience or experience in combination with education. Submit as many copies of this form as necessary to achieve the required number of hours (note: one full-time year equals 2000 hours).

Employer _____

Applicant's Name _____

Applicant's Position _____

Contact Person _____ Phone _____

His/Her Title _____

Company Address _____

City _____ State _____ Zip (Postal Code) _____

Dates of Employment: From _____ To _____

Total Number of Hours in this Position _____

Responsibilities of Your Position:

My employer has reviewed my application and verifies all information given is correct.

Employer Signature (if signature unavailable, please explain why)

AFFADAVIT FOR SELF-EMPLOYED INDIVIDUALS

I affirm that I have at least 8,000 hours of professional work experience in the category for which I have applied as indicated below:

(Check one)

- Certified Heritage Interpreter (CHI)
- Certified Interpretive Manager (CIM)
- Certified Interpretive Planner (CIP)
- Certified Interpretive Trainer (CIT)

Description of professional work experience:

I understand that a false statement in this affidavit will result in loss of certification if the National Association for Interpretation's Certification Review Board makes a determination to that end.

Signature of Applicant: _____

Printed Name of Applicant: _____

Signature of Witness (unrelated adult): _____

Printed Name of Witness: _____

Date: _____