

# ALHA

---

---

## ARKANSAS LIVING HISTORY ASSOCIATION

### CERTIFICATION PROGRAM

#### **Contents**

Page 1:	Overview of Certification Program
Page 2:	Apprentice Level Certification Requirements
Page 3:	Apprentice Level Application Form
Page 4:	Journeyman Level Certification Requirements
Pages 5-6:	Journeyman Level Application Form
Page 7:	Master Level Certification Requirements
Pages 8-10:	Master Level Application Form
Page 11:	Review Panel Performance Checklist

#### **Certification Program Mission Statement:**

The Certification Program of the Arkansas Living History Association seeks to promote and facilitate higher standards among living history practitioners through effective training, mentoring, and peer review of historical accuracy, research abilities, and performance skills. Through ALHA, the Certification Program desires to recognize those who have mastered the skills of educational and entertaining interpretive programming through its Apprentice, Journeyman, and Master Level certification process.

#### **Certification Committee Members:**

The ALHA President will appoint the Certification Committee Chairperson. The ALHA President will work with the Certification Committee Chair to appoint members to the certification committee as needed in order to fulfill the committee's duties.

#### **Certification Committee Responsibilities:**

- Facilitate Apprentice level training sessions
- Review Journeyman and Master level application packets
- Assess Journeyman and Master level living history programs
- Provide mentoring to candidates at all certification levels
- Maintain records of application packets, performance evaluations, and awarded certifications
- Notify appropriate contacts (ALHA board, newsletter chairperson, web master, etc.) of awarded certifications to update member profiles
- Update and adjust certification processes and standards as required

# **ARKANSAS LIVING HISTORY ASSOCIATION CERTIFICATION PROGRAM**

## **APPRENTICE LEVEL CERTIFICATION REQUIREMENTS**

All ALHA members desiring Apprentice Level Certification are required to pre-register and complete the following sessions (or their equivalent) at a state or district workshop:

- 1- Introduction to Living History
  - a. Understanding what living history is and what it is not
  - b. Developing a living history character
  - c. Creating an interpretive program
- 2- Research Techniques
  - a. Locating and evaluating reliable sources
  - b. Distinguishing between primary, secondary, and tertiary sources
  - c. Learning how to write an annotated bibliography
- 3- Interpretive Programming Techniques
  - a. First person
  - b. Third person
  - c. Demonstration (historic crafts or skills, specific themes or topics, etc.)
- 4- Hosting/Managing living history events/encampments/sites
  - a. Public safety
  - b. Quality control of program and participants
  - c. Visitor services
- 5- Public Interaction Techniques
  - a. Embracing audience diversity
  - b. Discussing controversial topics

Upon completion of these 5 hours of training, participants are required to demonstrate proof of comprehension of core topics and key themes through a written assessment to be administered at the end of the training process. Those successfully completing the required number of training sessions and the written assessment will be awarded a certificate noting that they have completed the Apprentice Level certification training.

**ARKANSAS LIVING HISTORY ASSOCIATION  
CERTIFICATION PROGRAM**

**APPRENTICE LEVEL APPLICATION**

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

**ALPHA APPRENTICE LEVEL SESSIONS COMPLETED:**

- Introduction to Living History**  
Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Instructor: \_\_\_\_\_ Initials: \_\_\_\_\_
- Research Techniques**  
Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Instructor: \_\_\_\_\_ Initials: \_\_\_\_\_
- Interpretive Programming Techniques**  
Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Instructor: \_\_\_\_\_ Initials: \_\_\_\_\_
- Hosting and Managing Living History Events/Encampments/Sites**  
Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Instructor: \_\_\_\_\_ Initials: \_\_\_\_\_
- Public Interaction Techniques**  
Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Instructor: \_\_\_\_\_ Initials: \_\_\_\_\_

=====

**TO BE COMPLETED BY THE CERTIFICATION COMMITTEE**

- All Apprentice Level Sessions Completed:** \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- Apprentice Level Written Assessment Completed:** \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
1<sup>st</sup> Attempt Score: \_\_\_\_\_/100    \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
2<sup>nd</sup> Attempt Score: \_\_\_\_\_/100    \_\_\_\_\_/\_\_\_\_/\_\_\_\_

**CANDIDATE APPROVED FOR CERTIFICATION BY:**

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Certification Committee Chair/Member

- Apprentice Certificate Awarded** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# ARKANSAS LIVING HISTORY ASSOCIATION CERTIFICATION PROGRAM

## JOURNEYMAN LEVEL CERTIFICATION REQUIREMENTS

All members of ALHA desiring Journeyman Level Certification are required to complete the following prerequisites:

- 1- Show proof of Apprentice Level certification
- 2- Submit the Application Packet to the Certification Committee chair prior to the designated due date.

\*Please note that the Certification Committee must approve all forms prior to the candidate's living history performance at a state or regional workshop.

The completed Application Packet should include:

- a. Application Form
  - b. Annotated Bibliography
  - c. Optional Attachments
- 3- Perform a living history program before a review panel consisting of 3-5 ALHA members designated by the Certification Committee at a state or district workshop
    - a. Performances are strictly limited to 5-7 minutes each and should demonstrate the candidate's ability to effectively educate and entertain audience members
    - b. Candidates should expect review panelists and audience members to ask questions and/or provide feedback following their presentation. These questions/comments may include queries or suggestions regarding potential safety hazards, authenticity of clothing and props, historical accuracy of character portrayal or demonstration, effective presentation skills, etc.

The review panel will use a checklist to evaluate the candidate's performance. Each panelist must award a candidate an overall score of seventy (70) points or above in order for the candidate to pass their performance portion of the certification process. Candidates should expect to receive feedback on the strengths and weaknesses of their performance in order to assist him or her in improving their impression. If candidates do not pass the performance portion of their Journeyman certification application the first time, they may try again at the next state or regional workshop. Those successfully completing all portions of the Journeyman certification requirements will be awarded a certificate noting that they have completed the Journeyman Level certification.

**ARKANSAS LIVING HISTORY ASSOCIATION  
CERTIFICATION PROGRAM**

**JOURNEYMAN LEVEL APPLICATION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**JOURNEYMAN PERFORMANCE DESCRIPTION:**

1. Type of program:             First Person             Third Person             Demonstration

2. Brief description of Character/Location/Time period/Demonstration to be certified:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Purpose of presentation (themes, teaching points, key facts):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Target audience (field trips, general public, retirees):

\_\_\_\_\_  
\_\_\_\_\_

5. Have you performed this character/program in public before? If so, where, when, for whom?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACHMENTS INCLUDED:**

(Note: Please do not include reference letters.)

**MANDATORY:**

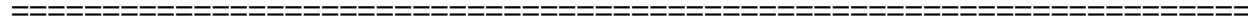
- Annotated Bibliography

**OPTIONAL:**

- Character worksheet
- Photo(s)
- Publicity, press releases
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**DESIRED CERTIFICATION APPEARANCE:**

Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**TO BE COMPLETED BY THE CERTIFICATION COMMITTEE**

- Apprentice Level Completed:** \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- Journeyman Performance Description Approved:** \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- Annotated Bibliography Approved:** \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- Journeyman Performance Approved:** \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- 1<sup>st</sup> Attempt Score: \_\_\_\_\_/100 \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- 2<sup>nd</sup> Attempt Score: \_\_\_\_\_/100 \_\_\_\_\_/\_\_\_\_/\_\_\_\_

**CANDIDATE APPROVED FOR CERTIFICATION BY:**

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Certification Committee Chair/Member

- Journeyman Certificate Awarded**

Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# ARKANSAS LIVING HISTORY ASSOCIATION CERTIFICATION PROGRAM

## MASTER LEVEL CERTIFICATION REQUIREMENTS

All members of ALHA desiring Master Level Certification are required to complete the following prerequisites:

- 1- Show proof of Apprentice Level certification
- 2- Show proof of Journeyman Level certification
- 3- Complete the certification process for a second living history program as prescribed for the Journeyman level
  - a. All forms in the Application Packet must be submitted to the Certification Committee chair prior to the designated deadline  
\*Please note that the Certification Committee must approve all forms prior to the candidate's living history performance at a state or regional workshop.
  - b. All performances must be different from the candidate's Journeyman level living history program. Please note that candidates should also demonstrate improvement over their Journeyman program through this Master level presentation.
- 4- Successfully teach at least 4 classroom hours of Apprentice level sessions
- 5- Successfully offer at least 4 hours of other elective seminars at the state or district meeting level

Upon the successful completion of an additional living history performance, as well as receiving positive evaluations on the courses they taught and elective seminars they presented at state or district meetings, candidates will be awarded a certificate noting that they have successfully completed the Master Level certification requirements.

All ALHA members who complete the Master Level Certification process are strongly encouraged to continue contributing to the field of living history through teaching Apprentice Level sessions, offering elective sessions, serving on the Certification Committee, and/or mentoring other ALHA members.

**ARKANSAS LIVING HISTORY ASSOCIATION  
CERTIFICATION PROGRAM**

**MASTER LEVEL APPLICATION**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**MASTER PERFORMANCE DESCRIPTION:**

1. Type of program:             First Person             Third Person             Demonstration

2. Brief description of Character/Location/Time period/Demonstration to be certified:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Purpose of presentation (themes, teaching points, key facts):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Target audience (field trips, general public, retirees):

\_\_\_\_\_  
\_\_\_\_\_

5. Have you performed this character/program in public before? If so, where, when, for whom?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**ATTACHMENTS INCLUDED:**

(Note: Please do not include reference letters.)

**MANDATORY:**

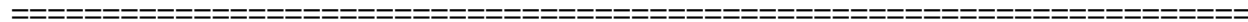
- Annotated Bibliography

**OPTIONAL:**

- Character worksheet
- Photo(s)
- Publicity, press releases
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

**DESIRED CERTIFICATION PERFORMANCE APPEARANCE:**

Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



**TO BE COMPLETED BY THE CERTIFICATION COMMITTEE**

- Apprentice Level Completed:** \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- Journeyman Level Completed:** \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- Master Performance Description Approved:** \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- Master Annotated Bibliography Approved:** \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- Master Performance Approved:** \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
1<sup>st</sup> Attempt Score: \_\_\_\_\_/100 \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
2<sup>nd</sup> Attempt Score: \_\_\_\_\_/100 \_\_\_\_\_/\_\_\_\_/\_\_\_\_
- At Least Four (4) Apprentice Level Sessions Taught:**
  1. Introduction to Living History  
Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
  2. Research Techniques  
Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
  3. Interpretive Programming Techniques  
Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

4. Hosting and Managing Living History Events/Encampments/Sites

Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

5. Public Interaction Techniques

Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**At least Four (4) Elective Seminars Taught:**

1. Program Title: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

2. Program Title: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

3. Program Title: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

4. Program Title: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**CANDIDATE APPROVED FOR CERTIFICATION BY:**

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Certification Committee Chair/Member

**Master Certificate Awarded**

Location: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ARKANSAS LIVING HISTORY ASSOCIATION  
REVIEW PANEL PERFORMANCE CHECKLIST**

**Candidate's Name:** \_\_\_\_\_ **Total Score:** \_\_\_\_\_/100

**Appropriateness of character (believable age, life experiences, circumstances)**

1      2      3      4      5      6      7      8      9      10

Comments: \_\_\_\_\_

**Ability to stay in character throughout the program (first/third person, historic demonstration)**

1      2      3      4      5      6      7      8      9      10

Comments: \_\_\_\_\_

**Accuracy of clothing (accurate representation of age, social class, occupation, ethnicity)**

1      2      3      4      5      6      7      8      9      10

Comments: \_\_\_\_\_

**Accurate and effective use of historic props, accouterments, visual aids (if appropriate)**

1      2      3      4      5      6      7      8      9      10

Comments: \_\_\_\_\_

**Thorough understanding of historical context (contemporary events, geographic location)**

1      2      3      4      5      6      7      8      9      10

Comments: \_\_\_\_\_

**Appropriateness of program for intended target audience (field trips, general public, retirees)**

1      2      3      4      5      6      7      8      9      10

Comments: \_\_\_\_\_

**Adherence to presentation's purpose (themes, teaching points, key facts)**

1      2      3      4      5      6      7      8      9      10

Comments: \_\_\_\_\_

**Effectiveness of presentation/acting skills (nervousness, distracting gestures, volume, eye contact)**

1      2      3      4      5      6      7      8      9      10

Comments: \_\_\_\_\_

**Demonstrated understanding and use of available resources (primary sources, secondary sources)**

1      2      3      4      5      6      7      8      9      10

Comments: \_\_\_\_\_

**Ability to effectively answer audience questions**

1      2      3      4      5      6      7      8      9      10

Comments: \_\_\_\_\_