

## **KMHA Professional Development Certificate**

### **Mission Statement**

The KMHA Professional Development Certificate unites basic skills and practical learning required of professionals and volunteers from the cultural, artistic, historical and museum communities of Kentucky. It encourages its participants to broaden their scope of experience through conferences, workshops and volunteerism.

### **Participation Requirements**

1. Must be an active member of KMHA
2. Must attend annual KMHA Professional Development Conference

### **Certificate Requirements**

1. Must earn two (2) credits in each category (16 total credits)
2. Credits may be obtained by:
  - a. Attending applicable sessions at the annual KMHA Professional Development Conference
  - b. Attending applicable sessions at other professional development conferences and workshops
3. And earning Elective credit by:
  - a. Volunteering three (3) hours for Kentucky Historical Society
  - b. Volunteering a combined total of three (3) hours for other institution(s)/organization(s)

### **Credit Categories**

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|---|---|
| 1. Curatorial/Archival                              | 5. Volunteer Coordination                     |
| 2. Interpretation                                   | 6. Marketing & Promotion – building audiences |
| 3. Educational Outreach – youth & adult             | 7. Disaster Preparedness                      |
| 4. Grant Writing, Fundraising, Finance & Management | 8. ELECTIVE – personal involvement            |

### **Logistics**

- Registration for the KMHA Professional Development Certificate will be made available on the KMHA website or by directly contacting authorized KMHA representative [announcement forthcoming].
- Upon registration, the participant will receive a PDF of a verification form. Participant must submit to authorized KMHA representative a completed verification form for each credit.
- Credits to be earned at non-KMHA conferences and workshops must be pre-approved by the authorized KMHA representative.
- Elective credits must also be first pre-approved by the authorized KMHA representative.
- Credits may be earned over a period not to exceed three (3) years.
- It will be the responsibility of the participant to submit verification forms to the authorized KMHA representative.
- Upon completing sixteen (16) credits, Certificates will be presented during the business meeting at the annual KMHA Professional Development Conference. KMHA will submit media releases to applicable local media and list recipients on the KMHA website.