



INTERNATIONAL
INSTITUTE OF
**GENEALOGICAL
STUDIES**
GENEALOGICALSTUDIES.COM



LEADERS IN ONLINE GENEALOGICAL EDUCATION FOR MORE THAN 25 YEARS



COURSE CATALOG

CERTIFICATION PROGRAMS FOR
THE PROFESSIONAL GENEALOGIST,
ANCESTRY ENTHUSIAST, AND
FAMILY HISTORIAN

WELCOME TO THE BRIDGE BETWEEN YOUR PAST AND FUTURE

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We're the product of our ancestors. Our physical attributes, talents, even our bent toward occupational abilities often comes down through generations — that genetic information and generational experience has created the “you” friends and family have grown to love.

But who are those ancestors that shared so much with you? They're fascinating and sometimes disappointing people. Understanding what your ancestors experienced in their lifetimes, the difficult choices leaving family and native lands, forged by courage is inspiring. We learn cautionary tales, but we gain a sense of belonging and encouragement from the successes of those who came before us.

Wondering whether family stories are true, adoption, medical research, memoirs, and more trigger curiosity. Whether your journey is about finding a 5X great grandparent, DNA discoveries, practicing as a professional genealogist, or preserving personal histories, the International Institute of Genealogical Studies exists to educate family historians and professional genealogists. The way we preserve the past is to help you rediscover it.

We look forward to helping you start your genealogical education!

## **NOTE:**

All our courses are written in English. However, to honor the authentic language of both the author and the country of study, students will experience spellings true to the country of origin. For example, our Australian, Canadian, Irish, and UK courses purposefully utilize the Anglicized spellings while American courses use the Americanized spellings. As an example, the Anglicized word “colour” is the correct equivalent for the American word “color.” The records, documents, and books you'll be reading will use various dialects and spellings. When you're researching, immersing in unfamiliar spellings now will help you later.

Courses may be taken on an individual basis or toward certification. The system remembers every course, crediting it toward certificates at any level.

## WHAT OUR STUDENTS SAY

*I'm in these professional courses and I harken back to the first conversations about genealogy with Angie Breidenbach. I was pretty green. (Scratching my head, nervously.) Thank you to Angie for the time she spent with me as I asked her so many questions and gained the confidence to become a new enrollee. Many heart-felt thanks — Rebecca Howard*

# CERTIFICATE PROGRAMS AND COURSE OFFERINGS

## COMPULSORY COURSES – METHODOLOGY – 15\* COURSES

The core Methodology courses create the foundation for all the certifications. To receive the Professional Learning Certificate Genealogical Studies (PLCGS) credentials, students must complete all Methodology courses, the country record group of choice, and remaining electives totaling a minimum of 40 credits to graduate.

## SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                                                   | LEVEL |
|----------------------------------------------------------------|-------|
| 1. METHODOLOGY 1: GETTING STARTED                              | BASIC |
| 2. METHODOLOGY 2: ORGANIZING & SKILL-BUILDING                  | BASIC |
| 3. ELECTRONIC RESOURCES: USING THE INTERNET                    | BASIC |
| 4. SKILLS: TRANSCRIBING, ABSTRACTING & EXTRACTING              | BASIC |
| 5. ANALYSIS & SKILLS MENTORING 1                               | BASIC |
| 6. METHODOLOGY 3: MORE STRATEGIES                              | INT   |
| 7. METHODOLOGY 4: EFFECTIVE SEARCHING & RECORDING              | INT   |
| 8. METHODOLOGY 5: HOW TO PROVE IT                              | INT   |
| 9. ANALYSIS & SKILLS MENTORING 2                               | INT   |
| 10. *LATIN FOR GENEALOGY COURSE REQUIRED 1 JAN 2025            | INT   |
| 11. METHODOLOGY 6: PROFESSIONAL PREPARATION & PRACTICE         | ADV   |
| 12. PALAEOGRAPHY: READING & UNDERSTANDING HISTORICAL DOCUMENTS | ADV   |
| 13. GENEALOGY & COPYRIGHT GUIDELINES                           | ADV   |
| 14. GENETICS & MEDICAL FAMILY HISTORY                          | ADV   |
| 15. ANALYSIS & SKILLS MENTORING 3                              | ADV   |

### SMART TIP:

Consider using another certificate of study as your electives to gain another expertise. An example would be taking the remaining 11 DNA and Genetic Genealogy courses combined with your 15 Methodology and 14 American Records courses. On graduation, you'll have credentials in both AMERICAN and DNA specialties. Clients love genealogists who can answer their family mysteries with expertise.

### NOTE:

For the balance of courses, choose courses from the country of your choice. Samples on the following pages. Find the full list of country offerings and electives at [GenealogicalStudies.com](http://GenealogicalStudies.com).

# CERTIFICATE PROGRAMS AND COURSE OFFERINGS

## AMERICAN RECORDS — 14 COURSES

To receive your PLCGS Certificate in Genealogical Studies — AMERICAN Records, you must successfully complete a total of 40 credits including all 15 Methodology courses, 14 American Records courses, and 11 Elective credits.

## SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                                              | LEVEL |
|-----------------------------------------------------------|-------|
| 1. AMERICAN: CENSUS RECORDS                               | BASIC |
| 2. AMERICAN: VITAL RECORDS, UNDERSTANDING & USING RECORDS | BASIC |
| 3. AMERICAN: RELIGIOUS RECORDS 1                          | BASIC |
| 4. AMERICAN: LAND RECORDS                                 | BASIC |
| 5. AMERICAN: CEMETERY & MORTUARY RECORDS                  | INT   |
| 6. AMERICAN: RELIGIOUS RECORDS 2                          | INT   |
| 7. AMERICAN: IMMIGRATION & NATURALIZATION RECORDS         | INT   |
| 8. AMERICAN: PROBATE RECORDS                              | INT   |
| 9. AMERICAN: MIGRATION PATTERNS                           | INT   |
| 10. AMERICAN: NEWSPAPER RECORDS                           | ADV   |
| 11. AMERICAN: MILITARY RECORDS                            | ADV   |
| 12. AMERICAN: OCCUPATIONAL RECORDS                        | ADV   |
| 13. AMERICAN: INSTITUTIONAL RECORDS                       | ADV   |
| 14. AMERICAN: COURT RECORDS                               | ADV   |

## SAMPLING OF AMERICAN ELECTIVES AND CONTINUING EDUCATION OPTIONS

- RESEARCH: FAMILYSEARCH RESOURCES — IN PERSON AND ONLINE
- RESEARCH: GRANDMOTHERS, MOTHERS & DAUGHTERS-TRACING WOMEN
- RESEARCH: MAYFLOWER ANCESTORS
- RESEARCH: SCANDINAVIAN ANCESTORS
- RESEARCH: U.S. 20TH CENTURY RECORDS, INCLUDING ADOPTION RECORDS
- RESEARCH: U.S. AFRICAN AMERICAN ANCESTORS
- RESEARCH: U.S. COLONIAL NEW ENGLAND ANCESTORS
- RESEARCH: U.S. FRATERNAL ORGANIZATIONS
- RESEARCH: U.S. GREAT LAKES AREA ANCESTORS
- RESEARCH: U.S. MIDWESTERN STATES ANCESTORS
- RESEARCH: U.S. RECORDS USING ANCESTRY INCLUDING DNA STRATEGIES
- RESEARCH: U.S. WESTERN STATES ANCESTORS

**Smart Tip:** Consider adding DNA & Genetic Genealogy as your electives.

# CERTIFICATE PROGRAMS AND COURSE OFFERINGS

## AUSTRALIAN RECORDS — 14 COURSES

To receive your PLCG5 Certificate in Genealogical Studies — AUSTRALIAN Records, you must successfully complete all 15 Methodology courses and 11 Australian courses plus 14 Electives for a total of 40 credits.

### SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                                                | LEVEL |
|-------------------------------------------------------------|-------|
| 1. AUSTRALIAN: BIRTHS, DEATHS AND MARRIAGES                 | BASIC |
| 2. AUSTRALIAN: OTHER SOURCES FOR BIRTHS, DEATHS & MARRIAGES | BASIC |
| 3. AUSTRALIAN: IMMIGRATION RECORDS-FREE SETTLERS            | BASIC |
| 4. AUSTRALIAN: CONVICT RECORDS                              | BASIC |
| 5. AUSTRALIAN: NEWSPAPERS & BIOGRAPHIES                     | INT   |
| 6. AUSTRALIAN: CHURCH RECORDS                               | INT   |
| 7. AUSTRALIAN: LOCAL HISTORY & REGIONAL SOURCES             | INT   |
| 8. AUSTRALIAN: MILITARY RECORDS                             | INT   |
| 9. AUSTRALIAN: OCCUPATIONAL RECORDS                         | INT   |
| 10. AUSTRALIAN: EDUCATION RECORDS                           | ADV   |
| 11. AUSTRALIAN: HEALTH RECORDS                              | ADV   |

### SAMPLING OF AUSTRALIAN ELECTIVES AND CONTINUING EDUCATION OPTIONS

- RESEARCH: AUSTRALIAN ANCESTORS
- RESEARCH: BRITISH INDIA ANCESTORS
- RESEARCH: CHILD MIGRATION FROM BRITAIN
- RESEARCH: NEW ZEALAND ANCESTORS
- PLANNING A RESEARCH TRIP TO IRELAND
- PLANNING A RESEARCH TRIP TO SCOTLAND

**Smart Tip:** Consider using your electives to pair with an English or Irish certificate

*Flexible to meet your schedule.  
Finish faster or take your time.  
It's up to you.*



# CERTIFICATE PROGRAMS AND COURSE OFFERINGS

## CANADIAN RECORDS — 16 COURSES

To receive your PLCGS post-nominal credentials in CANADIAN Records, you must successfully complete all 15 Methodology and 16 Canadian courses plus 9 Electives to equal 40 credits.

## SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                                      | LEVEL |
|---------------------------------------------------|-------|
| 1. CANADIAN: CENSUS RECORDS 1                     | BASIC |
| 2. CANADIAN: VITAL STATISTICS RECORDS 1           | BASIC |
| 3. CANADIAN: WILLS & ESTATE RECORDS 1             | BASIC |
| 4. CANADIAN: LAND RECORDS 1                       | BASIC |
| 5. CANADIAN: CENSUS RECORDS 2                     | INT   |
| 6. CANADIAN: VITAL STATISTICS RECORDS 2           | INT   |
| 7. CANADIAN: RELIGIOUS RECORDS                    | INT   |
| 8. CANADIAN: WILLS & ESTATE RECORDS 2             | INT   |
| 9. CANADIAN: LAND RECORDS 2                       | INT   |
| 10. CANADIAN: GEOGRAPHY & MAPS                    | ADV   |
| 11. CANADIAN: ARCHIVAL CENTRES                    | ADV   |
| 12. CANADIAN: IMMIGRATION RECORDS                 | ADV   |
| 13. CANADIAN: NEWSPAPER RECORDS                   | ADV   |
| 14. CANADIAN: MILITARY RECORDS                    | ADV   |
| 15. CANADIAN: MIGRATION PATTERNS                  | ADV   |
| 16. CANADIAN: LOCAL HISTORY & SPECIAL COLLECTIONS | ADV   |

## SAMPLING OF CANADIAN ELECTIVES AND CONTINUING EDUCATION OPTION

- RESEARCH: ACADIAN ANCESTORS
- RESEARCH: ALBERTA ANCESTORS
- RESEARCH: BRITISH COLUMBIA ANCESTORS
- RESEARCH: CANADIAN ANCESTORS
- RESEARCH: FRENCH-CANADIAN ANCESTORS
- RESEARCH: MANITOBA ANCESTORS
- RESEARCH: NEW BRUNSWICK ANCESTORS
- RESEARCH: UNITED EMPIRE LOYALISTS

**Smart tip:** Consider taking another certificate as your electives to round out your expertise. ENGLISH, GERMAN, IRISH, and AMERICAN records are all excellent opportunities to help you serve future clientele who may have ancestry that hops the pond.

# CERTIFICATE PROGRAMS AND COURSE OFFERINGS

## DNA and GENETIC GENEALOGY — 15 COURSES

Methodology as the genealogical science of research is crucial foundation of understanding DNA and GENETIC GENEALOGY. This particular certificate does not study records research. It can be studied alone or as an elective set to records certification. To receive your Certificate in DNA and GENETIC GENEALOGY, you must successfully complete 15 Compulsory credits which include 4 Methodology courses. If you've already taken Methodology, the system remembers. You won't need to retake a course.

## SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                                                    | LEVEL |
|-----------------------------------------------------------------|-------|
| 1. METHODOLOGY 1                                                | BASIC |
| 2. METHODOLOGY 2                                                | BASIC |
| 3. METHODOLOGY 3                                                | BASIC |
| 4. DNA: INTRODUCTION TO GENETIC GENEALOGY                       | BASIC |
| 5. DNA: AUTOSOMAL DNA-TESTING FOR EVERYONE                      | BASIC |
| 6. DNA: TRACING MATERNAL & PATERNAL LINES                       | BASIC |
| 7. ORGANISING A ONE-NAME STUDY                                  | INT   |
| 8. ORGANISING A ONE-PLACE STUDY                                 | INT   |
| 9. FORENSIC GENEALOGY                                           | INT   |
| 10. GENEALOGY ETHICAL GUIDELINES AND STANDARDS                  | ADV   |
| 11. GENETICS & MEDICAL FAMILY HISTORY                           | ADV   |
| 12. DNA: SPECIAL CIRCUMSTANCES- ADOPTEES & UNKNOWN PARENTAGE    | ADV   |
| 13. DNA: METHODOLOGY & ANALYSIS                                 | ADV   |
| 14. DNA: READING & UNDERSTANDING ARTICLES FOR GENETIC GENEALOGY | ADV   |
| 15. DNA: HISTORICAL STUDIES                                     | ADV   |

## SAMPLING OF ELECTIVES AND CONTINUING EDUCATION OPTIONS

- LECTURING SKILLS INCLUDING PREPARATION
- SKILL-BUILDING: BREAKING DOWN BRICK WALLS
- SKILL-BUILDING: EVIDENCE ANALYSIS AND EVALUATION USING CASE STUDIES
- SKILL-BUILDING: NUTS & BOLTS OF REPORTING RESEARCH
- METHODOLOGY - PART 6: PROFESSIONAL PREPARATION AND PRACTICE
- RESEARCH: SOCIAL HISTORY



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## CERTIFICATE PROGRAMS AND COURSE OFFERINGS

### EASTERN EUROPEAN RECORDS — 11 COURSES

The EASTERN EUROPEAN Program covers all geographical areas in Eastern Europe. To receive your PLCGS Certificate in Genealogical Studies — Eastern European Records, you must successfully complete 15 Methodology courses, 11 Eastern European courses as compulsory credits plus 14 Electives for a total of 40 credits.

### SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                                                                  | LEVEL |
|-------------------------------------------------------------------------------|-------|
| 1. EASTERN EUROPEAN: INTRO TO RESEARCH FOR NORTH AMERICANS                    | BASIC |
| 2. EASTERN EUROPEAN: LANGUAGES & ALPHABETS                                    | BASIC |
| 3. EASTERN EUROPEAN: LOCATING PLACES                                          | BASIC |
| 4. EASTERN EUROPEAN: UNDERSTANDING MIGRATION PATTERNS                         | BASIC |
| 5. EASTERN EUROPEAN: AUSTRIAN-HUNGARIAN, GERMAN & RUSSIAN EMPIRES: CHRONOLOGY | INT   |
| 6. EASTERN EUROPEAN: CIVIL REGISTRATION RECORDS                               | INT   |
| 7. EASTERN EUROPEAN: CHURCH RECORDS                                           | INT   |
| 8. EASTERN EUROPEAN: OTHER RECORDS, INCLUDING CENSUS, LAND, MILITARY & TAX    | INT   |
| 9. EASTERN EUROPEAN: RECORD REPOSITORIES                                      | INT   |
| 10. EASTERN EUROPEAN: PROBLEM SOLVING                                         | ADV   |
| 11. EASTERN EUROPEAN: ONSITE RESEARCH IN THE ANCESTRAL HOMELAND               | ADV   |

### EASTERN EUROPEAN ELECTIVES AND CONTINUING EDUCATION OPTIONS

- RESEARCH: AUSTRO-HUNGARIAN ANCESTORS
- RESEARCH: GERMAN ANCESTORS
- RESEARCH: JEWISH ANCESTORS
- RESEARCH: POLISH ANCESTORS
- RESEARCH: UKRAINIAN ANCESTORS
- RESEARCH: SCANDINAVIAN ANCESTORS

#### Smart Tip:

Taking another certificate like German Records would complement your Eastern European education.

### NEED SOME HELP TO REGISTER OR ASK A QUESTION?

*Drop a note in the chat app in the bottom right-hand corner for personalized student advising. Please add your contact information so we can respond. We do not spam, sell, or use your information or any other reason. Or, call 800.580.0165 x1 to request a student advising appointment.*



# CERTIFICATE PROGRAMS AND COURSE OFFERINGS

## ENGLISH RECORDS – 13 COURSES

The ENGLISH Program covers the records of England and Wales. To receive your PLCG5 Certificate in Genealogical Studies — English Records, you must successfully complete 15 Methodology courses, 13 English courses, plus 12 Electives to equal 40 credits.

## SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                                                       | LEVEL |
|--------------------------------------------------------------------|-------|
| 1. ENGLISH: CENSUS RECORDS INCLUDING WALES                         | BASIC |
| 2. ENGLISH: CIVIL REGISTRATION RECORDS INCLUDING WALES             | BASIC |
| 3. ENGLISH: PARISH REGISTERS                                       | BASIC |
| 4. ENGLISH: PROBATE RECORDS                                        | BASIC |
| 5. ENGLISH: UNDERSTANDING NAMES IN GENEALOGY                       | INT   |
| 6. ENGLISH: NON-ANGLICAN CHURCH RECORDS                            | INT   |
| 7. ENGLISH: POOR LAW & PARISH CHEST RECORDS                        | INT   |
| 8. BRITISH: MILITARY (NEWLY UPDATED 2024)                          | INT   |
| 9. ENGLISH: OCCUPATIONS - PROFESSIONS & TRADES                     | INT   |
| 10. ENGLISH: EDUCATION, HEALTH & CONTEMPORARY DOCUMENTS            | ADV   |
| 11. ENGLISH: TAXES, LISTS, BUSINESS, ELECTORAL & INSURANCE RECORDS | ADV   |
| 12. ENGLISH: LAND/PROPERTY RECORDS INCL. MANORIAL DOCS & MAPS      | ADV   |
| 13. ENGLISH: COURT RECORDS-CRIMINAL, CIVIL & ECCLESIASTICAL        | ADV   |

## ENGLISH ELECTIVES AND CONTINUING EDUCATION OPTIONS

- RESEARCH: BRITISH INDIA ANCESTORS
- RESEARCH: IRISH ANCESTORS
- RESEARCH: SOUTH AFRICAN ANCESTORS INCLUDING MILITARY RECORDS
- RESEARCH: THE NATIONAL ARCHIVES OF ENGLAND
- RESEARCH: UNITED EMPIRE LOYALIST ANCESTORS
- SCOTTISH: SPECIAL ASPECTS OF SCOTTISH RESEARCH
- RESEARCH: U.S. COLONIAL NEW ENGLAND ANCESTORS
- AUSTRALIAN: CONVICT RECORDS

## WHAT OUR STUDENTS SAY

*Thank you! This program was fantastic!*

— Susan Leigh Bertrand, Somerset, Massachusetts, USA

## CERTIFICATE PROGRAMS AND COURSE OFFERINGS

### GERMAN RECORDS — 12 COURSES

The GERMAN Program covers all resources in Germany. To receive your PLCGS. Certificate in Genealogical Studies — German Records, you must successfully complete 15 Methodology courses, 12 German Records courses, plus 13 Electives for a total of 40 credits.

### SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                               | LEVEL |
|--------------------------------------------|-------|
| 1. GERMAN: INTRODUCTION TO GERMAN RESEARCH | BASIC |
| 2. GERMAN: THE LANGUAGE                    | BASIC |
| 3. GERMAN: LOCATING PLACES IN GERMANY      | BASIC |
| 4. GERMAN: CHURCH RECORDS                  | BASIC |
| 5. GERMAN: READING THE RECORDS             | INT   |
| 6. GERMAN: CHRONOLOGICAL CONSIDERATIONS    | INT   |
| 7. GERMAN: RECORD REPOSITORIES             | INT   |
| 8. GERMAN: CIVIL REGISTRATION RECORDS      | INT   |
| 9. GERMAN: EMIGRATION RECORDS              | INT   |
| 10. GERMAN: GERMANS OUTSIDE OF GERMANY     | ADV   |
| 11. GERMAN: NAMING PRACTICES               | ADV   |
| 12. GERMAN: COMPILED SOURCES               | ADV   |

**Note:** The GERMAN Records — Complete package includes 13 courses. One course would be the student's choice of an Elective course.

### GERMAN ELECTIVES AND CONTINUING EDUCATION OPTIONS

- RESEARCH: DANISH ANCESTORS
- RESEARCH: DUTCH ANCESTORS IN THE NETHERLANDS
- RESEARCH: U.S. WORLD WAR II ANCESTORS 1
- RESEARCH: U.S. WORLD WAR II ANCESTORS 2
- RESEARCH: GERMAN ANCESTORS

#### **Smart Tip:**

Complement your courses with electives in the EASTERN EUROPEAN Certificate to enhance your expert offerings for clientele.

### WHAT OUR STUDENTS SAY

*The German certificate program is extremely well done. Each time I start a new course, I'm amazed at how much I learn.*

—Debra Ansen, Sweden

# CERTIFICATE PROGRAMS AND COURSE OFFERINGS

## IRISH RECORDS — 14 COURSES

The IRISH Program includes the records of Northern Ireland and the Republic of Ireland (Eire). To receive your PLCGS Certificate in Genealogical Studies — IRISH Records, you must successfully complete 15 Methodology courses, 15 Irish courses, and 10 Electives.

**Note:** The IRISH Records program has been completely revamped. \*New course denoted by asterisk.

## SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                                                                                        | LEVEL |
|-----------------------------------------------------------------------------------------------------|-------|
| 1. IRISH: UNDERSTANDING IRELAND, HISTORY & SOURCE RECORDS                                           | BASIC |
| 2. IRISH: ARCHIVAL REPOSITORIES                                                                     | BASIC |
| 3. IRISH: CENSUS & CENSUS SUBSTITUTES                                                               | BASIC |
| 4. IRISH: CIVIL REGISTRATION                                                                        | BASIC |
| 5. IRISH: RELIGIOUS RECORDS                                                                         | BASIC |
| 6. IRISH: LAND & PROPERTY RECORDS                                                                   | INT   |
| 7. IRISH: NEWSPAPERS & OTHER PRINTED SOURCES                                                        | INT   |
| 8. IRISH: WILLS & TESTAMENTARY RECORDS                                                              | INT   |
| 9. IRISH: MONUMENTAL INSCRIPTIONS (GRAVES)                                                          | INT   |
| 10. IRISH: BRITISH MILITARY RECORDS                                                                 | INT   |
| 11. IRISH: IMMIGRATION, NATURALIZATION & EMIGRATION RECORDS                                         | ADV   |
| 12. IRISH: ESTATE, PLANTATION & SETTLEMENT RECORDS                                                  | ADV   |
| 13. IRISH: IRISH COURT RECORDS, STATE PAPERS, PARLIAMENTARY RECORDS, & ELECTORAL & TAXATION RECORDS | ADV   |
| 14. *IRISH: CRIME & PUNISHMENT AND OTHER STATE INSTITUTIONS                                         | ADV   |

## IRISH ELECTIVES AND CONTINUING EDUCATION OPTIONS

- DNA: AUTOSOMAL DNA — TESTING FOR EVERYONE
- PLANNING A RESEARCH TRIP TO IRELAND
- RESEARCH: IRISH ANCESTORS
- RESEARCH: ENGLISH & WELSH ANCESTORS
- RESEARCH: NOVA SCOTIA ANCESTORS

### Smart Tip:

Consider adding the ENGLISH and/or DNA certificate as electives to build your business with more to offer.

## CERTIFICATE PROGRAMS AND COURSE OFFERINGS

### ITALIAN RECORDS —FULL CERTIFICATE IN PROGRESS

The Basic certificate level is complete with the Intermediate level nearly complete. Full certificate PLCG5 program is in development. Until complete, the finished courses will complement other certificates as electives. However, you can complete your 15 Methodology courses and the electives in addition to the Basic ITALIAN Records Certificate. Requires 15 Methodology courses, 12 Italian courses, plus 13 electives for a total of 40 credits. The postnominal, PLCG5, will be available when this program is complete.

#### SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                                   | LEVEL |
|------------------------------------------------|-------|
| 1. ITALIAN: INTRO TO RESEARCH OUTSIDE OF ITALY | BASIC |
| 2. ITALIAN: LANGUAGE AND LOCATION              | BASIC |
| 3. ITALIAN: CIVIL REGISTRATION RECORDS, PART 1 | BASIC |
| 4. ITALIAN: CIVIL REGISTRATION RECORDS, PART 2 | BASIC |
| 5. ITALIAN: CATHOLIC CHURCH RECORDS, PART 1    | INT   |
| 6. ITALIAN: CATHOLIC CHURCH RECORDS, PART 2    | INT   |

### SCOTTISH RECORDS —FULL CERTIFICATE IN PROGRESS

The SCOTTISH certificate program has both the Basic and Intermediate Levels completed. The Advanced Level is not yet complete. Until complete, the finished courses will complement other certificates as electives. All courses are remembered by the system so full credentials will be awarded when all courses are completed by the student. To earn a PLCG5 in Scottish Records, you'll need to complete the 15 Methodology courses, 14 Scottish, and 11 electives.

#### SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                                               | LEVEL |
|------------------------------------------------------------|-------|
| 1. SCOTTISH: OLD PARISH REGISTERS                          | BASIC |
| 2. SCOTTISH: WILLS & TESTAMENTS                            | BASIC |
| 3. SCOTTISH: CENSUS RECORDS                                | BASIC |
| 4. SCOTTISH: STATUTORY REGISTRATION                        | BASIC |
| 5. SCOTTISH: BEYOND THE OPRS                               | INT   |
| 6. SCOTTISH: LAND & PROPERTY                               | INT   |
| 7. SCOTTISH: SPECIAL ASPECTS OF SCOTTISH RESEARCH          | INT   |
| 8. SCOTTISH: THE POOR AND POOR RELIEF                      | INT   |
| 9. BRITISH: MILITARY (REPLACING SCOTTISH/ENGLISH MILITARY) | INT   |

# CERTIFICATE PROGRAMS AND COURSE OFFERINGS

## PERSONAL HISTORIAN CERTIFICATE

Professional Genealogists with a specialty as Personal Historians preserve the stories and lives of their clients. If you love the story side of genealogy, this certificate program is for you. Wisdom, life and business experience, family traditions, and more are told through the eyes of the person with the help of a professional genealogist. Learn to use interview, photography, video, research, writing, heirloom preservation, storytelling techniques, and additional specialties. In the lucrative career as a professional personal historian, you work with individuals, families, organizations, businesses, historical places to tell their story. This program includes 25 courses (22 compulsory and 3 electives chosen from a suggested list or any other) to graduate as a credentialed Personal Historian.

## SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                                                   | LEVEL |
|----------------------------------------------------------------|-------|
| 1. METHODOLOGY - PART 1: GETTING STARTED                       | BASIC |
| 2. METHODOLOGY - PART 2: ORGANIZING & SKILL-BUILDING           | BASIC |
| 3. PERSONAL HISTORIAN: BEGINNING GENEALOGY                     | BASIC |
| 4. PRESERVE YOUR FAMILY HISTORY DOCUMENTS AND HEIRLOOMS        | BASIC |
| 5. DNA: INTRODUCTION TO GENETIC GENEALOGY                      | BASIC |
| 6. DNA: AUTOSOMAL DNA - TESTING FOR EVERYONE                   | BASIC |
| 7. BUSINESS SKILLS: CREATING A BUSINESS                        | BASIC |
| 8. BUSINESS SKILLS: BUSINESS ADMINISTRATION                    | BASIC |
| 9. METHODOLOGY - PART 3: MORE STRATEGIES                       | INT   |
| 10. PERSONAL HISTORIAN: ORAL HISTORY & INTERVIEWING TECHNIQUES | INT   |
| 11. PERSONAL HISTORIAN: VIDEO TECHNIQUES                       | INT   |
| 12. RESEARCH: GRANDMOTHERS, MOTHERS & DAUGHTERS-TRACING WOMEN  | INT   |
| 13. RESEARCH: SOCIAL HISTORY                                   | INT   |
| 14. LIFE OF OUR ANCESTORS                                      | INT   |
| 15. DEMYSTIFYING CULTURE & FOLKLORE                            | INT   |
| 16. RESEARCH: HOUSE & FARM HISTORIES                           | INT   |
| 17. PERSONAL HISTORIAN: TELLING THE STORIES                    | INT   |
| 18. PHOTOGRAPHY: CLUES PICTURES HOLD, EDITING & DIGITIZING     | INT   |
| 19. PALAEOGRAPHY: READING & UNDERSTANDING HISTORICAL DOCUMENTS | ADV   |
| 20. GENEALOGY AND COPYRIGHT GUIDELINES                         | ADV   |
| 21. GENETICS AND MEDICAL FAMILY HISTORY                        | ADV   |
| 22. GENEALOGY ETHICAL GUIDELINES & STANDARDS                   | ADV   |

## PERSONAL HISTORIAN ELECTIVES AND CONTINUING EDUCATION OPTIONS

- WRITING YOUR FAMILY HISTORY BOOK
- PLANNING A FABULOUS FAMILY REUNION
- CONNECTING FAMILY: ONLINE AND VIRTUALLY
- BUSINESS SKILLS: MARKETING YOUR BUSINESS
- SKILL-BUILDING: BREAKING DOWN BRICK WALLS

## CERTIFICATE PROGRAMS AND COURSE OFFERINGS

### GENEALOGICAL LIBRARIANSHIP CERTIFICATE

This course of study is intended for professional librarians, museum docents, genealogy society librarians, and archivists. To receive your Certificate in Genealogical Studies—Librarianship, you must successfully complete 10 Compulsory credits and 2 Elective credits. This program benefits those who already have a basic understanding of genealogy and are involved in the genealogical collection of their library, museum, or archive. These courses are based on the student knowing research techniques as a librarian and will earn the PLCGS post nominals.

### SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                                                         | LEVEL |
|----------------------------------------------------------------------|-------|
| 1. LIBRARIANSHIP: DEVELOPING SUCCESSFUL GENEALOGY COLLECTIONS        | BASIC |
| 2. LIBRARIANSHIP: GENEALOGY REFERENCE INTERVIEW                      | BASIC |
| 3. LIBRARIANSHIP: SPECIALIZED GENEALOGY SOURCES                      | BASIC |
| 4. LIBRARIANSHIP: TWENTY-FIRST CENTURY GENEALOGY SERVICES            | BASIC |
| 5. LIBRARIANSHIP: GENEALOGY RECORD TYPES                             | INT   |
| 6. LIBRARIANSHIP: HANDOUTS, BROCHURES, ONLINE/MULTI-MEDIA REFERENCES | INT   |
| 7. LIBRARIANSHIP: INTERNET GENEALOGY SEARCHES                        | INT   |
| 8. LIBRARIANSHIP: PROGRAMMING & MARKETING YOUR SERVICES              | INT   |
| 9. LIBRARIANSHIP: COOPERATIVE VENTURES & REFERRALS                   | ADV   |
| 10. LIBRARIANSHIP: DEVELOPING A GENEALOGY WEBSITE                    | ADV   |

### WHAT OUR STUDENTS SAY

*I want to take this opportunity to congratulate you on the improvements made for students of the International Institute of Genealogical Studies. I watched your YouTube presentation and was impressed with the changes. Thank you for all you are doing...you are very much appreciated.*

— Nancy Mackenzie, Coquitlam, British Columbia, Canada

*The support and guidance provided by instructors and staff has been invaluable. Thank you everyone!*

— Cathryn, Cardiff, Ontario, Canada

# CERTIFICATE PROGRAMS AND COURSE OFFERINGS

## PROFESSIONAL DEVELOPMENT CERTIFICATE

You'll learn the skills required to succeed in growing your own genealogy business. Build a foundation for research and business excellence. To receive your Professional Development Certificate, successfully complete 32 compulsory courses and 8 elective courses. Pursue a career in genealogy, create a genealogy business, or augment income potential by adding niche areas to your business plan. Skill-building courses are of high importance in this certificate to ensure quality results as a professional researcher. Each course will contain a text, case studies, assignments, and a final exam. Virtual meetings on Zoom offer the opportunity to interact online with the instructor and your classmates.

## SUGGESTED ORDER FOR TAKING COURSES

| COURSE TITLE                                                          | LEVEL |
|-----------------------------------------------------------------------|-------|
| 1. BUSINESS SKILLS: CREATING A BUSINESS                               | BASIC |
| 2. BUSINESS SKILLS: BUSINESS ADMINISTRATION                           | BASIC |
| 3. BUSINESS SKILLS: CAREER DEVELOPMENT: CHOOSING A NICHE 1            | BASIC |
| 4. BUSINESS SKILLS: CAREER DEVELOPMENT: CHOOSING A NICHE 2            | BASIC |
| 5. BUSINESS SKILLS: MARKETING YOUR SERVICES & PRODUCTS                | BASIC |
| 6. BUSINESS SKILLS: ESTABLISHING & PROMOTING YOUR WEBSITE             | BASIC |
| 7. SKILLS: TRANSCRIBING, ABSTRACTING & EXTRACTING                     | BASIC |
| 8. SKILL-BUILDING: BREAKING DOWN BRICK WALLS                          | BASIC |
| 9. ANALYSIS & SKILLS MENTORING 1                                      | BASIC |
| 10. METHODOLOGY 3: MORE STRATEGIES                                    | INT   |
| 11. METHODOLOGY 4: EFFECTIVE SEARCHING & RECORDING                    | INT   |
| 12. METHODOLOGY - PART 5: HOW TO PROVE IT                             | INT   |
| 13. DEMYSTIFYING CULTURE & FOLKLORE                                   | INT   |
| 14. RESEARCH: HOUSE & FARM HISTORIES                                  | INT   |
| 15. PERSONAL HISTORIAN: TELLING THE STORIES                           | INT   |
| 16. PHOTOGRAPHY: CLUES THAT PICTURES HOLD; EDITING & DIGITIZING       | INT   |
| 17. ORGANISING A ONE-NAME STUDY                                       | INT   |
| 18. ORGANISING A ONE-PLACE STUDY                                      | INT   |
| 19. WRITING FOR GENEALOGY: ARTICLES, BLOGS, RESEARCH REPORTS          | INT   |
| 20. CREATING GENEALOGY PROGRAMS FOR ADULTS & THE YOUNGER GENERATION   | INT   |
| 21. GENEALOGY SOCIETY CREATION & MANAGEMENT                           | INT   |
| 22. FORENSIC GENEALOGY                                                | INT   |
| 23. SKILL-BUILDING: NUTS & BOLTS OF REPORTING RESEARCH                | INT   |
| 24. SKILL-BUILDING: EVIDENCE ANALYSIS & EVALUATION USING CASE STUDIES | INT   |
| 25. LECTURING SKILLS INCLUDING PREPARATION                            | INT   |
| 26. ANALYSIS & SKILLS MENTORING 2                                     | INT   |
| 27. METHODOLOGY - PART 6: PROFESSIONAL PREP & PRACTICE                | ADV   |
| 28. PALAEOGRAPHY: READING/UNDERSTANDING HISTORICAL DOCUMENTS          | ADV   |
| 29. GENEALOGY & COPYRIGHT GUIDELINES                                  | ADV   |
| 30. GENEALOGY ETHICAL GUIDELINES & STANDARDS                          | ADV   |
| 31. GENETICS & MEDICAL FAMILY HISTORY                                 | ADV   |
| 32. ANALYSIS & SKILLS MENTORING 3                                     | ADV   |



## THE FAMILY GENEALOGIST

The journey of a family historian is full of discovery— discovery of the past and the responsibility of preserving it for future generations. Our family historians are crucial. We'll continue to support your work in preserving individual family history and the world history you record through your lifetime.

Many family historians continue because they love learning. The International Institute of Genealogical Studies makes class fascinating and fun!

Learning to tell the stories of our ancestors changes them from two-dimensional factoids to multidimensional people who lived real lives. Those stories help us creatively share genealogy that captivates our family. Below are some of the fascinating courses to help you share family history and all the work you've done to preserve it.

1. ELECTRONIC RESOURCES: ORGANIZE & PUBLISH A FAMILY TREE
2. CONNECTING FAMILY: ONLINE AND VIRTUALLY
3. DEMYSTIFYING CULTURE & FOLKLORE
4. DISCOVER YOUR FAMILY HISTORY
5. LIFE OF OUR ANCESTORS
6. PERSONAL HISTORIAN: BEGINNING GENEALOGY
7. PERSONAL HISTORIAN: ORAL HISTORY & INTERVIEWING TECHNIQUES
8. PERSONAL HISTORIAN: TELLING THE STORIES
9. PERSONAL HISTORIAN: VIDEO TECHNIQUES
10. PHOTOGRAPHY: CLUES PICTURES HOLD, EDITING, DIGITIZING AND VARIOUS PROJECTS
11. PRESERVE YOUR FAMILY HISTORY DOCUMENTS & HEIRLOOMS
12. PRODUCING YOUR FAMILY VIDEO
13. RESEARCH: HOUSE & FARM HISTORIES
14. RESEARCH: SOCIAL HISTORY
15. WRITING FOR GENEALOGY: ARTICLES, BLOGS, RESEARCH REPORTS AND SO MUCH MORE
16. WRITING THE GENEALOGIST'S MEMOIR
17. WRITING YOUR FAMILY HISTORY BOOK



*Flexible to meet your schedule.  
Finish faster or take your time.  
It's up to you.*

## THE PROFESSIONAL GENEALOGIST

Develop your business on sound genealogical science with solid methodology, various continuing-education certifications, and skills to offer excellent service to our clientele. The International Institute of Genealogical Studies will help you learn how to create the business you dream of and to continue to add on specialties.

### WHAT KIND OF JOBS ARE AVAILABLE IN THE FIELD OF GENEALOGY?

- FAMILY TREE RESEARCH
- FORENSIC GENEALOGIST
- FAMILY ARCHIVIST
- CONFERENCE/EVENT PLANNER
- HOUSE AND FARM HISTORIAN
- DNA RELATIONSHIP TRACING
- HEIR TRACING/PROBATE RESEARCH
- PROFESSIONAL ORGANIZER
- GENEALOGICAL SOCIAL MEDIA MARKETER
- ADOPTION RESEARCH
- MEDICAL HISTORY RESEARCHER
- LOCAL GENEALOGIST (HIRED BY THOSE AT A DISTANCE)
- EMPLOYED BY COMPANIES & ORGANIZATIONS AS A GENEALOGIST
- LECTURER
- LIBRARIAN
- REPOSITORY, STAFF EXPERT
- PERSONAL HISTORIAN (ASSISTING OTHERS TO RECORD THEIR STORIES)
- AUTHOR
- PRESERVATION SPECIALIST (PHOTOGRAPHY, MEMORABILIA, DOCUMENTS)
- LAND & HISTORICAL EVENT SPECIALIST
- BUSINESS/TOWN HISTORIAN
- AND MORE...

### WHAT OUR STUDENTS SAY

*I've been taking courses in several certificates for many years... I've advanced my research so much. I'm hoping to use my knowledge to help others in the future — maybe making it a career.*

— Jody Bennett, Edmonton, Alberta, Canada

*I've found these courses to be interesting and challenging. Each course has opened up a new perspective on genealogy for me!*

— Linda Christensen, Preston, Connecticut, USA

## STUDENT LIFE DESIGNED TO FIT YOUR REAL LIFE

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Students in International Institute of Genealogical Studies courses make their schedules fit their life — not the other way around. Here, you take classes when they are convenient for you.

### STUDENT LOUNGE

Our Student Lounge allows special speakers to meet with students while we also have meetings for students all over the world to connect via Zoom. Build friendships, collaborate on genealogical research, enjoy being with other people taking classes and understanding your desire to learn genealogy.

### VIRTUAL MEETINGS

Held on Zoom, these meetings are a way for students to communicate with an instructor and fellow students through prescheduled group meetings, a helpful, interactive way to ask questions about courses and course material. Since many students have the same or similar questions, this is an efficient way for the instructor to answer those questions. The ability to choose your education schedule to fit your life is important. You'll find recorded sessions after the live events.

### PRIVATE STUDENT FACEBOOK GROUP

On Facebook, this student-only group is vibrant with student questions, comments, and support for each other. Faculty pop in to connect as well. The International Institute of Genealogical Studies adheres to appropriate social guidelines outlining courtesy and respect. This is a fun way to meet and interact with like-minded individuals traveling the same genealogy path as you.

### GENEALOGY SOCIAL AT *GENEALOGYWISE.COM* (OPEN TO THE PUBLIC)

Welcome to your Genealogy Social space that combines community interaction with tools and resources for people who are interested in family history research and collaboration with others. At *GenealogyWise.com*, we want you to have great experiences sharing genealogy research, asking questions, offering advice, and enjoy connecting with other genealogists. If family and friends glaze over when genealogy comes up, you've found likeminded people in this social space. We "get" you here.



## STUDENT LIFE DESIGNED TO FIT YOUR REAL LIFE

### COURSES ARE ONLINE WITH SEVERAL OPTIONS

- Registered students have access to digital course materials while the course is open. We suggest downloading or purchasing print materials if you'd like to reference them after your course closes.
- Printed course materials are available for purchase.

### YOU CAN MIX AND MATCH YOUR COURSES

With more than 250 courses, we realize that if you discover, for example, your ancestors are of German descent, then you're not going to be looking at Australian resources for research. However, the most unexpected pathways emerge as your research develops. You, in essence, are uncovering a roadmap to your past. That's the beauty of how the International Institute of Genealogical Studies is set up. Each certificate has add-on options.

There are core methodology courses common to all certificate programs. Then you choose electives that best help you navigate those genealogy waters.

#### *Smart Tip:*

*Use electives to earn your next certificate.* You can choose from several popular combination packages to customize your program or build your own.

### WHAT OUR STUDENTS SAY

*I just completed my consultation with Cheryl Levy. She provided me with an overview of the sources I need to explore, answered my questions, and invited me for a further consultation, if necessary. The consultation was much more than I hoped for. Following her technique as she navigated complex websites was extremely helpful. She was informed, well prepared, and patient. She left me with links to follow-up — a kind of research log I hadn't considered, and I will definitely use going forward. Thank you so much for providing consultation benefits through Institute enrollment. The on-line group gatherings are great, but it's amazing how much more you can get from a carefully planned half-hour consultation. Our morning chat has energized me. I'm on an exciting research journey. Kudos!*

– Judith Tracey, Welland, Ontario, Canada

# REGISTER FOR COURSES TODAY

The International Institute of Genealogical Studies is a vocational trade school serving students around the world. You'll love the course offerings and expert educational experiences. Our new website allows flexibility for adult online education while adding vibrant, memorable courses. We're excited to serve you and help you grow in your genealogical skills.

What makes the International Institute of Genealogical Studies special? We have grace and mercy for adults that are adulting. Flexible and supportive education for adults living busy lives, generous grace periods to change or move course dates without penalties up to two weeks after a course ends. IIGS offers engaging education for all levels from beginner through professional. New to genealogy or adding continuing education, the International Institute of Genealogical Studies is your school!

*Flexible to meet your schedule.  
Finish faster or take your time. It's up to you.*

## HOW DO I REGISTER FOR A COURSE?

Registration is easy. Go to *GenealogicalStudies.com*, and simply choose the course or package you wish, put it in your cart, and buy it.

- On the Home page, all certificates expand to show courses. Click to go deeper to read specific course descriptions.
- Add your choices to the cart and follow through to pay registration fees. Purchasing a package costs less.
- Once your fee is received, your course or package will load into your student briefcase.
- Activate Individual courses only when you're ready to take them.

## CONNECT WITH US ON SOCIAL MEDIA

GS Blog: <https://GenealogyStore.com/blogs/news>

X: <https://X.com/GeneaStudies>

Instagram: <https://www.instagram.com/Genealogical.Studies>

YouTube: <https://www.youtube.com/@GenealogicalStudies>

Facebook: <https://www.facebook.com/GeneaStudies>

