

Certified Genetic GenealogistSM Application Instructions, 1 March 2024



BCG's Certified Genetic Genealogist (CGG) credential denotes associates who have demonstrated competence using genetic evidence to solve complex genealogical problems while meeting standards for using DNA evidence. The CGG credential is open to anyone who holds the Certified-Genealogist credential.

Application Process

Submitting Your Materials

Contact the BCG executive director for instructions for preparing and uploading your portfolio in an electronic format. BCG does not accept submissions in any other form. The Application Form and the Research Context Checklist follow these application instructions and are also available on the BCG website.

Portfolio Size

CGG portfolios must not exceed 150 pages. Permissions from clients and owners of DNA test results, if any, and your documentation to meet standard 54 are excluded from the page count. Please include those materials in an appendix or appendices.

Permissions

You must confirm that you have permission from owners of test results to include those results in your submission. You do not need to have permissions from test takers whose information appears in permission-giving owners' test results. If your submission includes any material prepared for a client, you should provide the client's permission for you to use the material in your portfolio.

Requirements: CGG Applications

Complete applications for the CGG credential contain three elements:

1 Category Application Form and Genealogist's Code of Ethics

A current copy of the Code of Ethics (included in the Category Application Form) must be signed, dated, and uploaded with your application.

2 Development Activities

List activities that helped you prepare for receiving the CGG credential. In a sentence or two discuss how each activity helped you gain knowledge and skill specific to using DNA evidence in genealogy. Both formal and informal development activities may be included (standard 90).

Activities like the following may apply:

- Education focused on DNA and genetics
- Practice in analysis and interpretation of genetic evidence for kinship determination
- Applying concepts in standards 51–57 and the Genealogist’s Code of Ethics, including informed consent
- Writing about or presenting genetic and documentary evidence to reach a conclusion
- Learning about legal and ethical issues related to privacy and terms of service

If you have published genealogical articles using genetic evidence, include a full bibliography.

3 Work Samples

Provide *two* work samples that demonstrate skill in using genetic evidence to reach a genealogical conclusion or to address a research question. Your work samples should meet applicable genealogy standards, including those detailed in the section “Using DNA Evidence” of Chapter 3 in *Genealogy Standards*, 2nd ed., rev. (standards 51–56).

Both work samples should demonstrate the ability to solve genealogical problems. Together the work samples should demonstrate breadth of understanding, use of appropriate DNA tests and test takers, skill at analysis and evidence interpretation, integration of genetic and documentary evidence, respect for living persons, and the ability to communicate findings, reasoning, and conclusions. To demonstrate broad knowledge and expertise, applicants should consider submitting work samples that use more than one kind of DNA test. Casual use of DNA likely will not meet the CGG requirements.

Each work sample must (a) demonstrate application of the Genealogical Proof Standard; (b) use DNA and documentary evidence to resolve a question of relationship or identity that cannot be proved without genetic evidence; and (c) reflect detailed reasoning that integrates DNA and documentary evidence into a defensible conclusion. DNA evidence must be integral to the genealogical conclusion.

A specific format is not required. Good choices may include a stand-alone proof argument, a formal case study, and a research report completed for a client or to file. A research report may reach intermediate conclusions and outline further research steps, like a targeted DNA testing plan, or it may articulate why the research cannot continue. Limitations of lineage-society-application forms and requirements make them poor choices for CGG work samples.

Your work samples may relate to your own family or another family. If you choose to address a straightforward case of a living person’s unknown parentage, only one of your work samples should do so. More complicated cases demonstrate advanced skills.

Each work sample should address one or more of fourteen research contexts. For each work sample, attach a Research Context Checklist indicating which contexts are addressed:

- a. Genetic evidence and documentary evidence disagree.

- b. Insufficient documentary evidence, DNA evidence, or both exist to provide any plausible answer to the research question.
- c. Assembled documentary evidence, DNA evidence, or both suggest more than one equally plausible answer to the research question.
- d. A person whose identity is in question has an unknown given name, last name, or both.
- e. People who closely share Y-DNA have different last names.
- f. One kind of DNA test is insufficient to help answer the research question.
- g. Multiple hypotheses result from pedigree collapse (for example, a sibling pair marries another sibling pair, first cousins marry, or siblings conceive children with the same person).
- h. A relationship question, identity question, or both have multiple plausible answers.
- i. Multiple plausible sources exist for the source of shared DNA.
- j. The averaged amount of shared atDNA differs significantly from statistical predictions across multiple test takers.
- k. Misattributed parentage occurs in multiple generations.
- l. Documentary evidence is limited, for example, where record destruction is extensive, census or vital records are not extant or informative, or records are few.
- m. Your research question applies to an endogamous community.
- n. Genetic networks suggest unknown ancestral lines.

Your work samples also might require reasoning from visual phasing, chromosome mapping, genetic networks, haplogroup frequency, other factors, or any combination of those factors.

You may submit work you have published or submitted to BCG as part of a renewal or new application:

- If your material has been published, submit the unedited version, *not* the published version.
- If you previously submitted the material to BCG, describe any post-submission revisions to the work based on BCG's or others' feedback.

Your submissions should meet the Genealogical Proof Standard, described on pages 1–3 of *Genealogy Standards*. Your work also must conform to documentation standards 1–8, research standards 9–50, DNA standards 51–56, writing standards 58–71, and the Genealogist's Code of Ethics, all in *Genealogy Standards*.

If your portfolio includes responses to Items 1 through 3, you have completed your CGG portfolio.



Board for Certification of Genealogists®

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CGG APPLICATION FORM CERTIFIED GENETIC GENEALOGIST

Name: _____

Full Address: _____

Telephone: _____ Email: _____

Select as applicable:

- The work in this portfolio is entirely my own.**
- The work in this portfolio includes contributions made by others. I have explained those contributions on a separate sheet attached to any such work.**
- The work in this portfolio includes material previously submitted to BCG. I have described on a separate sheet attached to any such work sample revisions to the work based on BCG judge feedback.**

I understand that if my application is successful, I will be certified for five years, during which time I will be responsible for paying an annual CG maintenance fee each July 1st.

Signed _____ Date _____

Return the completed form to office@BCGcertification.org



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GENEALOGIST'S CODE OF ETHICS

To protect the public

- I will not publish or publicize as fact anything I know to be false, doubtful, or unproved; nor will I be a party, directly or indirectly, to such action by others.
- I will identify my sources for all information and cite only those I have personally used.
- I will quote sources precisely, avoiding any alterations that I do not clearly identify as editorial interpretations.
- I will present the purpose, practice, scope, and possibilities of genealogical research within a realistic framework.
- I will delineate my abilities, publications, and/or fees in a true and realistic fashion.
- I will not publish any personal, genealogical, or genetic information disclosed to me unless I have informed consent or omit personally identifying detail. I will also treat publicly available information about living people with sensitivity and will not publish any information with foreseeable potential for harm.

To protect the client

(paying or *pro bono*)

- I will reveal to the client any personal or financial interests that might compromise my professional obligations.
- I will undertake paid research commissions only after a clear agreement as to scope and fee.
- I will, to the best of my abilities, address my research to the issue raised by the client and report to that question.
- I will seek from the client all prior information and documentation related to the research and will not knowingly repeat the work as billable hours without explanation as to good cause.
- I will furnish only facts I can substantiate with adequate documentation; and I will not withhold any data necessary for the client's purpose.
- If the research question involves analysis of data in order to establish a genealogical relationship or identity, I will report that the conclusions are based on the weight of the available evidence and that absolute proof of genealogical relationships is usually not possible.
- If I cannot resolve a research problem within the limitations of time or budget established by contract, I will explain the reasons why.
- If other feasible avenues are available, I will suggest them; but I will not misrepresent the possibilities of additional research.
- I will return any advance payment that exceeds the hours and expenses incurred.

- I will not publish or circulate reports in which a client or colleague has a proprietary interest without that person's informed consent. I will respect this interest whether my report was made directly to the client or to an employer or agent.

To protect the profession

- I will act, speak, and write in a manner I believe to be in the best interests of the profession and the scholarship of genealogy.
- I will participate in exposing genealogical fraud; but I will not otherwise knowingly injure or attempt to injure the reputation, prospects, or practice of another genealogist.
- I will not attempt to supplant another genealogist already employed by a client or agency. I will substitute for another researcher only with specific written consent of and instructions provided by the client or agency.
- I will not represent as my own the work of another. This includes works that are copyrighted, in the public domain, or unpublished. This pledge includes reports, lecture materials, audio/visual tapes, compiled records, and authored essays.
- I will not reproduce for public dissemination, in an oral or written fashion, the work of another genealogist, writer, or lecturer without that person's written consent. In citing another's work, I will give proper credit.

To protect people who provide DNA samples

- When seeking DNA from a living person for genealogical research, I will explain
 - how I would use and share their genetic information and the risks and benefits of that use and sharing;
 - the possibility and consequences of discovering unanticipated relatives, unknown medical conditions, unexpected ethnic backgrounds, and intentional misinformation about such situations;
 - options for openness and privacy, how other researchers could or could not access the data; and why complete anonymity and privacy can never be guaranteed.After providing that information, I will request and comply with the consent, freely given by the person providing the DNA sample or that person's guardian or legal representative.
- When working with DNA test results of living people, I will not publish personally identifying information without each test taker's consent. I will not privately share a match list without the list owner's consent. If I have the list owner's consent, I may privately share details of a match without the match's consent.

The acknowledgment

I, _____, do hereby acknowledge that I concur with the code of ethics set forth by the Board for Certification of Genealogists and that I shall follow its standards in all phases of my work as a genealogist.

Signed _____ Date _____



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Research Context Checklist

Attach a copy of this checklist to each work sample, indicating which (one or more) research context applies to the work sample. See the CGG Application Instructions, page 3.

Work Sample Number _____ Short Title: _____

- Genetic evidence and documentary evidence disagree.
- Insufficient documentary evidence, DNA evidence, or both exist to provide any plausible answer to the research question.
- Assembled documentary evidence, DNA evidence, or both suggest more than one equally plausible answer to the research question.
- A person whose identity is in question has an unknown given name, last name, or both.
- People who closely share Y-DNA have different last names.
- One kind of DNA test is insufficient to help answer the research question.
- Multiple hypotheses result from pedigree collapse (for example, a sibling pair marries another sibling pair, first cousins marry, or siblings conceive children with the same person).
- A relationship question, identity question, or both have multiple plausible answers.
- Multiple plausible sources exist for the source of shared DNA.
- The averaged amount of shared atDNA differs significantly from statistical predictions across multiple test takers.
- Misattributed parentage occurs in multiple generations.
- Documentary evidence is limited, for example, where record destruction is extensive, census or vital records are not extant or informative, or records are few.
- Your research question applies to an endogamous community.
- Genetic networks suggest unknown ancestral lines.