



VIRGINIA
ASSOCIATION
of MUSEUMS

Virginia Certificate in Museum Management Frequently Asked Questions

What are the costs involved in this program?

Currently, there are two costs related to the Certificate Program other than the registration fees for the various workshops and conferences that you must attend in order to meet the requirements of the program. An application fee of \$50 is due when you fill out the Letter of Intent to Complete, and a VAM membership is required throughout your time in the certificate program (this can be a paid individual membership, or a free individual membership that you get as part of a museum's membership; student members need to upgrade in order to be eligible). VAM workshops normally cost \$55 apiece, and the VAM conference costs \$200 to \$260, depending on how you register.

What kind of guidance will be provided to students once they are a part of this program?

The VAM staff and the Certificate Review Committee will work with students to answer questions about the program, help determine what programs and workshops will help fulfill requirements for the program, and assist in future career planning.

How long do students have to complete the program?

Students have five years to complete the program; based on our estimates, it should take an average of three years to complete all the requirements necessary for a Certificate. If a student attends VAM workshops as well as outside programs, the Certificate can be completed faster. If you hit the five year mark and haven't finished the program, old credits will simply be dropped, so you can re-earn those credits and finish.

Can students use workshops and conferences outside those of approved partners to count toward their Certificate?

Workshops offered by VAM, by our partners, Tidewater Community College, John Tyler Community College and The Community Foundation's Nonprofit Learning Point, and by SEMC, AAM, or AASLH are approved automatically, as long as they fit the core curriculum requirement for which they are being used. Classes offered by other organizations will be reviewed by the Certificate Review Committee to determine whether the content of the program in question meets the standards of the Virginia Certificate for Museum Management. If you are interested in a non-partner workshop, the best option is to ask for approval to count the workshop before you attend.

How do students decide what workshops fulfill which core curriculum requirements?

Each advertised VAM workshop will list which core element it fulfills. If a student is using workshops of our approved partners or other organizations, they will need to pay attention to the list of sub-categories within each core element; any topic that matches one of these sub-categories can be used to fulfill that core element. If there is ever a question about the relevance of a particular workshop, the student may call VAM to verify that the workshop does indeed meet the requirement.

One important thing to keep in mind, however: each student must complete **two different topics** within each core element in order to fulfill the requirements of the certificate. For example, a student cannot fulfill their Education/Outreach requirement with two workshops on the Standards of Learning, or the Collections Management requirement with two conservation workshops.

How do students use an Independent Study to fulfill a core curriculum element?

Students may apply to complete an Independent Study for a core element credit. Students may have no more than 2 independent studies out of 10 core curriculum elements, and no one core element can be completed using ONLY independent studies (meaning, only one of two Exhibitions credits, for example, may be completed as an Independent Study).

In order to use Independent Study credit, students need to fill out a Request Form prior to doing the study. This request is reviewed and must be accepted by our Review Committee before an Independent Study can begin. Once a student completes their Independent Study, a Completion Form is submitted to the Review Committee for final approval of credit. Both forms can be found on the VAM website.

Can students use a project they are already completing for their current job as the Certificate's final project?

The final project for this Certificate is designed to cap a student's progress through this Certificate Program. It should be something conceived specifically for this purpose, and should demonstrate the student's understanding of at least two different areas of museum management. Any ideas for final projects must be presented for approval, in writing, to the Certificate Review Committee. A final project can be something relevant to a student's current position, such as designing a new program, but it must be able to show the student's growth and the new knowledge gained in the Certificate Program. A final project should not be something that fits into the student's current job routine—for example, an educator who creates educational programs on a daily basis cannot design a new educational program for her final project.

Can students receive graduate credit for completing the Certificate?

At this time, there is no college credit offered for the Certificate courses or the completed certificate. However, several of our partners offer their own certificates that you can work on simultaneously, if college credit is of interest.