

FEDERAL PROFESSIONAL QUALIFICATIONS  
DOCUMENTATION FOR ARCHAEOLOGY

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

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

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

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|-------|-------------------------|---|-------------------------|
| _____ | Prehistoric Archaeology | } | Check as many as apply. |
| _____ | Historic Archaeology    |   |                         |
| _____ | Underwater Specialty    |   |                         |

\_\_\_\_\_ I would like to be included on the State Historic Preservation Office list of qualified consultants.

\_\_\_\_\_ I would like my qualifications to be reviewed, and status determined, but I do not wish to be included on the consultants list.

The following information is requested to document professional qualifications meeting or exceeding the requirements of the federal government, as stated in "Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines," *Federal Register*, Vol. 48, No. 190-September 29, 1983, Pt. IV.

The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management.
2. At least four months of supervised field and analytic experience in general North American archaeology; and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have a least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

- A. List all graduate degrees in archaeology, anthropology, or a closely related field, year, institution, and field of specialization. Example: MA in Anthropology, 1975, Grandis College, specializing in North American archaeology.

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If you do not have a graduate degree in archaeology or anthropology, attach a statement of how your graduate training is related to archaeology. Discuss how the field in which your degree(s) was granted is related to archaeology and list any course taken in archaeology or closely related subjects.

B. Beginning with your most recent work, list employer, dates employed, title, nature of work, and length of experience and/or training in full-time months. E.g. Grandis College, 6/72-6/73, research assistant, lithic analysis and report writing, 10 full-time months. Those with many years experience need only list their most recent jobs. Listing more than one year's experience is optional.

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C. Qualified archaeologists need a least four month of supervised field and analytic experience in general North American archaeology. List supervisor, institution/employer, year, nature of experience, and length of experience expressed in full-time months, e.g. Dr. F. Moser, Grandis College, 1982, field work at an Archaic campsite in Tennessee, 2 full-time months.

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D. Qualified archaeologists need to demonstrate the ability to carry research to completion. List up to five projects for which you bore primary responsibility for research and report writing. List a brief description of the project, year research was begun, and cite any report(s) with date of completion and/or publication. Example: survey of US-5, began 10/81, "Archaeological Survey of US-5," **Grandis Archaeological Research Series** 12/ 1/82.

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E. PREHISTORIC ARCHAEOLOGISTS must have at least one year full-time experience at the supervisory level in the study of prehistoric archaeology in addition to the experience listed in A-D. List your title, institution/employer, dates, nature of work, and duration in full-time months. Those with many years experience may list only their most recent work, e.g., Senior Archaeologist, Grandis Corporation, 1983, field director of mitigation excavations at a stratified Late Woodland site in Michigan, 5 full-time months.

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F. HISTORIC ARCHAEOLOGISTS must have at least one year full-time experience at a supervisory level in the study of historic archaeology in addition to the experience listed in A-D. List your title institutional employer, dates, nature of work, and duration in full-time months. Those with many years experience may list only their most recent work. Example: Research Associate, Grandis Museum, 1984, directed field and lab work at Fort Grandis, 10 full-time months.

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G. List any specialized skills (optional), e.g., lithic analysis, human osteology.

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UNDERWATER SPECIALIST REQUIREMENTS

There is currently no federal qualification requirements published in the Federal Register for underwater specialists. Please fill out the sections applicable to historical archaeology and/or prehistory, whichever best applies. In addition, please attach a sheet listing:

- 1. Training in scuba diving, underwater safety, and other underwater skills, including certifications earned.
- 2. All experience in underwater survey, documentation, recovery and/or excavation. List supervised experience separately from supervisory experience. Include job title, year, institution/employer, brief description of work, name of supervisor (if any), and duration of work in terms of full-time months.
- 3. Specialized skills such as sonar equipment operation, underwater photography, etc.
- 4. Any work products not clearly specified in your resume, such as movies, exhibits, National Register nominations, etc.

(Optional)

Are you accredited by the Register of Professional Archaeologists? \_\_\_\_\_ Yes \_\_\_\_\_ No

ALL APPLICANTS

- A. Attach a statement with any other information or explanations which you would like to have considered.
- B. Attach a current resume to this **completed** form.
- C. The information submitted on this form and associated attachments are accurate to the best of your knowledge.
- D. By submitting this form you agree that for work in all program areas of the State Historic Preservation Office to follow State Historic Preservation Office guidance and processes regarding research, scholarship, presentation of prepared documents, and accepted methods for citing and quoting another's work, published sources, and copyrighted material. You pledge to carry out work in an ethical and professional manner. You understand that failure to abide by this pledge may result in removal of your name from the Consultants' List.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Submission Process:

- 1. Submit your documentation to the State Historic Preservation Office by email: shpo@ohiohistory.org
- 2. The State Historic Preservation Office will review your documentation and provide you with our opinion as to whether your qualifications meet the standards established by the National Park Service.
- 3. If you are requesting to be included on the State Historic Preservation Office online list of qualified consultants, you will receive a notification email for payment after review. The annual subscription fee is \$60. Subscription to the Consultants List is on a state fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>). You will receive a renewal notification email each year in June for the upcoming state fiscal year.
- 4. If your qualifications meet the standards, the fee will be processed. If we find that you do not meet the standards, your fee will be returned with an explanation as to why your qualifications do not meet the standards.

Contact the State Historic Preservation Office with questions at the address above, by calling (614) 298-2000, or by email: shpo@ohiohistory.org.