



FEDERAL PROFESSIONAL QUALIFICATIONS
DOCUMENTATION FOR ARCHITECTURAL HISTORY

Date: _____

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Website: _____ Email: _____

Telephone: _____

_____ 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 architecture history are a graduate degree in architecture history, art history, historic preservation, or a closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or a closely related field, plus one of the following:

1. At least two years of full-time professional experience in research, writing or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum or other professional institution; or
2. Substantial contributions through research and publications to the body of scholarly knowledge in the field of architectural history.

A. List all graduate degrees in architectural history, art history, or historic preservation. Include degree, year, institution and field of specialization. Briefly explain the relevance of your graduate training (If not in architectural history) to the study of architectural history. Include coursework in American architectural history.

- B. List any graduate degrees in fields closely related to architectural history. Briefly explain the relevance of your graduate training to the study of architectural history.

- C. List any bachelor's degree in architectural history, art history, historic preservation, or a closely related field. Include degree, field, year, and institution. For any degree in a field other than architectural history, briefly discuss the relevance of your undergraduate training to the study of architectural history.

- D. Those without a graduate degree in architectural history, art history, historic preservation, or closely related field must demonstrate at least two years of full-time experience in architectural history or substantial contributions to scholarly research and publication in history.

1. List your experience in architectural history or restoration architecture, including employer, date employed, title, nature of work, and length of experience converted to full-time months. Acceptable experience includes, but is not limited to research, writing, teaching, within an academic institution, historical organization or agency, museum, or other professional institution.

2. List scholarly research, publications, and reports in the field of American architectural history. If research listed here has not resulted in a report or publication, describe the use to which the results were applied. Attach separate sheet, if necessary.

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 1st – June 30th). 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.