

FEDERAL PROFESSIONAL QUALIFICATIONS  
DOCUMENTATION FOR ARCHAEOLOGY

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

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

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

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

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

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

Prehistoric Archaeology }  
 Historic Archaeology } Check as many as apply.  
 Underwater Specialty }

I would like to be included on the Ohio Historic Preservation Office list of qualified contractors.

I would like my qualifications to be reviewed, and status determined, but I do not wish to be included on the contractors 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 are 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 with the attachments to this form are accurate to the best of my knowledge.

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

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

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

**Additional copies of this form are available from the Ohio Historic Preservation Office or on-line at our website: [www.ohiohistory.org/resource/histpres](http://www.ohiohistory.org/resource/histpres). Click on Services for Professionals, then click on "How to Qualify for the Consultants List."**

Submission:

- 1. Submit your documentation and the \$60 annual subscription fee to the Ohio Historic Preservation Office, Ohio Historical Society, 567 East Hudson Street, Columbus, Ohio 43211-1030. Subscription to the Consultants List is on a state fiscal year basis, July-June.
- 2. The Ohio 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 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.

4. Method of Payment:

Check enclosed payable to "Ohio Historical Society"

Purchase Order Number: \_\_\_\_\_

Visa     American Express     Master Card     Discover

Card Number: \_\_\_\_\_ CID# \_\_\_\_\_

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

Name on Card: \_\_\_\_\_

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

Contact the Ohio Historic Preservation Office with questions at the address above, by calling (614) 298-2000, or by E-mail: [ohpo@ohiohistory.org](mailto:ohpo@ohiohistory.org).