



FEDERAL PROFESSIONAL QUALIFICATIONS
DOCUMENTATION FOR HISTORIC ARCHITECTURE

Date: _____

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Website: _____ Email: _____

Telephone: _____

I would like to be included on the Ohio 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 are a professional degree in architecture or a state license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning or a closely related field; or
2. At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigation of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

A. List professional degree in architecture. Include degree, year, institution and area of specialization.

B. State license to practice architecture? ____ Yes ____ No State _____
Effective date of license _____
Do you have LEED certification? ____ Yes ____ No
LEED Credential Type: Specialty _____ Area _____

C. List any graduate study in architectural preservation, American architectural history, preservation planning or a closely related field. Include length of study, institution and field of specification.

D. List any full-time professional experience on preservation or restoration projects. Experience on preservation and restoration projects shall include detailed investigation of historic structures, preparation of historic structures research reports and preparation of plans and specifications for preservation projects. Include employer, dates employed, project, nature of work, and length of experience converted to full-time months.

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.