



FEDERAL PROFESSIONAL QUALIFICATIONS  
DOCUMENTATION FOR HISTORIC ARCHITECTURE

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

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

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

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

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

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

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

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.

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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.

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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.

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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. Our office reviews applications on a monthly basis. **Deadline for the monthly review is the second Thursday of the month.** Applications received after that date will not be reviewed until the following month.
- 4. You will receive a notification email for payment after review. The annual subscription fee is **\$75**. Subscription to the Consultant 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.

Contact the State Historic Preservation Office with questions at [shpo@ohiohistory.org](mailto:shpo@ohiohistory.org).