



FEDERAL PROFESSIONAL QUALIFICATIONS  
DOCUMENTATION FOR HISTORIC PRESERVATION PLANNING

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

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

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

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

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

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

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

The following information is requested to document professional qualifications meeting the requirements of the federal government, as stated in the Secretary of the Interior's Proposed "Historic Preservation Professional Qualification Standards" for Historic Preservation Planning prepared by the National Park Service in response to the 1992 amendments to the National Historic Preservation Act (Pub. L. 102-575). The National Park Service has not formally adopted the qualifications for Historic Preservation Planning; however, the State Historic Preservation Office uses these proposed standards to review individual's qualifications for inclusion in its list of consultants that is made available to the public.

Historic Preservation Planning, a specialization within Planning, is the practice of identifying and carrying out particular goals and strategies to protect historic and archaeological resources at the local, regional, State or national level.

The minimum professional qualifications in Historic Preservation Planning are a State Government-recognized certification or license in Land-use or Community Planning, plus a minimum of two years of full-time professional experience applying the theories, methods, and practices of Historic Preservation Planning that enables professional judgments to be made about the identification, evaluation, documentation, registration, protection, or treatment of historic and archeological properties and products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation; OR a graduate degree in Planning, or a closely related field, with course work in Historic Preservation, plus a minimum of two years of full-time professional experience and work products as described above, OR a Bachelor's degree in Historic Preservation Planning or a closely related field with course work in Historic Preservation, plus a minimum of four (4) years of full-time professional experience as described above.

A. List all graduate degrees in Land-Use or Community Planning or other relevant specialization (eg. Urban Design). Include degree, year, and institution, and field of specialization. Example: M.C.R.P., 1993, Moser College; Housing, Real Estate and Neighborhood Planning. List course work in Historic Preservation.

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B. List any graduate degrees in fields closely related to planning such as historical or cultural geography, architecture, urban design and historic preservation. Include degree, year, institution, and field of specialization. Include degree, field, year and institution. Briefly explain the relevance of your graduate training to the study of land-use or community planning. Include course work in Historic Preservation.

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C. List any bachelor's degree in land-use or community planning or a closely related field. Include degree, field, year, and institution. For any degree in a field other than planning, briefly discuss the relevance of you undergraduate training to the study of planning. Include course work in Historic Preservation.

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D. 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. City of Duluth, 6/02-11/03, planning assistant, drafted ordinance to create local historic preservation program and establish Duluth as Certified Local Government, 18 full-time months. Those with many years' experience need only list their most recent jobs. A professional Historic Preservation Planner typically has gained experience in data collection and analysis; survey and evaluation of existing conditions; consultation with elected and appointed officials and the general public; identification of alternative strategies; enforcement or administration of relevant statutes and regulations; and the preparation of community planning documents.

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1. List work products that demonstrate the successful application of acquired proficiencies in planning to the practice of historic preservation. Such products may include preservation planning documents or ordinances adopted by government officials, economic feasibility studies that make recommendations for preserving historic or archaeological properties, articles in preservation planning related journals, books or chapters in edited books, or professional service on organizations concerned with preservation planning. Attach separate sheet if necessary.

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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).