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| **Federal Professional Qualifications Documentation for**  **ARCHAEOLOGISTS** |  |

**Name:**

**Institution/Firm:**

**Address:**

**Telephone:**

**E-Mail:**

The State Historic Preservation Office keeps a list of qualified archaeological consultants and makes the list available to the public. Do you want to be included on this list?

\_\_\_ Yes \_\_\_ No

*The requirements below are listed in the Secretary of the Interior’s Standards and Guidelines, Federal Register, Vol. 48, No. 190 – Sept. 29, 1983, Pt. IV.*

*Resumes submitted without this form will not be considered. When listing experience, convert part-time work to its full-time equivalent in months (e.g., 20 hours a week for 8 weeks is the equivalent of one full time month).*

**MINIMUM QUALIFICATIONS (MANDATORY)**

**1. Qualified archaeologists must have a graduate degree in archaeology, anthropology, or a closely related field.**

List graduate degrees, including institution, department, year and specialization. If you do not have a graduate degree in anthropology or archaeology, include a statement of how your graduate training is related to archaeology, and list any course work in archaeology.

**2. Qualified archaeologists must have at least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management.**

List your archaeological employment history, including employer, dates employed, title, nature of work, and number of full-time years or months employed.

**3. Qualified archaeologists need at least four months of supervised field and analytic experience in general North American archaeology.**

List supervisor, institution/employer, year, nature of experience, and length of experience in full-time months.

**4. Qualified archaeologists need to demonstrate ability to carry research to completion.**

List up to five projects for which you bore primary responsibility for research and report writing. Include a brief description of the project, year research began and ended, and citation for any reports written.

**COMPLETE THE FOLLOWING SECTIONS TO DOCUMENT SPECIALIZATION(S) IN PREHISTORIC, HISTORIC, AND/OR UNDERWATER ARCHAEOLOGY (OPTIONAL)**

**5. PREHISTORIC ARCHAEOLOGISTS** must have at least one year of full-time experience at a supervisory level in the study of prehistoric archaeology in addition to the experience listed under No. 3. List your title, institution or employer, dates, nature of work, and duration in full-time months.

**6. HISTORIC ARCHAEOLOGISTS** must have at least one year of full-time experience at a supervisory level in the study of historical archaeology in addition to the experience listed under No. 3. List your title, institution or employer, dates, nature of work, and duration in full-time months.

**7. UNDERWATER ARCHAEOLOGISTS** must have at least one year of full-time experience at a supervisory level in the study of historical archaeology (No. 6) in addition to the experience listed under Nos. 1-4. Additionally, attach a statement listing:

* Experience in underwater survey, documentation, excavation, artifact recovery and conservation.
* Specialized skills such as remote sensing (sonar, magnetometer), dredging, underwater photography, photo-modeling, GIS, drafting, etc.
* Dive training and certifications, Coast Guard certificates, First Responder credentials.

**8. LIST ANY ADDITIONAL SKILLS**

**SIGNATURE**

The information submitted on this form and its attachments is accurate to the best of my knowledge.

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

**SUBMIT**

Attach a current resume or CV and [upload them here](https://app.smartsheet.com/b/form/68aa78602df7493597d785ac18edd230).

Questions regarding the consultants list should be directed to Katie Kolokithas, SHPO Survey Coordinator, [KolokithasK1@Michigan.gov](mailto:KolokithasK1@Michigan.gov).