

# Oregon State Historic Preservation Office

## Qualified Archaeologist Application

According to Oregon Revised Statute ([ORS 390.235](#)) only a qualified archaeologist may apply for an archaeological permit in the state of Oregon. Please note, not being approved as a qualified archaeologist does not prevent a person from being employed as an archaeologist in Oregon.

Name:

E-mail:

### Instructions

**Download the application and save it to your computer** before filling out. Complete all applicable fillable boxes in the application and attach additional materials (as requested). Email the entire application to [Arch.Qualifications@Oregon.Gov](mailto:Arch.Qualifications@Oregon.Gov). For hard copies, mail to Oregon SHPO at 725 Summer Street NE, Suite C, Salem, OR 97301. Applications are reviewed by the Oregon SHPO monthly. Failure to complete the entire application may result in SHPO postponement of review. Inclusion of false information could affect any future attempts at becoming qualified or access to SHPO research materials. **Most fillable fields display example text when hovering the cursor over the box.**

*According to ORS 390.235 a qualified archaeologist is an individual who meets four specific criteria:*

### Criterion 1: Education

According to ORS 390.235 "a qualified archaeologist possesses a post-graduate degree in archaeology, anthropology, history, classics or other germane discipline **with a specialization in archaeology**, or a documented equivalency of such a degree." In Table 1, include **one** degree that meets this requirement. In Box 1, provide a statement on the type of post-graduate degree you possess, a discussion of your graduate coursework, and how your coursework specialized in archaeology. You may attach your transcripts supporting your reasoning. Hover cursor over Box 1 for a written example.

**Table 1 – Post Graduate Qualifying Degree**

University	Degree (e.g., Master of Arts in Archaeology)	Year
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### Box 1 – Supporting Statement

## Criterion 2: Field Research

According to ORS 390.235 a qualified archaeologist has at least “twelve weeks of supervised experience in basic archaeological field research, including both survey and excavation.” In Table 2, please list your supervised experience and how it meets the statute (must include experience in both survey and excavation). "See attached resume" will not be accepted. Listing experience beyond 480 hours is not necessary.

**Table 2 - Documentation of Twelve Weeks (480 Hours) of Supervised Field Experience**

Date Range	Total Hours (in hours)	Supervisor	Company/Institution	Type of Experience (Survey or Excavation)
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## Criterion 3: Laboratory Analysis or Curating

According to ORS 390.235 a qualified archaeologist has at least “... four weeks of laboratory analysis or curating.” In Table 3, please list your supervised experience. "See attached resume" will not be accepted. Listing experience beyond 160 hours is not necessary.

**Table 3 - Documentation of Four Weeks (160 Hours) of Laboratory Analysis or Curation**

Date Range	Total Hours (in hours)	Supervisor	Lab/Institution
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## Criterion 4: Archaeological Study

According to ORS 390.235 "a qualified archaeologist has designed and executed an archaeological study, as evidenced by a Master of Arts or Master of Science thesis, or report equivalent in scope and quality, dealing with archaeological field research." The State of Oregon in statute identifies the thesis, or report equivalent in scope and quality, to justify an archaeologists ability to conduct an excavation and produce a professional quality report. Based on the intent of the statute (Permit and Conditions for Excavation or Removal of Archaeological or Historical Materials), activities that require a permit in Oregon

Field research **typically** needs a permit; however, field research related to ORS 390.235 can also include, but is not limited to, the following examples: analysis of a collection recovered from a formal archaeological excavation, underwater archaeological excavation, mitigation data recovery, geoarchaeological analysis associated with an excavation.

- **Thesis/Dissertation**

If submitting a thesis/dissertation, attach a copy of your thesis/dissertation title page and abstract with your application. If necessary to support a relationship to archaeological field research, feel free to submit the entire document, or a link to the entire document.

- **Report Equivalent in Scope and Quality to a Master's Thesis**

Attach a copy of your report with your application. **You must be the sole author of the report.**

**A field research report must be equivalent in scope and quality to a thesis/dissertation.** Oregon SHPO reached out to universities for advice on what constitutes a report of equivalent scope and quality to a thesis/dissertation. These universities advise that reports should include section headings or chapters as well as statements on quality.

**Sections/Chapters** The following are examples suggested by universities, and your report should include most or all of these: **Introduction, Research Questions or Problem Orientation, Background and Prior Research (Literature Review), Methods/Materials, Analyses, Results, Discussion/Conclusions, References Cited/Bibliography, Appendices.**

**Statements on quality** should: 1) present a major piece of research in preparation for the demands of professional research and writing; 2) set out a problem, clearly follow the theme or themes involved, include review of relevant literature, and show an ability to synthesize material in a way that brings it to bear on the chosen problem; 3) involve writing a proposal that is reviewed by faculty and provides context to the research, why the topic is important, how the project will address the topic and the methods and materials required to conduct the project; 4) explain how the work addresses archaeological theory, laboratory analysis, archival research, fieldwork, description of materials analyzed, and quantitative methods; 5) demonstrate the ability of the author to analyze and manipulate archaeological data to address the stated research questions; 6) must be in a finished and polished format of sufficient caliber that it is ready to submit to a professional publication.

**Check the box below indicating which you are submitting to meet the statute.** In **Box 2**, briefly describe how your thesis/dissertation applied to archaeological research or briefly describe the problem or objective of your report, methods used to collect data, types of analyses conducted and results. Hover cursor over Box 2 for a written example.

**Thesis/Dissertation.** *Please submit your thesis title page and abstract with your application. If necessary, you may also attach the full document or a link to the document.*

**Report.** *Please submit your full report with your application.*

### **Box 2 - Explanation of Research**

To the best of my knowledge, the information provided and attached documents contain an accurate account of my education and experience. I realize that any false or misleading statements included or attached to this application have the potential to affect any future attempts to apply for approval as an Oregon qualified archaeologist or to access SHPO records.

Signature:

## **OARRA Account**

Access to Oregon Archaeological Records Remote Access (OARRA) is available to archaeologists who meet the criteria for a "qualified archaeologist." If you would like to receive an OARRA account upon approval of your Qualified Archaeologist application, check the box and sign below.

I understand that sharing this account or disseminating confidential information will result in the immediate termination of my account. *Please check box.*

Signature: