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**STATE OF VERMONT**  
**DIVISION FOR HISTORIC PRESERVATION**

**LIST OF ARCHEOLOGICAL CONSULTANTS**  
**PROCEDURE**

April 25, 2001

The following sets forth the procedure for requesting a determination by the Division for Historic Preservation that a professional 1) meets the *Secretary of the Interior's Professional Qualification Standards* for archeology and 2) has demonstrated ability to meet the *Secretary of the Interior's Standards and Guidelines for Identification, Evaluation, and Archeological Documentation*. Professionals that meet the *Professional Qualification Standards* and have demonstrated ability to meet the Secretary of the Interior's *Standards and Guidelines* shall be included in the State of Vermont List of Archeological Consultants. (For additional information see [http://www.cr.nps.gov/local-law/arch\\_stnds\\_0.htm](http://www.cr.nps.gov/local-law/arch_stnds_0.htm) and <http://www2.cr.nps.gov/laws/ProfQual83.htm>).

These Procedures are developed pursuant to the Vermont Historic Preservation Act (Title 22 of Vermont Statutes Annotated, Chapter 14), the Vermont Historic Preservation Act Rules (Rules 1,2,3,4,9,10), National Register Programs Guidelines (NPS-49) established by the National Park Service, and federal regulations 36 CFR 800.

The Division for Historic Preservation shall review each request and evaluate the accompanying documentation to determine whether the professional meets the *Professional Qualifications Standards* and has demonstrated ability to meet the *Secretary of the Interior's Standards and Guidelines*. Inclusion on the State of Vermont List of Archeological Consultants shall be required of any professional wishing to conduct archeological field studies to satisfy federal and state regulatory requirements. "Archeological field studies" means archeological resource assessments and all phases of archeological field investigations. Those professionals listed shall be "Qualified Professionals" for purposes of all Federal and State programs administered by the Division for Historic Preservation.

If at any time the Division for Historic Preservation determines that a Qualified Professional is no longer able to carry research to completion, as required by the Professional Qualification Standards, the Division shall terminate the Professional's approved status. The Qualified Professional shall receive notice from the Division setting forth the reasons for its proposed action. The Qualified Professional shall have 30 days in which to comment before the proposed action shall be final.

**Procedure:**

A request in writing should be submitted to:  
State Archeologist  
Division for Historic Preservation

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National Life, Drawer 20  
Montpelier, VT 05620-0501

The written request shall include the following information:

- a) A letter expressing interest in working in Vermont that: a) identifies in which States the organization (or individual) has conducted archeological field studies; b) highlights the organization's (or individual's) particular capabilities and specializations; and c) identifies specific individuals, by name, who would actually supervise and conduct archeological field studies in Vermont.
- b) Summary of organization's (or individual's) archeological and historic preservation experience and qualifications, including training in implementing the process set forth in 36 CFR 800.
- c) Resumes of principals and project directors who will **actually** supervise and conduct field archeological field studies in Vermont, including individual professional qualifications per the requirements of the *Secretary of the Interior's Professional Qualification Standards* for archeology.
- d) Two (2) different samples of each of the following documents (the Division will return these reports upon request):  
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Phase I Scope of Work;  
Phase II Scope of Work;  
Phase I final accepted report;  
Phase II final accepted report;  
Phase III final accepted report.
- e) If you or your organization has never completed a Phase II or III report, please state that in the cover letter.

**For Additional Information Contact:**  
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