RPA Register of Professional Archaeologists

Continuing Professional Education – Program Certification Application

> INSTRUCTIONS: Complete this form and use it as a cover sheet, followed by the documents needed, as outlined below. Compile as a single PDF and e-mail the packet to info@rpanet.org.

Applicant Institution _____

Mailing Address _____

City _____ State/Prov _____ Postal Code_____

Program Instructor(s) _____

(2) _____

(3)_____

Contact Information: Phone _____ Email _____

Program Title: _____

Website or Link address (or attach program information): _____

Program Date(s): _____Total Program Hours: _____

Program Certification Criteria: *Provide clear and concise evidence that the program merits RPA certification. Include up to 2 additional application pages and 10 pages of program materials.*

1. *Educational Focus*: List the program's learning objectives. Explain how the program's format, length, focus, venue, and manner of teaching are appropriate for the subject matter.

2. *Expert Instructors*: List all instructors and other program personnel, linking their individual knowledge and skills to the program subject matter. All archaeologists must be RPAs. All nonarchaeologists must include a letter from a RPA sponsor that states the relevance of the course to the mission of the Register and attests to the competence and professionalism of the instructor.

3. *Lack of Commercialism*: List all of the program's instructional materials (books, other printed matter, software, implements, analytic services, etc.) and certify that these are either primarily for educational purposes or are proprietary materials uniquely qualified to facilitate the program learning objectives.

4. *Nondiscrimination*: List program prerequisites and certify that the program is open to all eligible RPAs.

5. *CPE Credit*: List the number of hours involved in the program (up to 8 for 1 day, 40 for 1 week, etc.) and comment on the program's scope and intensity.

6. *Evaluation*: **At the close of the offering, send the RPA business office the names of RPAs** that successfully completed the program, along with copies of original attendance logs and detailed participant evaluations.