

RPA Application for Registration

Applicants for registration must hold an advanced degree (such as an M.A., M.S., Ph.D., or D.Sc.) with a thesis, “Plan B” paper, or dissertation that addresses a substantive archaeological issue or question from an accredited institution in archaeology, anthropology, art history, classics, history, or other germane discipline with a specialization in archaeology. As part of that degree, applicants shall have designed and executed an archaeological study and have reported on that research in the form of a master's thesis, “Plan B” paper, or Ph.D. dissertation. Applicants may substitute a report (or several smaller reports that together are) equivalent in scope and quality to a master's thesis or Ph.D. dissertation, but still showing a substantive data analysis by the applicant directed toward an explicit archaeological research problem. A purely descriptive report, however long, is not considered equivalent; this includes standard “survey” reports describing results of survey type fieldwork.

Instructions

Applicants who meet the thesis or dissertation requirement or have demonstrated their research background by preparation of a report(s) equivalent to the research demonstrated by writing thesis or dissertation, should complete only Sections 1 and 2 of this application and then submit the application with all required supporting documentation. Applicants who wish to apply using other documentation of a substantive data analysis as part of an archaeological study must also complete Section 3.

Upon completion of the form, please print out both the application and the required supporting documentation and mail them to RPA Headquarters:

RPA Headquarters
3601 East Joppa Road
Baltimore, MD 21234

If you were not required to use Section Four, please mail two (2) copies of the application and two (2) copies of each supporting document. If you were required to use Section Four, please mail four (4) copies of the application and four (4) copies of each supporting document.

Where report/thesis/dissertation “Date” is requested and exact date(s) is unknown, an estimate will suffice.

Section I: Cover Sheet

Applicant's Name _____

Mailing Address _____

City _____ State/Province _____

Zip/Postal Code _____ Country _____

Phone _____ Fax _____

Email _____

Are you an active member of any of the following Sponsoring Societies? (Check all that apply)

_____ The American Anthropological Association (AAA)

_____ The Archaeological Institute of America (AIA)

_____ The Society for American Archaeology (SAA)

_____ The Society for Historical Archaeology (SHA)

_____ Other Archaeological association/society memberships (please list below if applicable)

Checklist of Materials Required for Application

1. A completed application form, ***signed and dated***. The application includes four sections, the fourth being required only for those fitting the criteria explained below
 - a. Section I Cover Sheet
 - b. Section II Educational Requirements
 - c. Section III Execution of an Archaeological Study
 - d. Section IV Field and Laboratory Experience Requirement

2. A \$35.00 non-refundable application fee (waived if you have graduated with an advanced degree within the last 6 months)
3. An annual registration fee of:
 - a. \$45 for persons who are members of AAA, AIA, SAA or SHA
 - b. \$125 for persons without such affiliation
4. The Title page, Abstract, and Table of Contents of applicant's thesis, dissertation or report(s)
5. The applicant's transcript or other proof of graduate degree (e.g., scan of diploma).
 - a. *Note:* The RPA will accept *Unofficial Transcripts*—obtaining an official transcript is not required
6. The applicant's curriculum vitae/ resume

In the event that the applicant is denied registration, she/he agrees to be bound by the appeals procedure in the Bylaws.

The applicant, _____ (type or print name here) agrees and acknowledges that any investigation and all communications and related activities that may be conducted by The Register or its agents in connection with disciplinary proceedings are privileged and non-actionable because they are conducted in the performance of The Register's professional responsibilities. In addition, the applicant agrees that the Register may, at its sole discretion, publish and distribute the results of any disciplinary proceedings to RPAs and other interested individuals, corporations, business entities, private or governmental agencies, or the media.

In addition, the applicant agrees that The Register may conduct investigations of alleged violations by the applicant of the Register Code of Ethics and/or Standards of Research Performance, and may take and engage in such actions, communications, and activities as are reasonably necessary for the purpose of such investigations.

Signature _____ Date _____

Section II: Educational Requirements

Advanced Degree(s): The applicant must have an advanced degree (such as an M.A., M.S., Ph.D., or D.Sc.) from an accredited institution in archaeology, anthropology, art history, classics, history, or other germane discipline with a specialization in archaeology. A photocopy of a diploma or a transcript (may be an unofficial copy) indicating award of the degree must be included with this application.

Degree _____

Field _____

Date _____

Institution _____

Committee Chair _____

Section III: Execution of an Archaeological Study

The applicant must have designed and executed an archaeological study and have reported on that research in the form of a master's thesis, Ph.D. dissertation or report (or several smaller reports that together are) equivalent in scope and quality to a master's thesis or Ph.D. dissertation. A purely descriptive report, however long, is not considered equivalent; this includes standard "survey" reports describing results of survey type fieldwork. The thesis, dissertation, or report must show a substantive data analysis by the applicant directed toward an explicit archaeological research problem.

Please list the relevant thesis or dissertation below with complete bibliographic information, including title, institution, and date.

Thesis/Dissertation Title

Institution _____

Date _____

NOTE: If your thesis/dissertation meets the above research oriented qualifications or you can document equivalent archaeologically related research through another report, you may end your application here and submit it for review. Include ONLY two copies of all supporting documentation if you mail the application. Otherwise, email the application PDF and supporting document PDF for review.

Was your degree in a non-thesis program or what is commonly called a "Plan B" program?

Yes _____ No _____

If yes, was there a substantial research question addressed in the Plan B Paper?

Yes _____ No _____

If you answered "no" to either of these two questions, please continue to supply further documentation, then, if mailing the application, submit four (4) copies of all supporting documentation. If you *did* not answer "no" to either of the above questions, you may stop here and submit your completed application.

— OR —

If your degree/thesis does not meet the qualifications above, continue here by presenting information on an equivalent research oriented report(s) below with complete bibliographic information, including date and either place of publication or institution/agency where submitted.

Thesis/Dissertation Title

Institution _____

Date _____

Section IV: Field and Laboratory Experience

The applicant must document a minimum of one-year (52 weeks) of field and laboratory experience, gained in blocks of at least four weeks duration, distributed as stipulated in sections 4.1, 4.2, and 4.3 below. [Note: In some instances it may be difficult for archaeologists to fully reconstruct their field and laboratory experience. In such cases, and in others in which career-related experience may have provided comparable preparation, the applicant may list and briefly describe projects that together provide at least one year of experience in survey, excavation, and laboratory processing/analysis. This must include the minimum of 16 weeks of work in the field (of which at least eight are in excavation), 16 weeks in the laboratory, and 20 weeks in a responsible supervisory capacity. Survey projects that involved testing or oversight of major projects requiring research design and responsibility for quality control are examples of experience that would satisfy the field requirement. For each project, indicate the duration and nature of one's involvement, name the project director or supervisor, and cite any relevant publication.]

IV–i. Supervised Field Experience

The applicant must document 16 weeks of supervised excavation/testing and survey experience, of which no more than eight weeks can be surface survey. The experience must have been done under the supervision of an RPA or an archaeologist who meets the requirements to be a Registered Professional Archaeologist.

Supervised Excavation Experience. Please list experience (for a minimum of eight weeks in four week blocks) including project title, supervisor (see requirements), dates, and duration (in weeks).

Project Title

Dates _____

Duration (in weeks) _____

Supervised Survey Experience

Please list experience (for a maximum of eight weeks in four week blocks) including project title, supervisor (see requirements), dates, and duration (in weeks).

Project Title

Dates _____

Duration (in weeks) _____

Total number of weeks listed under Section 4.1 (minimum 16 weeks) _____

IV–ii. Supervised laboratory Experience

The applicant must document 16 weeks of supervised laboratory experience. The experience must have been done under the supervision of an RPA or an archaeologist who meets the requirements to be a Registered Professional Archaeologist. Laboratory experience is defined as processing, cataloging, analyzing, and curating archaeological collections; analyzing archaeological field records (e.g., of architecture, features, stratigraphy, settlement patterns); or archival research on primary historical documents related to an archaeological project (which is not equivalent to ordinary library research).

Please list by including type of lab work, supervisor, dates*, and duration (in weeks).

Lab Work

Dates _____

Duration (in weeks) _____

Total number of weeks listed under Section 4.2 (minimum 16 weeks) _____

IV–iii. Supervisory Research Experience

The applicant must have 20 weeks experience in supervising the conduct of excavation/testing, survey, and/or laboratory work. Supervisory and supervised experience may have been gained at the same time (e.g., as a crew chief working under the supervision of a field director), but such experience cannot be counted in more than one section of this application. Please indicate if the work is excavation, survey, or lab work. Also, indicate the institution and location of the supervisory experience along with dates* and duration (in weeks).

Type of Work

Project Title

Dates _____

Duration _____

Total number of weeks listed under Section IV–iii (minimum 20 weeks) _____

This application MUST be accompanied by a signed cover sheet

Applications submitted via mail must be accompanied by two *separate* checks:

- One for the \$35.00 application fee, payable to the Register of Professional Archaeologists
- The second for the registration fee (in the amount of \$45.00 or \$125.00 based on the criteria explained in the beginning of the application), also payable to the Register of Professional Archaeologists.

Your fees may be deductible as an ordinary and necessary business expense, and are not deductible as a charitable contribution.

Mail required number of copies of your completed application to:

The Register of Professional Archaeologists (RPA)
3601 E. Joppa Road
Baltimore, MD 21236

Questions may be directed to the Register by phone at (410) 931-8100, or via email at info@rpanet.org.
