



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

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New Hampshire Division Historical Resources Archaeological Consultant Listing Policy

The NHDHR maintains a list of qualified archaeologists who are actively working in NH for project proponents who require professional archaeological services. This list is provided as a service to the public and is published with the understanding that the NHDHR does not recommend, endorse, or assume responsibility for the quality of work of any individual or firm on this list. Project proponents should perform due diligence by checking credentials and obtaining multiple bids when hiring a consultant.

Consultants are added to the list at their request if they meet the qualifications under 36CFR61, the Secretary of the Interior's Professional Qualification Standard for Archaeology and meet NHDHR's additional qualifications. The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:

- At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management;
- At least four months of supervised field and analytic experience in general North American archaeology, and;
- Demonstrated ability to carry research to completion.

In addition to these minimum qualifications the NHDHR requires that a professional in pre-contact (prehistoric) archaeology:

- Shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources in the glaciated Northeast (New England, New York, New Jersey, Pennsylvania, and the provinces of Quebec and New Brunswick).

A professional in post-contact (historic) archaeology:

- Shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the Euro American period in the Northeast.

A professional in underwater archaeology:

- Shall meet the qualifications of an archaeologist with at least one year of full-time professional experience at a supervisory level working with submerged archaeological resources.

These standards distinguish between pre-contact, post-contact and underwater archaeologists and each must demonstrate that they have a specialization in his/her respective areas. Listing indicates that the consultant has appropriate experience in the respective fields of study for which s/he is listed.

NHDHR will use this list to provide notices of NHDHR-sponsored trainings. The list will also be used to notify consultants of changes in policy and revisions to forms used in fulfilling program requirements.

To apply for the Archaeology Consultants list, consultants must submit a letter of intent to the State Archaeologist and include a resumé that demonstrates their experiences in the program areas for which they request to be listed. This application is reviewed by the program staff for each field for which listing is requested. Requests for listing in specific periods may be denied if the application does not demonstrate this experience; an applicant may appeal by providing more information to demonstrate experience.

NHDHR's policy is to list individual consultants, not firms. More than one consultant from a single firm may be listed. If a listed consultant changes employers, this listing shall be changed to reflect her/his new position. However, it is the responsibility of the consultant to provide updated contact information to the NHDHR as necessary. If the NHDHR receives returned mail, bounced e-mail, or other indication that the contact information on file is no longer valid, the consultant may be removed from the active online listing until new contact information is provided.

Revocation or Suspension of Eligibility

Consultants may be removed from the list for failure to complete projects in a manner consistent with NHDHR and relevant Federal program guidance, procedures and policies.

Eligibility may also be suspended or revoked for one or more of the following reasons:

- An eligible person has failed to conduct professional work in northern New England for a period of ten years;
- An eligible person has failed to maintain a record of timely release of results for public benefit;
- An eligible person has engaged in unethical or incompetent activities in connection with the practice of archaeology.

A consultant may apply to be re-listed 2 years after removal.

Duration of this policy

This policy is provided as written confirmation of existing NHDHR policy. It was last updated in March 2014.

Maintenance and location of list

NHDHR will periodically update the list as new consultants qualify for inclusion.

The archaeological consultant list is located on NHDHR's website at:
http://www.nh.gov/nhdhr/consultants_archaeology.html