



Historians Striving for Excellence

Association of Public Historians of New York State

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Registered Public Historian

Guidelines

&

Application Packet

Please complete and submit forms
and supporting materials
to the:

APHNYS Office
Attn: Registered Historian Program
1450 Western Avenue, Suite 101
Albany, N.Y. 12203-3539

Working to promote the heritage and history of New York State

CHECKLIST
FOR YOUR APPLICATION AS REGISTERED HISTORIAN

Your Name: _____

Tell us about the community you serve:

County of _____

City of _____

Borough of _____

Community/Neighborhood Historian _____

Town of _____

Village of _____

Approx. Annual Budget for Community: \$ _____

Annual Budget as Historian: \$ _____

Population (2000 or latest census): _____

Submit your completed checklist, documentation form, and supporting materials to the APHNYS State Office. When possible, please provide Xerox copies of materials.

Documentation enclosed:

- Date of first appointment
- Education Documents (copy of degree, diploma, letter from school)
- Annual Reports (1 year -- submit one from exceptional year/one that demonstrates your level of activity)
- "Documenting Your Training & Experience" Form
- Other Documents to Support Your Application

_____ *Do not write below this line/APHNYS Use Only* _____

Date Received: _____

Membership Verified: Current Active Member Membership Not Current

Date Materials Prepared for Review: _____

Date Notified of Committee Decision: _____



DOCUMENTING YOUR TRAINING AND EXPERIENCE AS A PUBLIC HISTORIAN

Your Name: _____

Your Government Jurisdiction: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-Mail: _____

Signature: _____ Date: _____

Part I – YOUR EDUCATION, CONTINUING EDUCATION, & LIFELONG LEARNING

Formal Education *(Please attach appropriate documentation.)*

High School Diploma: School _____ Year _____

GED Awarded: Program _____ Year _____

Associate Degree: College _____ Year _____

Major or Area of Concentration: _____

Bachelor Degree: College _____ Year _____

Major or Area of Concentration: _____

Graduate Study: University _____ Year _____

Major or Area of Concentration: _____

Other Training Program(s): Institution _____ Year _____

Degree/Certification Received: _____

Part I – YOUR EDUCATION, CONTINUING EDUCATION, & LIFELONG LEARNING *(Continued)*

Continuing Education & Lifelong Learning

Any combination of points from APHNYS Continuing Education earned from the following listed below will meet the qualifications

- Completed BA/BS degree or higher with major or concentration in History, Art History, American Studies, Geography, Social Sciences, Anthropology or Economics Plus 50 points in this section
- Completed BA/BS degree or higher in another field Plus 100 points in this section
- Completed Associate degree Plus 150 points in this section
- Completed high school, GED, or extensive life experience Plus 200 points in this section

For above, please provide a copy of appropriate academic credentials.

Attendance at workshops or seminars sponsored by NYS Archives (SARA), Documentary Center for Applied Historical Research (University at Albany) or other State Agency with history-related topic 25 Points Each

Date	Location	Title

** Provide attendance certificate or proof of registration*

Participation in historically-oriented continuing education courses offered by a school district, BOCES, Empire State College, Elderhostels, or Education in Retirement program 25 Points Each

Date	Location	Title

** Provide attendance certificate or proof of registration*

Part I – YOUR EDUCATION, CONTINUING EDUCATION, & LIFELONG LEARNING *(Continued)*

Continuing Education & Lifelong Learning *(Continued)*

College courses audited, enrolled or degree oriented (via Internet or home study)

50 Points Each

Date	Location	Title

** Provide attendance certificate or proof of registration*

Attendance at APHNYS Statewide Conferences

50 Points Each

Date	Location	Title

** Provide proof of registration (copy of receipt, cancelled check, or voucher), copy of conference program with workshops attended highlighted, or attendance certificate.*

Attendance at APHNYS Regional Meetings

25 Points Each

Date	Location	Title

** Provide proof of registration (copy of receipt, cancelled check, or voucher), copy of conference program with workshops attended highlighted, or attendance certificate.*

Part II – YOUR WORK EXPERIENCE AS A PUBLIC HISTORIAN

The following chart provides an outline based on the four parts of the Public Historian's job as defined in the Local Government Historian's Job Description. For each category, check all that apply and please attach a minimum of two (2) samples (photocopies are acceptable) for each of the four major categories. You will have a minimum of eight (8) samples of your work. You may offer more, if you wish. Please number each sample in the upper right hand corner.

1. Research & Writing – Have you written or developed:

- 1.1 An article for a magazine or newspaper
- 1.2 A book
- 1.3 A booklet
- 1.4 Text for a community publication
- 1.5 Text for an exhibit
- 1.6 A brochure
- 1.7 A file on a local topic
- 1.8 A website
- 1.9 Other: _____

2. Teaching & Public Presentations – Have you:

- 2.1 Taught a course or class on local history
- 2.2 Served as a resource for a teacher
- 2.3 Worked with a student or individual interested in local history
- 2.4 Spoke to a community group, with or without a slide show
- 2.5 Spoke on radio or television about your community
- 2.6 Assisted in creating a video or film about your community
- 2.7 Served as a consultant to a historical agency
- 2.8 Created a historical exhibit
- 2.9 Other: _____

3. Historic Advocacy – Have you:

- 3.1 Conducted a Cultural Resource Inventory
- 3.2 Identified historic structures in your community
- 3.3 Prepared or assisted in the preparation of a NYS or National Register nomination
- 3.4 Managed a marker program
- 3.5 Answered questions about the historical significance of places or properties
- 3.6 Worked on the preservation of records
- 3.7 Provided recommendations to government agencies, public libraries, or historical organizations
- 3.8 Other: _____

4. Organization & Advocacy – Have you:

- 4.1 Conducted a commemoration of a historical anniversary
- 4.2 Participated in a civic or patriotic observance
- 4.3 Organized a fundraiser
- 4.4 Written a grant
- 4.5 Lobbied for or developed legislative initiatives for the promotion of community history
- 4.6 Served as a consultant to a historical organization
- 4.7 Served on a committee or study group regarding your community's history
- 4.8 Other: _____