



## Become A Registered Historian

### Requirements

Historians and Deputy Historians are eligible to become Registered when they have completed a full 3 years in the position and can demonstrate the completion of items within the four areas of responsibility:

1. Research and Writing
2. Teaching and Education
3. Historic Preservation
4. Advocacy

### Prepare for Applying:

**Document everything you do...and keep:**

- ◆ Copies of the articles you write
- ◆ Photographs of displays you create
- ◆ Publicity about presentations
- ◆ A PDF of your PowerPoint presentations
- ◆ Copies of any grants you write
- ◆ A copy of your participation in applying for SR/NR designations
- ◆ A copy or record of education certificates
- ◆ Participation in organizations
- ◆ Everything!

If you are required to prepare a monthly report, it becomes an effective tool to help you identify what you've done during the year, both for your annual report, and for preparing the application to become registered.

### Complete the Application

- ◆ Download the application from the APHNYS.org site
- ◆ Fill in pages 2 and 3
- ◆ Read the instructions on page 4
- ◆ Check off all items you have completed in each of the four sections on page 5 and provide examples for only 2 items for each section. A total of examples.
- ◆ Use the checklist on page 6 to make sure you've met all requirements.
- ◆ Sign and date the application making sure it is received by the date listed. Applications received after the date are held for the following year.
- ◆ Mail a hardcopy or scan and email a PDF to the appropriate addresses listed on the application.

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## Frequently Asked Questions (FAQs)

- ◆ **What if I can't locate my high school diploma?**  
**ANS:** If your high school no longer has a record, provide your senior photograph from your yearbook.
- ◆ **I haven't taken any additional higher education courses in the field of history; what do I fill in?**  
**ANS:** Leave it blank
- ◆ **I've taken some one-day local courses on various topics; should I list them?**  
**ANS:** Yes, enter them in Section x
- ◆ **My budget doesn't allow me to attend all annual conferences; what should I do?**  
**ANS:** List the ones you have attended and the seminars you've taken. (See the Budget topic to help you request money to attend the conferences.) It is important to attend your one-day Regional meetings. List any informational sessions from the regional meetings you attended.
- ◆ **What if I haven't done all the items listed in each of the four sections?**  
**ANS:** Check off all you have completed.
- ◆ **Can I send more than two examples of my work for each section?**  
**ANS:** Although we know you're proud of what you've accomplished, please choose only two of your best examples for each section.

## What if I have more questions?

- ◆ Contact Registered Historian's Committee Chair, Sandra Bradford, at [septwinds@live.com](mailto:septwinds@live.com)
- ◆ Other committee members are:
  - ◇ Karen Osburn—[kdosburn2@gmail.com](mailto:kdosburn2@gmail.com)
  - ◇ Babette Huber—[bmhuber@town-victor.ny.us](mailto:bmhuber@town-victor.ny.us)

**Work Experience Checklist** (Check all you have accomplished as historian)

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 research file on a local topic
- 1.8 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 Served with a resource for a teacher
- 2.4 Spoken to a community group with or without a slide show
- 2.5 Assisted in creating a museum about your community
- 2.6 Served as a consultant to a museum about your community
- 2.7 Served as a consultant to a historical agency
- 2.8 Other

3. **Historic Advocacy—Have you:**

- 3.1 Conducted a Cultural Resources Inventory
- 3.2 Identified historic structures in your community
- 3.3 Preserved or assisted in the preservation of a NYS or National Register nomination
- 3.4 Managed a summer program
- 3.5 Answered questions about the historical significance of places or properties
- 3.6 Provided information to government agencies, public libraries, or historical organizations
- 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 civic or patriotic observance
- 4.3 Organized a fund-raising event
- 4.4 Written a grant application
- 4.5 Served on a committee or task force
- 4.6 Served on a committee or study group regarding your community's history
- 4.7 Served on a committee or study group regarding your community's history
- 4.8 Other

Registered Historian Application  
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