

EMPLOYING A PROFESSIONAL NATIONAL REGISTER PREPARER

The preparation of acceptable nomination forms is not an easy task. People not experienced in historical research, writing, and architectural description will find preparation of acceptable nominations extremely difficult. We recommend engaging the services of a professional nomination preparer to compile the submission. A list of professional nomination preparers is attached.

Before selecting a private consultant to prepare a nomination, the qualifications, experience, and scope of services offered by the consultant should be examined to determine:

1. If the consultant meets the Secretary of the Interior's Qualifications (see below).
2. If the consultant has prepared successful nominations, has personally presented them to the Oklahoma Historic Preservation Review Committee, and has succeeded in getting them listed in the National Register of Historic Places.
3. If the consultant has particular expertise in preparing the type of nomination you need. For example, it is best to hire a historian to prepare a nomination for a resource that is significant for its history, and it is best to hire an architectural historian or historical architect if the resource is significant for its architecture. For properties that fall under the Criteria Considerations, it is best to engage a professional with experience in writing nominations for those special types of properties.
4. If the consultant is aware that the Oklahoma Historical Society promulgates supplementary guidelines in addition to the guidelines specified in the federal publication *National Register Bulletin 16A: How to Complete the National Register Registration Form*.
5. If the consultant is willing to sign a contract that addresses the products of the nomination package, the guidelines that must be followed, a schedule for completion, additional research that may be necessary after the review committee has acted upon the nomination, fees, and the depository of nomination products (e.g., photographic negatives). A sample contract is attached.

Before entering into a contract with a nomination preparer, we recommend that you:

1. Discuss the nomination with at least two nomination preparers.
2. Ask to see copies of successful nominations that the preparer has completed.
3. Establish the fee.

Sponsors of the nomination should be aware that nominations cannot be scheduled for a meeting of the Historic Preservation Committee until the State Historic Preservation Office receives a completed and acceptable nomination package. A completed nomination package is described in the sample contract attached.

Secretary of the Interior's Qualifications

Nominations prepared under SHPO subgrants must be conducted by a historian, an architectural historian, or a historical architect, depending on the type of resources to be nominated. Private citizens and organizations engaging the services of professional nomination preparers are also encouraged to select a consultant who meets these qualifications. The minimum qualifications for these professional positions are as follows:

Historian - (1) A graduate degree in history or a closely related field, or (2) a bachelors degree in history or a closely related field and at least two years of full-time experience in research, writing, teaching, or interpreting history at an academic institution, historical organization or agency, museum, or other professional institution, or substantial contribution to the body of scholarly knowledge in history through research and publication.

Architectural Historian - (1) A graduate degree in architectural history, art history, historic preservation, or a closely related field, with coursework in American architectural history, or (2) a bachelor's degree in one of those fields and at least two years of full-time experience in research, writing, or teaching American architectural history or restoration architecture at an academic institution, historical organization or agency, museum, or other professional institution, or substantial contribution to the body of scholarly knowledge in architectural history through research and publication.

Historical Architect - A professional degree in architecture or a state license to practice architecture, plus at least one year of graduate study in architectural preservation, American architectural history, preservation planning, or a closely related field, or at least one year of full-time professional experience on historic preservation projects.

Archeological nominations have special requirements and should be prepared by a professional archeologist. The minimum qualifications are:

Archeologist - A graduate degree in archeology, anthropology, or a closely related field, plus at least one year of full-time, professional experience or equivalent specialized training in archeological research, administration or management, at least four months of supervised field and analytic experience in general North American archeology, and demonstrated ability to carry research to completion. In addition, a professional in prehistoric archeology must have at least one year of full-time professional experience at a supervisory level in the study of prehistoric archeology. A professional in historic archeology must have at least one year of full-time professional experience at a supervisory level in the study of historic archeology.