

Continuing Education Credits: Information and Criteria for Professional Development and Training

Individuals shall continue to be listed in the SHPO Directory for the position(s) approved as long as the individual provides an updated curriculum vitae (CV) and completes a minimum of 24 hours of professional development or training and every 3 years (see the Cultural Properties Review Committee's (CPRC) rule 4.10.8.15NMAC, *Permits to Conduct Archaeological Investigations on State Land*).

Individuals listed under more than one position must provide 24 hours of continuing education credits for each position. For example, an individual listed under Archaeology (as a crew chief or PI/PD) and under History must provide 24 hours of training or professional development in areas related to archaeology and an additional 24 hours of training or professional development in areas related to history.

Individuals may acquire professional training and development through courses and workshops offered by the CPRC, the Historic Preservation Division (HPD), professional organizations, archaeological and historical societies or associations, museums and other entities including classes at universities and colleges. Professional development can also include attendance at professional conferences, presenting a paper or poster at a professional conference, publishing a paper, article or book, or holding a position in a local, state, or national historic preservation organization or advisory board. To qualify as continuing education, the professional development or training must be above and beyond the individual's normal job duties.

Evidence of training or professional development shall be included in the documentation provided to HPD with the updated CV. Generally, one hour of continuing education credit will be given for each hour of training; however there are exceptions. Please see the CPRC's approved guidelines for a list of activities that meet the criteria for professional development and training.

Individuals must complete a cover sheet documenting their continuing education credit hours and provide proof of the continuing education hours. Proof can be copies of registration forms, copies of transcripts, copies of abstracts, etc. If the professional training or development clearly meets the guidelines, HPD will accept the documentation on behalf of the CPRC. If HPD has any questions or concerns, HPD will provide the CPRC with the individual's documentation for review at their next regularly scheduled meeting.

Cultural Properties Review Committee Professional Development Guidelines

Qualified vendors include: NMAC, SAA, BLM or other Federal or State agencies, NPI, ACHP, American Institute of Architects, New Mexico Society of Architects (NMSA), American Society of Landscape Architects (ASLA), New Mexico Architectural Foundation, Association for Preservation Technology, professional archaeological and Historic Societies, museums and accredited colleges and universities. Vendors not listed above must be preapproved by HPD, applicants without preapproval risk not receiving credit. In-house training is not accepted.

	Activity*	Credit**
Workshops & Training	Workshops or courses on archaeology, history, historic preservation, or architectural history sponsored by a qualified vendor.	Hour-for-Hour
	ARPA courses offered by qualified vendors.	Hour-for-Hour
	NAGPRA courses offered by qualified vendors.	Hour-for-Hour
	NEPA Workshops offered by qualified vendors.	Hour-for-Hour, 24 hours max
	Training or courses in areas with bearing on professional requirements and responsibilities, such as GIS, technical writing, photography, geomorphology, botany.	Applicant must justify counting the course or workshop. Hour-for Hour.
	Partial attendance at workshops on archaeology, history, historic preservation, or architectural history.	0 hours
Teaching	Teaching a class or workshop on archaeology, history, historic preservation or architectural history at a college or university.	Hour-for-Hour
	Giving a lecture or teaching part of a class or workshop on archaeology, history, historic preservation, or architectural history, including giving a presentation to the general public. Credit is given for the number of presentation hours only; not for prep work.	Hour-for-Hour for presentation
	Teaching a seminar for the Archaeological Society of New Mexico Certification Program. Credit is given for the number of teaching hours only; not for prep work.	Hour-for-Hour
Credit or audit College Class/ Seminar	Taking a Semester or Quarter long college class on archaeology, history, historic preservation, or architectural history for credit; transcript required. Course should be relevant to- or expand on- individual's knowledge.	24 hours
	Taking a Semester or Quarter long on-line course on archaeology, history, historic preservation, or architectural history for credit; transcript required.	24 hours

	Activity	Credit
	Auditing a Semester or Quarter long course on archaeology, history, historic preservation, or architectural history. Must have a letter from the professor stating full student participation.	8 hours
Conferences & Seminars	Archaeological Society of New Mexico Seminars. Seminars approved for continuing education credit are; Rock Art Survey and Recording; Lithic; Ceramic; Dating; Photography; Research Design and Analysis; Identification and Preservation of Bone and Introduction to Historic Material Culture.	Hour-for-Hour
	Attending conferences on archaeology, history, historic preservation, or architectural history, such as the Society for American Archaeology annual meetings, the Mogollon conference, the Southwest Symposium, the NM Historical Society annual meetings, the Pecos Conference, the Archaeological Society of New Mexico annual meetings, etc.	8 hours
Conference & Seminar Participation and Attendance	Attending a conference and presenting a paper on archaeology, history, historic preservation, or architectural history at a conference, proof of registration and authorship required.	16 hours
	Attending a conference and presenting a poster on archaeology, history, historic preservation, or architectural history at a conference, proof of registration and authorship required.	16 hours
	Attending a conference and authoring a paper on archaeology, history, historic preservation, or architectural history presented at a conference, proof of registration and authorship required.	16 hours
	Attending a conference and co-authoring a paper on archaeology, history, historic preservation, or architectural history presented at a conference, proof of registration and authorship required.	16 hours
	Attending a conference and acting as a discussant in a session on archaeology, history, historic preservation, or architectural history at a conference, proof of registration and role as discussant required.	16 hours
Publications	Publishing an original theoretical or methodological contribution on archaeology, history, historic preservation, or architectural history in a refereed journal. Same credit given for co-authors. Publication can be in print or on the web.	24 hours
	Publishing an original theoretical or methodological contribution on archaeology, history, historic preservation, or architectural history in a non-refereed journal. Same credit given for co-authors. Publication can be in print or on the web.	16 hours
	Publishing a book or article review, abstract, or short summary on archaeology, history, historic preservation, or architectural history. Same credit given for co-authors. Publication can be in print or on the web.	8 hours

	Publishing an article on archaeology, history, historic preservation, or architectural history in a refereed or non-refereed book. Same credit given for co-authors.	16 hours
	Editing a book of articles on archaeology, history, historic preservation, or architectural history, refereed or non-refereed.	24 hours
	Publishing a book or monograph. Same credit given for co-authors.	24 hours
	Holding a position in a local, state or national historic preservation organization, the BLM advisory board, or the CPRC. Official must hold position for an entire year or longer.	24 hours
<p>*The CPRC and HPD may exercise discretion in granting credits based on specific circumstances and may contact applicants to obtain additional information about credits. **Credits in excess of 24 hours every three years cannot be carried over.</p>		