

**CC
PH**

California Committee for the Promotion of History
Register of Professional Historians
Application for Membership

Name/Title: _____

Address: _____

Phone: (business) _____
(home) _____

Email: _____

Areas of specialized research for which you are professionally qualified:

- Archival Administration
- Business History
- Cultural Resources Management
- Environmental History
- Expert Witness/Historical Research Services
- Family History and Genealogy
- Historical Administration
- Historical Archaeology
- Historical Architecture
- Historical Preservation
- Museology
- Regional, State, Local and Community History

Qualifications for Listing

CCPH membership is not required for listing in the CCPH Register of Professional Historians; however, the applicant must agree to the **CCPH Standards of Professional Conduct** (attached) and so attest by his/her signature. The applicant understands that misrepresentation of the facts in a professional vitae (including errors both of commission and of omission) will result in disqualification.

In addition to agreeing to abide by the **CCPH Standards of Professional Conduct**, an applicant must meet certain basic requirements to be listed in the Register of Professional Historians:

- The applicant holds an advanced degree, such as an M.A., Ph.D., or official A.B.D. in History from an accredited institution, **or** hold a B.A. in History and provide evidence of substantial practical experience (a minimum of 2 years) in a history-related profession.
- The applicant must have designed and executed a historical study as evidenced by an M.A. thesis (or a Ph.D. dissertation), or a report or series of reports equivalent in scope. The report(s) must indicate substantive historical analysis based on explicit theoretical orientation; purely descriptive reports or analyses are not considered equivalent.

Individuals with alternative qualifications may apply for listing and be considered by the CCPH Standards and Competency Committee.

Application Instructions

The application for membership as a CCPH Registered Professional Historian must provide all of the requested information. Approved applicants will receive a letter of certification from CCPH with a CCPH Register number and a copy of the **CCPH Standards of Professional Conduct** with their signature. The applicant shall agree to the publication of his/her name, address, and telephone number and/or address in the *CCPH Register of Professional Historians* and on the CCPH Internet home page.

In addition to the application, the applicant must submit a current curriculum vitae or resume containing the following information:

- Education - beginning with highest degree awarded first, followed by lesser degrees. For each degree, include year awarded, degree, institution, and major field of study.

- Employment/Experience - provide an current list of administrative, research, and/or teaching positions or projects, including dates, your title, the agency or institutional affiliation, and the name of your supervisor or research director.
- Supplemental Experience - include a current list of grants and fellowships; honors and awards, service to your profession, community, or employer; professional papers and other presentations, professional certifications or registrations, and memberships in professional organizations.
- Publications and Reports - include a complete list of works in progress, published monographs and articles, and unpublished reports.

The applicant's vitae should demonstrate that he/she is qualified for professional work in the areas of specialization indicated on the checklist on Page 1. Additional documentation may be required by CCPH prior to approval of the application to fully document any claim made on the application or vitae.

Submit the completed application and vitae, along with a \$30 registration fee (payable to CCPH) to the address below. The registration fee will be refunded if the application is not approved. Please apply separately for a CCPH annual membership or membership renewal.

Register of Professional Historians
CCPH
CSU Sacramento, Dept. of History
6000 J Street
Sacramento, CA 95819-6059

For questions about the Register, contact:
Leslie Fryman
(916) 640-0041
archaeo44@yahoo.com

History is a profession, and the privilege of professional practice requires professional responsibility, professional competence, and an adherence to professional principles on the part of each practitioner.

I. The Historian's Responsibility to the Public:

- 1.1 The Historian shall:
- (a) Recognize a commitment to represent history and its research results to the public in a responsible manner;
 - (b) Actively support conservation of historical resources;
 - (c) Avoid and discourage exaggerated, misleading or unwarranted statements about historical matters that might induce others to engage in unethical or illegal activity.
- 1.2 The Historian shall not:
- (a) Engage in any illegal or unethical conduct involving historical matters or knowingly permit the use of his/her name in support of an illegal or unethical activity involving historical matters;
 - (b) Give a professional opinion, make a public report or give legal testimony involving historical matters without being as thoroughly informed as might reasonably be expected;
 - (c) Engage in conduct involving dishonesty, fraud, deceit or misrepresentation about historical matters;
 - (d) Undertake any research that affects historical resources from which he/she is not qualified.

II. The Historian's Responsibility to his/her Colleagues:

- 2.1 The Historian shall:
- (a) Give appropriate credit for work done by others;
 - (b) Stay informed and knowledgeable about developments in his/her field or fields of specialization;
 - (c) Accurately prepare and properly disseminate a description of research done and its results;
 - (d) Communicate and cooperate with colleagues having common professional interests;
 - (e) Give due respect to colleagues' interests in, and rights to, information where there is a mutual active or potentially active research concern;
 - (f) Know and comply with all laws applicable to his/her historical research, as well as with any relevant procedures promulgated by duly constituted professional organizations;
 - (g) Report violations of these Standards to the proper authorities.
- 2.2 The Historian shall not:
- (a) Falsely or maliciously attempt to injure the reputation of another historian;
 - (b) Commit plagiarism in oral or written communication;
 - (c) Undertake research that affects historical resources unless prompt, appropriate analysis and reporting can be expected while respecting client confidentiality;
 - (d) Refuse a reasonable request from a qualified colleague for research data while respecting client confidentiality;
 - (e) Submit a false application for accreditation by or membership in any professional historical organization;

(f) Remove archival material, artifacts, or other historical and cultural resources from their legal repositories without prior authorization.

- 2.3 Historians working in specialized subfields and appropriate professional contexts, including—but not limited to—oral history, museology, conservation and curatorial care, historic preservation, historic archaeology, archival and records management, shall:
- (a) Perform their duties with respect and care for the material resources being studied and/or preserved;
 - (b) Exhibit respect, care and proper concern for the people, including informants, with whom they work;
 - (c) Subscribe and adhere to such additional codes or standards as have been adopted by the appropriate professional organization or association, understanding that subscription to the CCPH Standards shall not preclude nor substitute for similar codes or standards established by appropriate professional organizations.

III. The Historian's Responsibility to Employers and Clients:

- 3.1 The Historian shall:
- (a) Respect the interests of his/her employer or client, so far as is consistent with public welfare and these Standards;
 - (b) Refuse to comply with any request or demand of an employer or client which conflicts with these Standards;
 - (c) Recommend to employers or clients the employment of other historians or other expert consultants upon encountering historical problems beyond his/her own competence;
 - (d) Exercise reasonable care to prevent his/her employees, colleagues, associates and others whose services are utilized by him/her from revealing or using confidential information. Confidential information means information of a non-historical nature gained in the course of employment which the employer or client has requested be held inviolate, or the disclosure of which would be embarrassing or would be likely to be detrimental to the employer or client. Information ceases to be confidential when the employer or client so indicates or when such information becomes publicly known.
- 3.2 The Historian shall not:
- (a) Reveal confidential information, unless required by law;
 - (b) Use confidential information to the disadvantage of the client or employer;
 - (c) Use confidential information for the advantage of himself/herself or a third person, unless the client consents after full disclosure;
 - (d) Accept compensation for recommending the employment of another historian or other person, unless such compensation is fully disclosed to the potential employer or client;
 - (e) Recommend or participate in any research which does not comply with these Standards.

IV. The Historian's Research Responsibilities:

- 4.1 The Historian has a responsibility to prepare adequately for any research. Before entering into any undertaking, the historian must:
- (a) Assess the adequacy of his/her qualifications and when necessary acquire additional expertise, bring associates with the needed qualifications into the undertaking, and/or modify the scope of the undertaking while respecting the client's needs;
 - (b) Inform himself/herself of relevant previous research;
 - (c) Develop a plan of research which specifies the objectives of the project, takes into account previous relevant research, and employs suitable methodology;
 - (d) Ensure the availability of adequate staff and support facilities;

- (e) Comply with all legal requirements, including, without limitation, obtaining where appropriate all necessary governmental permits and necessary permission from landowners or other persons;
 - (f) Determine whether the project is likely to interfere with the program or projects of other scholars and if there is such a likelihood, initiate negotiations to minimize such interference.
- 4.2 In conducting research the Historian must follow his/her plan or program of research, except to the extent that unforeseen circumstances warrant its modification.
- 4.3 The Historian shall meet where pertinent the following minimal research standards:
- (a) All sites, structures, buildings, environmental and cultural features must be fully and accurately recorded by appropriate means, including their location;
 - (b) All sources must be fully and accurately recorded including their location;
 - (c) The methods employed in data collection must be fully and accurately described;
 - (d) All records shall be intelligible to other historians. Terms lacking commonly held referents, when used, shall be clearly defined;
 - (e) Research records resulting from a project must be deposited at an institution with permanent curatorial facilities and open to qualified professional historians, while respecting client confidentiality.
- 4.4 The Historian will meet the following minimal standards in accepting responsibility for appropriate dissemination of the results of his/her research to the appropriate constituencies with reasonable dispatch:
- (a) Results viewed as significant contributions to substantive knowledge of the past or to advancements in theory, method or technique should be disseminated to colleagues and other interested persons by appropriate means, such as publications, reports at professional meetings, or letters to colleagues;
 - (b) Requests from qualified colleagues for information on research results should be honored, if consistent with the researcher's prior right to publication and with his/her other professional responsibilities;
 - (c) Failure to complete a full scholarly report without prolonged delay after completion of research shall be construed as a waiver of an historian's right of primacy with respect to analysis and publication of the data. In the event of such failure, the research data should be made fully accessible for analysis and publication by other historians;
 - (d) Historians should seek to remove from agreements any terms that prohibit them from including their own interpretations or from having a continuing right to use the material after the undertaking has been completed;
 - (e) Historians have an obligation to accede to reasonable requests from the news media.
- 4.5 Historical research requires institutional facilities and support services for its successful conduct and for proper permanent maintenance of the resulting records. It is the responsibility of the historian to ensure that facilities and services are adequate to the scope of the project.

By signing this instrument, I agree to subscribe to the above STANDARDS OF PROFESSIONAL CONDUCT as set forth by the California Council for the Promotion of History. Furthermore, I declare information provided in support of this application to be listed as a CCPH Registered Professional Historian to be, to my knowledge, accurate and subject to verification.

Signature _____ Date _____

Application accepted by the California Council for the Promotion of History on

signed, _____, RPH Committee Chair