

DEPARTMENT OF CERTIFICATION FUNCTIONS

ORGANIZATION & PROCEDURES

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MISSION OF THE DEPARTMENT OF CERTIFICATION

The mission of the Department of Certification is to provide the basis for high quality education and training in the various aspects of archaeology for Arizona Archaeological Society (AAS) members throughout the State, and to set standards for Instructors who teach those courses and for professionals who become Chapter Advisors. The Department maintains a database of students who have taken AAS courses for certification credit, and of instructors approved to teach courses for certification credit. The Department also issues certificates to persons who successfully complete course requirements.

DEPARTMENT OF CERTIFICATION GUIDELINES

In carrying out its mission, the Department will adhere to the following guidelines:

- The Department will provide policy and guidance for the AAS Certification Program.
- The Department will have an audited fund to provide for its activities.
- The Department shall insure the Certification Program relates to the Society's policy and practices for archaeological values.
- The Department will be active to educate the general public about the Society.
- The Department shall attempt outreach to other archaeological groups, local and state, to promote preservation of archaeological sites.
- The Department shall actively liaison with the professional archaeological community.

DEPARTMENT OF CERTIFICATION ORGANIZATION

The Department of Certification (the Department) was created by the AAS in 1977. The Department has established a Certification Program that is designed to provide training in various aspects of archaeology, independent from an academic degree program.

The Department staff consists of a Chairperson, Treasurer, Secretary, Recorder, Review Committee Chairperson, five professional archaeologists, and representatives from each AAS Chapter and their alternates.

The Certification Program serves as a source of trained and qualified individuals who are prepared to assist the professional community on archaeological projects. Students enrolled in the Certification Program pursue a course of study designed to increase their knowledge and consequently their value to archaeological projects and to those qualified Project Directors under whose supervision they work.

Course standards and content are established by the Department prior to a class being presented to the membership. By establishing these standards and by instituting a process of approving both the Courses and the Instructors, the presentation of Certification classes will provide consistent course material to members of Chapters in various locations throughout Arizona. Note that certain classes may offer material specifically tailored to a particular area of the State.

In order to receive Certification credit for a course, a student must complete a course that has been approved by the Department, and taught by an Instructor who has satisfied the qualification requirements established by the Department. The hours of the student's attendance during the Certification course at lectures, field trips, laboratory, or field crew, must be reported in timely fashion by the Chapter Representative, or Department Representative, or in his or her absence, by the Instructor, the Field School Director or Representative. The information is sent to the Department Recorder for entry to the Certification Database. Refer to pages 7 and 8, "Duties of the Recorder".

The Review Committee established by and within the Department is made up of a Chair appointed by the Department Chair and four members, three of whom are professional archaeologists. The Committee considers course content, applications for Instructor, Chapter Advisor, and funding, as well as student waivers for courses taken outside the Certification Program. The Committee makes recommendations to the Department as a whole, and the Department makes the final decision. Waiver application forms, called Student Course Waiver Requests, are available from the Chapter Representative. Before waivers can be granted for a certification course, evidence must be presented that the standards for the completed course are equivalent to those taught within the Certification Program.

The Project Committee was established in 2002 as an oversight committee to monitor projects undertaken by the Department of Certification and to make recommendations to the Department as a whole on project implementation. Certification is not the main aim in these projects, although there may be an education component in them. The Project Committee is made up of a Chair appointed by the Department Chair and four committee members (at least two of whom are professional archaeologists). The Committee provides assistance to the Principal Investigator or other professional archaeologist in charge. As part of its mission, the Committee develops guidelines for AAS Projects to include an outline for written project proposals, annual work plans, and report schedules. It offers suggestions annually to the AAS Project Manager regarding all phases of implementation, continuing education efforts at an advanced level, and report submission. The Project Committee will review annually the performance of each AAS Project Manager and will recommend to the Department Chair whether each Project Manager should continue serving for another year.

COURSE CERTIFICATION DEFINED

Certification in a course means that the individual possesses a level of knowledge in the subject area commensurate with the course objectives stated in the course syllabus. When a certificate has been signed by the class Instructor, Field School Director, Field School Representative, or Chapter Representative, it signifies that the individual has satisfactorily completed requirements for a class that presented certified material, and that the class was taught by an approved Instructor. Satisfactory completion of the course, if applicable, must be reported in timely fashion by the Representative, or in his or her absence, by the Instructor or Field School Director, to the Department Recorder for entry into the Certification Database and hard copy files. A student may take an AAS course without being considered for certification credit.

REQUIREMENTS FOR ENROLLMENT IN THE CERTIFICATION PROGRAM

- A. Membership in the Arizona Archaeological Society.
- B. Submission of a completed Certification Program Application form, with the appropriate fee, to the Department Treasurer.

DEPARTMENT ACTIONS FOLLOWING ENROLLMENT

- A. The Treasurer deposits the application fee and forwards the application form to the Certification Recorder. The Recorder issues a permanently assigned Certification Number, prepares a numbered Certificate, signed by the Chairperson, and forwards it to the applicant.
- B. The Recorder enters the permanent Certification Number and record into the Database for the enrollee. The application form and other pertinent records are placed in a hard copy file folder.

DEPARTMENT AND STUDENT REQUIREMENTS AND RESPONSIBILITIES

- A. PREHISTORY OF THE SOUTHWEST (PHSW), formerly "Southwestern Archaeology", is an introductory course in the study of the American Southwest. The Department strongly recommends that, in order for a student to gain an overall knowledge of the prehistoric cultures of the southwestern United States and establish a basic and logical background for other courses, this prerequisite course be completed prior to enrolling in other Department courses. Giving due consideration to the scheduling of Department courses, however, enrollment in other certification courses is allowed prior to completing PHSW. Other certification courses concluded before completion of PHSW will be posted to the students permanent record; however, a student will not be considered fully certified in any course until the PHSW course has been satisfactorily completed. Certification courses completed prior to completing the PHSW class will be entered and signed on the student's certificate by the class Instructor (or Chapter Representative) and the class records forwarded to the Recorder.

- B. It is the responsibility of the student to ensure that his or her certificate is signed by the class Instructor, Field School Director or Representative, or the Chapter Representative, upon completion of the class. It is the responsibility of the Field School Director or Representative, or the Instructor, to provide all class records to the Chapter Representative. It is the responsibility of the Chapter Representative, or the Field School Representative, to forward the class records to the Recorder.
- C. When field work or laboratory work is a requirement of the class, a LOG BOOK shall be maintained by the student. The field and laboratory hours worked by the student shall be recorded in the LOG BOOK. This LOG BOOK shall be signed by the person in charge of the field work. The Field School Director, or the class Instructor, shall convey these requirements to the students at the beginning of the class. However, ENSURING THAT THESE REQUIREMENTS ARE SATISFIED IS THE RESPONSIBILITY OF THE STUDENT.

FEES ASSESSED BY THE DEPARTMENT

The Department assessed fees are utilized to partially offset costs of certificates, establishing and maintaining records, mailing, duplication, and toll telephone calls pertinent to the action taken or under review. All fees are to be remitted by check or money order to the Treasurer, payable to the Arizona Archaeological Society, Inc.

Certification Program Enrollment Fee - \$10.00 (as of October 2002)

The Certification Program enrollment fee is a one-time fee that registers an individual with the Department and includes all future costs of maintaining the individual's Certification records. The Certification fee may be paid prior to or during enrollment in the individual's first Certification course. This fee is paid through the Chapter Representative to the Treasurer and results in issuance of a certificate by the Recorder.

Course Enrollment Fee - Variable

The course enrollment fee is assessed by the sponsoring Chapter for participation in a scheduled Certification class taught by an approved Instructor. The amount of the enrollment fee is determined by the sponsoring Chapter and is normally a minimum amount required to offset the cost of the Instructor fee, room charges, and incidental expenses for a minimum or anticipated number of students. Additional costs to the student associated with various courses could include required or optional texts, copying charges for class handouts, required class and/or laboratory materials (such as a set of excavation tools), and ancillary supplies.

Student Course Waiver Request Fee - \$6.00 (as of October 2002)

This fee is required for each Student Course Waiver Request that is submitted. Each individual may request waiver for one or more courses at the same time, and all courses included in a Student Course Waiver Request are included in this single fee. The fee is paid to the Treasurer.

Instructor Approval Request Fee - \$6.00 (as of October 2002)

The Instructor Approval Request fee is required for each Instructor Approval Request that is submitted. The local chapter, at its discretion, may choose to pay this fee. A prospective Instructor may request approval for one or more courses at the same time within the stated fee. This fee is paid to the Treasurer.

OFFICERS, REPRESENTATIVES, AND PROFESSIONALS

CHAIRPERSON

- A. If the Department Chair is vacated, a candidate for Chairperson is selected by Department members at the next regularly scheduled meeting.
- B. The Department's candidate for Chairperson is presented to the AAS State Chairperson for approval.
- C. At fiscal year end, an Annual Report of the Department's activities will be prepared by the Chairperson for presentation to the AAS State Chair.
- D. The Chairperson is responsible for calling and conducting all Department meetings, appointing committees, maintaining the records of the Department, and performing other duties as specified in this Certification Manual.

SECRETARY

- A. The Secretary is appointed by the Chairperson, with the consent of the members of the Department.
- B. The Secretary is responsible for recording the minutes of all meetings of the Department, distributing them to the Department's mailing list, and providing the minutes to the Chairperson for entry into the records of the Department, following review and approval at the next Department meeting. The Secretary is also responsible for preparing correspondence as requested by the Chairperson and performing other duties as specified in this Certification Manual.

TREASURER

- A. The Chairperson appoints the Treasurer, with the consent of the Department members.
- B. Duties of the Treasurer, as approved by the Department of Certification.
 - 1. The Treasurer shall be the controller of the accounts of the Department.
 - 2. The Treasurer shall make all collections and disbursements at the direction of the Chairperson.
 - 3. The Treasurer shall prepare and submit periodic financial reports of the Department and such other reports as the Department may direct.
 - 4. The Treasurer shall prepare and submit a complete financial report of the Department to the AAS State Board at its annual meeting, and such other reports as the Board may direct.

5. The accounts of the Department shall be audited each year and reported to the Chairperson. The results shall also be reported to the AAS State Chairperson.
6. The Treasurer, under the direction of the Chairperson, shall prepare an annual budget for the upcoming fiscal year, showing anticipated income and expenditures. The budget must be reviewed and approved by the Department. The approved budget is then submitted to the AAS State Board for presentation at the annual meeting of the Society.

C. Finances.

1. The fiscal year of the Department shall coincide with the fiscal year of the Society.
2. The income from Certification enrollment fees, fees from Field Schools and Workshops run by the Department, fees from applications for such other matters as established by the Department, income from the sale of publications and other appropriate materials, gifts and other sources shall be deposited to the Department's budgeted accounts.
3. Bank accounts under the control of the Department shall be kept in the name of the Department, and withdrawals will require two signatures, one of the Treasurer and one of another officer of the Department. Note that fees charged by the Chapters for their sponsored classes are to be retained by the Chapter.

RECORDER

A. The Recorder is appointed by the Chairperson, with the consent of the members of the Department.

B. Duties of the Recorder:

1. The Recorder shall receive paid Enrollment Application forms from the Department Treasurer and maintain a computer Database and an annual hard copy file for new enrollees.
2. The Recorder shall issue a serially numbered certificate to each new enrollee and maintain a Database list of certificate numbers that identifies to whom each number is assigned.
3. The Recorder shall receive changes to the approved instructor list from the chairperson and maintain a computer Database and hard copy files for each instructor as described below.
4. At the direction of the Department Chairperson, the Recorder shall research any questions regarding records, and respond to inquiries by appropriate parties.

5. The Recorder shall maintain the Department's Certification Database system on a computer. A procedures manual for operating the Database files, relationships, conventions, tables, posting, and reporting, must be updated by the Recorder as changes are made. The Recorder must perform a weekly on-site backup of the entire database, and provide a current off-site backup copy of the Department's Database to a designated member of the Department at each Department meeting.
6. The Recorder shall establish a Database record and course hard copy folder at the beginning of each new course. All information received from the Chapter Representative, Field School Director or Representative, or course Instructor, shall be recorded in the Database and retained in the hard copy folder. Examples of the information include, a list of students enrolling in the course, class attendance, names of those students who complete all requirements, and number of hours completed by those students who do not complete the entire course and field work. Records received for individuals who are not enrolled in the Certification Program will be retained in the course hard copy folder but not added to the computer Database.
7. The Recorder shall document the completion of the course in the Database and in the course's hard copy folder. The Recorder shall document the student's course(s) waived in the Database and place a copy of the waiver and related correspondence in an annual hard copy file for waivers.
8. The Recorder shall prepare a Database record and hard copy folder for each approved Instructor. The Recorder shall record, in each Instructor's folder, and in the Database, those courses the Instructor is approved to teach, the date of such approval, and the dates the course(s) are conducted. A copy of all applications and related correspondence shall be placed in the hard copy folder.
9. The Recorder shall forward any funds received from the Chapter Representatives to the Department Treasurer together with remittance advice.
10. The Recorder shall submit a status report of activities at each Departmental meeting.

CHAPTER REPRESENTATIVE AND ALTERNATE

- A. Chapter Representative shall be appointed to the Department by each local chapter. An Alternate shall also be appointed by each local chapter.
- B. Chapter Representatives are expected to attend all Department meetings. Representatives living far from where the meeting is held who cannot attend are expected to contact the Department Chairperson with concerns they wish addressed by the Department. Alternates are likewise encouraged to attend all department meeting. If unable to attend a meeting, the Representative should encourage the alternate to attend if possible.
- C. The Chapter Representative is responsible for serving on committees as requested by the Department Chairperson.
- D. The Chapter Representatives are expected to assist their respective Chapters to obtain qualified Instructors, locate classroom space in which to conduct classes, recruit and enroll students in classes, assist in presenting classes when necessary.
- E. Chapter Representatives are expected to relay information from the Department to their Chapters and provide reports to the Department regarding Chapter certification activities.
- F. The Chapter Representative is responsible for assisting with registration at all classes. Checks for class registration shall be made payable to the Chapter of the Society. A receipt shall be issued to each class registrant. Course Enrollment Fees shall be retained by the Chapter sponsoring the course. Certification Program Enrollment forms and fees shall be forwarded, by the Chapter, to the Department Treasurer.
- G. The Chapter Representative is responsible for ensuring that all paperwork is completed by the Instructor when a class is complete, and for obtaining all records from the class Instructor upon completion of a course. The Chapter Representative is responsible for ensuring that the Student Certificates are signed and dated by the class Instructor, or by themselves, with the Instructor's approval. The Chapter Representative shall forward the final paperwork to the Department Recorder in timely fashion and shall maintain a duplicate set for the Chapter.
- H. When the class is completed, all information pertinent to the class shall be received by the Department Recorder for posting to the permanent Database record and relevant hard copy file folders.

AAS FIELD SCHOOL REPRESENTATIVE

- A. An AAS Field School Representative shall be appointed by the Chairperson, in conjunction with the Field School Director, for each Field School sponsored by the Department.
- B. The AAS Field School Representatives shall attend all Department meetings. If unable to attend a meeting, the Representative is responsible for providing a status report to the Chairperson in time for presentation at the Department meeting.
- C. The AAS Field School Representative is expected to assist the Field School Director and Instructors with the administration of the Field School, as follows;
 - 1. Advertise the Field School. Recruit students, and assist the Field School Director in setting up for the Field School, recruiting Instructors, and preparing class materials.
 - 2. Assist with registration. Checks for Field School registration, housing, and enrollment shall be made payable to the Arizona Archaeological Society, Inc. A receipt shall be issued to each Field School registrant. Enrollment receipts, together with Certification Program Enrollment forms and fees shall be forwarded with full remittance advice to the Treasurer.
 - 3. Provide an initial roster of the AAS Field School enrollees to the Recorder at the opening of the Field School, showing week of attendance, and listing the courses the enrollees plan to take. Reviewing the accuracy of the preliminary Field School Roster placed on the Certification Database and issued by the.
 - 4. Help gather enrollee's attendance and hours of participation data during the conducting of the Field School for the Field School Director's or the Instructor's pass/fail decisions.
 - 5. Ensure that all paperwork is updated by the Field School Director or Instructors as each week of the AAS Field School is complete.
 - 6. Obtain final records from the Field School Director or Instructors upon completion of the final week of the Field School. Ensure that the Student Certificates are signed and dated by Field School Director or the class Instructor, or by themselves with the permission of the Instructor. The AAS Field School Representative shall forward the final paperwork to the Recorder in timely fashion and shall maintain a duplicate set for the Department Recorder.

AAS Project Manager

- A. An AAS Project Manager for Department of Certification Projects shall be appointed by the Chairperson, in conjunction with the Principal Investigator (PI) or other professional archaeologist, for each project sponsored by the Department.
- B. The AAS Project Manager shall attend all Department meetings. If unable to attend a meeting, the Manager is responsible for providing a status report to the Chairperson in time for presentation at the Department meeting.
- C. The AAS Project Manager is expected assist the PI, or other professional archaeologist and instructors with the administration of the Project as follows:
 - 1. In conjunction with the PI or other professional archaeologist, submit a plan for the yearly work of the project according to the outline located at Tab 3-J. Adhere to the schedule for submission of project plans and final annual reports.
 - 2. Advertise the Project. Recruit volunteers with requisite skills and assist the PI or other professional archaeologist in setting up field work or lab work, recruiting instructors for advanced training, and preparing class materials.
 - 3. Assist with registration. Checks for Project registration, housing, and enrollment shall be made payable to the Arizona Archaeological Society, Inc. A receipt shall be issued to each Project registrant. Enrollment receipts shall be forwarded to the Department Treasurer.
 - 4. Help to gather participant's attendance and hours of participation data if these are to be used as certification course hours.
 - 5. Submit an annual report of work completed and plans for the forthcoming year according to schedule. If relevant, forward certification course hours to the Recorder in timely fashion and maintain a duplicate set for the Department.

PROFESSIONAL ARCHAEOLOGISTS

- A. Professional archaeologists are appointed to serve as advisors to the Department by the Chairperson of the Department, with the approval of the Department.
- B. Professional archaeologist advisors are expected to attend all Department meetings.
- C. The professional archaeologist is responsible for serving on committees as requested by the Department Chairperson.
- D. The professional archaeologist provides expertise to the Department with respect to current professional standards, methods, laws and

regulations, and assists in the development of certification courses.

INSTRUCTOR & FIELD SCHOOL DIRECTOR

- A. A Course Instructor, or Field School Director, is considered eligible to present specific courses following the filing, and approval by the Department, of an Instructor Approval Request.
- B. The Instructor or Field School Director provides training in archaeological methods and techniques, including archaeological theory as applicable, conservation archaeology, federal and state laws, and safe field practices.
- C. It is the responsibility of the Field School Director or Instructor, when presenting a Certification course, to follow the approved course syllabus contained in this Certification Manual.
- D. Field School Directors and Instructors are to maintain records of class attendance.
- E. Field School Directors or the Instructor shall forward class records in timely fashion to the Chapter Representative, or in his or her absence, to the Recorder upon completion of the course.
- F. Certificates shall be signed and dated by the Field School Director or Instructor (or alternatively by the Chapter Representative) when a student has completed all requirements of the course.
- G. Field School Directors and Instructors are requested to submit an evaluation of the course material to the Chapter Representative. This evaluation will be used by the Department to improve the course. In addition, a student evaluation is desirable.
- H. A Field School Director or Instructor of an approved course may prepare, administer, and grade any examination or other measurement tool, such as a research paper, that he or she may devise. If an examination is administered, a copy of the examination shall be included in the class records.
- I. A Field School Director or Instructor may use, as an assistant, a person who is not approved by the Department provided that the assistant functions under the immediate direction and supervision of the Field School Director or Instructor.
- J. It is the responsibility of the Field School Director or Instructor to ensure that all outside speakers present material that conforms to the approved course outline.

CERTIFICATION MANUAL MANAGER

- A. The Certification Manual Manager is appointed by the Certification Department Chairperson, with the consent of the members of the Department, and is a voting member of the Department.
- B. Duties of the Certification Manual Manager:**
1. Maintain a computer data base with the source documents for the Certification Manual.
 2. Update the Certification Manual as new courses are approved or when changes are made in the manual as directed by the Chairperson of the Certification Department.
 3. Maintain a database of Certification Manual holders.
 4. Distribute Certification Manual updates to Certification Manual holders as directed by the Chairperson of the Certification Department.
 5. Maintain a list of revisions to the Certification Manual, and at the Direction of the Chairperson of the Certification Department poll the list of instructors for a given course and solicit recommended changes. Forward the responses to the poll to the Certification Department Review Committee for consideration in changes to the course.
 6. Attend Departmental meetings and submit a status report of activities at each meeting.
 7. Deliver updated Manual information expeditiously to all Manual holders.
 8. Recall Manuals from holders who no longer have need for them or who have resigned from an appropriate office in the AAS.