



PROGRAM FOR AVOCATIONAL ARCHAEOLOGICAL CERTIFICATION

GUIDE TO PAAC

The Program for Avocational Archaeological Certification (PAAC) is designed to be a mutually beneficial educational program for avocational and professional archaeologists. It was established in 1978 by the Colorado Archaeological Society (CAS) and the Office of the State Archaeologist of Colorado (OSAC). It provides a means for CAS members and other citizens of Colorado to obtain formally recognized levels of expertise outside of an academic degree program. It will also facilitate contributions by avocationalists to public service and assistance in education, governmental management of cultural resources, research, and the protection of archaeological resources in Colorado. PAAC's intent is to complement, not replace, existing university and governmental training programs.

PAAC is a statewide program designed to meet the needs of the avocational community. The program is supervised by the PAAC Board; members include the Board Chairperson (appointed CAS member), the CAS President, and the State Archaeologist. The State PAAC Coordinator (Assistant State Archaeologist) is responsible for course development, scheduling, and course presentation. Each CAS chapter or other group designates a Local PAAC Coordinator. The Local Coordinator, while not on the Board, is responsible for expressing group needs to the Board and State Coordinator, publicizing PAAC activities, organizing the arrangements for PAAC courses, and promoting the program.

All Participants in the PAAC Program must:

- 1) Be 15 years of age or older;
- 2) Agree to the PAAC Code-of-Ethics (on page 5 of this packet); and
- 3) Pay a non-refundable, nominal materials fee per course.

To apply, complete the enclosed application (page 18) and return to: State PAAC Coordinator, Office of the State Archaeologist, History Colorado, 1200 Broadway, Denver, CO 80203.

Program Description: The program is divided into two topical areas, Archaeological Survey and Archaeological Laboratory. Other areas of interest may be offered in the future. Each topical area offers several levels of certification. Individuals completing the requirements for certification will be formally recognized as competent to perform the activities specified by each level, and will receive a certificate of expertise for each level of certification.

A specified series of courses and field activities is required for each level of certification. Completing a course successfully will meet the requirements for the respective certification level, as well as other areas of certification where the same course may be required. Courses range from 10 to 25 hours in total length. At the end of each course an examination will be given. A minimum grade of 70% for PAAC credit, and 80% for college credit, is required to pass each examination. If a participant should fail an examination, he/she will be given two more opportunities to pass the course for PAAC credit.

In order to have previous experience accepted for course credit, a participant must take and pass the examination for that course. Individuals “testing out” will receive no formal assistance from the State or Local Coordinators. Individuals failing this examination must take the course and pass the examination to receive credit toward certification. The materials fee is required for individuals “testing out” of a course.

Each level of certification has a required field activity or project to be completed on the participant’s own time. He/she may work independently or volunteer for on-going projects. Documentation of these field activities must be given to the State Coordinator to register credit for each level of certification. Copies of time sheets and a letter of verification from the supervising archaeologist will be considered acceptable documentation. A participant wishing to have previous field experience evaluated for credit as he/she starts the program should complete the Record of Previous Experience (see page 19). The document will be evaluated by the PAAC Board.

Individuals wishing to participate in the program without striving for certification may do so under an audit category. Auditors will pay the materials fee but will not take the course examination. The number of auditors in any course is restricted to no more than half the total number of class participants. An auditor must state in writing that he/she wishes to audit. If a person decides to change his/her status (try for certification or change to an audit), he/she must make that decision before the half-way point in a given course.

Records and Certification: The official records of all PAAC participants are kept by the State Coordinator. A participant should keep a personal record of progress in the “PAAC Log Book.” This personal log book will be issued at a participant’s second full course. Replacements for lost log books will require a \$2.00 fee.

When a participant has successfully fulfilled the requirements of a particular certification level, the completed record is reviewed by the PAAC Board. The PAAC Board must evaluate the records and vote unanimously to grant certification. A certificate of expertise is then issued.

It is conceivable that a person may complete all the requirements for a category and still not be certified. In the event of a deficiency sufficient to prevent a candidate's certification, that candidate may be re-evaluated only three more times without a special hearing by the Board. In the event of a challenge by a candidate to the Board's action, that challenger must be furnished with a written statement by the Chairperson of the Board explaining the reasons for the Board's action(s). If not satisfied, the challenger has 30 days to respond in writing to the entire Board, who may elect to reconsider by an affirmative vote of all three voting members. Otherwise the challenger may withdraw from this voluntary program, or remedy the deficiency(s) found by the Board and be re-evaluated.

Program Information and Registering: It is the responsibility of the Chapter or Local PAAC Coordinator to keep his/her group informed of program changes and upcoming courses. The Chapter/Local Coordinator will make announcements at monthly meetings and publicize course information in that organization's newsletter. Please contact your group's president or the State Coordinator if you do not know your Chapter/Local Coordinator. The list of coordinators, all information in this leaflet, and other program details also can be viewed on the [PAAC web site](#).

There must be a minimum of ten participants to hold a course. Individuals interested in taking a course will pre-register with the Chapter/Local Coordinator. The materials fee must be paid at the time of registration. This pre-registration will be completed at least ten days prior to the scheduled start of the course. Additional participants may register with the first session of the course. In the event that the pre-registration count is less than the required minimum of ten, the course will be cancelled. The materials fee will be refunded only as a result of a cancelled course.

College Credit: In addition to traditional credit toward PAAC certification, interested individuals also may earn college credit through the Extended Studies Program at Adams State University. Doing so requires additional effort on the part of the student, well in advance of the start date of any course. Such credit may be especially useful for K-12 teachers seeking credit toward re-certification in Colorado. Prospective students desiring credit (typically, 1 credit hour for most of the PAAC courses) must [register in advance with the Extended Studies Program](#), *in addition* to enrolling through the Local PAAC Coordinator. Also, students must pay the course fee through Adams State University plus the regular PAAC materials fee through the Local PAAC Coordinator. Earning college credit requires full-time attendance and passing a final exam with a minimum score of 80%. Courses on each PAAC schedule will be listed in the Extended Studies Program catalog as well. Contact the Local PAAC Coordinator, the State Training Coordinator, or Adams State University for further information.

Local PAAC Seminar Program: The intent of the local seminar program is to provide additional educational opportunities that are not presently available with the current demand for PAAC training. Seminars offer individual CAS chapters and other groups the opportunity to tap the knowledge of its membership as well as non-member specialists. Subjects suitable as seminar topics are numerous but must be applicable to the needs and general intent of PAAC.

The seminar program does not officially contribute toward PAAC certification. Participation in Board-approved seminars will be recognized through notations in the official PAAC files and in the participant's log book. To insure the quality of proposed seminars, the following guidelines must be observed:

1. All proposed seminars must be evaluated by the PAAC Board or its representative before being offered to the chapter/group. The evaluation will be made from the information supplied on the form entitled "LOCAL PAAC SEMINAR PROPOSAL" (available from the State Training Coordinator).

2. Seminars are to be from two to ten hours in length. The overall tone should indicate some degree of complexity, a result of research and planning.

3. CAS members and other volunteers attending the seminar will be expected to participate either through discussion, related activities, or prior reading.

The PAAC Board encourages participation and offers assistance in the initiation of local seminars. All questions should be addressed to: State PAAC Coordinator, Office of the State Archaeologist, History Colorado, 1200 Broadway, Denver, CO 80203; phone (303) 866-4671, FAX (303) 866-2711, [e-mail to oahp](mailto:oeahp).

PAAC CODE OF ETHICS

As a participant in the Program for Avocational Archaeological Certification, I agree to:

1. Respect the status of prehistoric and historic archaeological remains as non-renewable resources representing our national heritage.
2. Respect and support existing laws, policies, and programs, and to encourage others to follow my example.
3. Conduct field work for the purpose of developing significant information about Colorado's cultural history.
4. Engage in projects that are limited in complexity by my level of expertise and the expertise of available consultants.
5. Conduct field work only with the consent of the landowner and all other tenants and lessees.
6. Refrain from any collecting or excavating that does not produce an acceptable report leading to the advancement of knowledge in a region (Colorado).
7. Respect the dignity and remains of the human societies that are the subject of investigation.
8. Deposit all cultural materials from public lands in acceptable repositories. All cultural materials found on private land are the property of the landowner; I will encourage the title to those materials to be transferred to an acceptable repository.
9. Develop acceptable reports on all recovered materials and projects. Reports will be produced in a timely fashion and copies will be deposited at the Office of the State Archaeologist.

PAAC Summer Training Survey: Each year OSAC sponsors an archaeological inventory (“survey”) on a parcel of state property, typically during the June-August period when the PAAC class schedule is least busy. The purposes of the survey are to provide field training in surveying techniques for PAAC volunteers, applicable toward the certification requirements at the Provisional Surveyor (PS) and Certified Surveyor I (CS-I) levels, and to help OSAC meet its statutory obligations to inventory land within Colorado. Previously undocumented archaeological and historical sites are discovered during the inventory, and added to OSAC’s data base for use in future research. Field training involves hiking across undeveloped lands in search of artifacts and features more than fifty years old. When such sites are discovered, volunteers are instructed in methods of documentation such as production of sketch maps, filling out standard recording forms, plotting site locations on topographic maps, artifact illustration, etc. Credit toward certification is earned for the days spent under professional supervision (CS-I), and for each site form which volunteers complete following the inventory (PS). See below for details about the certification process.

Because the training occurs in often-remote locations lacking facilities of any sort, and can involve hiking across somewhat rugged terrain, prospective participants in the survey must be in reasonably good physical condition. The ability to contend with hot summer days, bothersome insects, and generally primitive working conditions is a necessity. Volunteers must supply their own transportation, room and board, daypack and personal gear such as canteens, but there is no fee for participation. OSAC supplies all surveying, recording and mapping equipment as well as the professional archaeologist(s) who supervises the volunteers. Project locations are changed periodically to provide as much variety as possible in experience and geography.

Prospective participants must have submitted the PAAC application form, and completion of the Basic Site Surveying Techniques class is highly recommended prior to field training. In general, the more PAAC classes one has completed the more rewarding the experience on the Summer Training Survey. However, if space is available, no classroom experience is *required* for participation on the survey. Volunteers must participate for a minimum of two days of inventory. Contact the State Training Coordinator for further information.

PAAC SURVEY COURSES

Provisional Surveyor

Basic Site Surveying Techniques (25 hours)

History of archaeological survey, site identification, formation processes, survey methods, recording procedures, basic equipment usage, reading USGS topographic maps, goals and problems of archaeological survey. A field trip to practice survey techniques, and record/map a site. Curation of archaeological remains and necessity for final reports.

Colorado Archaeology (20 hours)

Covers the major periods and cultures of Colorado's prehistory, concluding with a brief summary of Historic period American Indian groups in Colorado.

Historical Archaeology (20 hours)

Importance of historical archaeology, types of sites, sources of historical information, Colorado history vs. archaeology, key historical artifacts.

Certified Surveyor I

Prehistoric Lithic Description and Analysis (20 hours)

Stone tool technology, methods of manufacture, morphological/functional analyses, and common tool classes in Colorado.

Prehistoric Ceramic Description and Analysis (20 hours)

Ceramic technology, methods of manufacture, physical/stylistic analyses, and basic characteristics of Colorado ceramic wares.

Perishable Materials (20 hours)

Value of perishable materials, information on preservation, varieties of materials, artifacts found in Colorado and adjoining areas.

Certified Surveyor II

Research Design and Report Writing (15 hours)

Importance of archaeological research designs and reports, essential elements of a research design, guidelines for archaeological reports.

Archaeological Dating Methods (15 hours)

Relative and absolute dating techniques, sample collection, preservation and care of datable material.

Field and Laboratory Photography (15 hours)

Equipment and methods of archaeological photography [film and digital], both in the course of field work and in controlled lab situations.

Scholar

Archaeological Practice in Colorado (8–12 hours)

Basic summary of the field of archaeology, description of the PAAC program in detail and functions of the Colorado Archaeological Society (CAS) including interactions with the Office of the State Archaeologist of Colorado (OSAC). Also covers state and federal laws protecting archaeological resources, codes-of-ethics, common terminology and Colorado's place in North American prehistory.

Principles of Archaeological Excavation (20 hours)

History of excavation in archaeology, developments in excavation techniques, importance of planning and research designs, field procedures, recording and documentation, lab duties, and report writing responsibilities. A classroom experience, this course does not involve actual field training.

Specialty Surveyor

Rock Art Studies (20 hours)

History of Colorado research, terminology, recording and conservation methods, ethics, interpretive approaches, dating methods, overview of styles found in Colorado.

Designation of Properties to the State/National Registers (no time limit)

Independent work examining the roles of the State and National Registers of Historic Places, and completion of an accepted written draft nomination.

Archaeology and Public Education (no time limit)

Independent work developing an outline for an archaeological presentation, and delivering the presentation to interested groups.

Independent Studies (no time limit)

Independent work on an archaeological topic designed by the volunteer, and approved by the PAAC Board.

SURVEYOR CERTIFICATION REQUIREMENTS

***PAAC volunteers may participate in any course, at any time. Certification, however, will be granted only in the prescribed order.

I. Provisional Surveyor

A. **Prerequisites:** Attendance and completion of four courses. Each course of 20–25 hours length will have a final exam. Minimal passing grade is 70% for PAAC credit.

1. Archaeological Practice in Colorado
2. Basic Site Surveying Techniques
3. Colorado Archaeology
4. Historical Archaeology

B. **Requirements for certification:** Record four sites (two prehistoric and two historical). Must use standard Colorado site inventory forms; two of the four sites should be previously unrecorded.

1. Individuals intimidated by the site forms should accompany and observe a more experienced PAAC participant in the field before attempting the forms. Alternatively, one may volunteer for the PAAC Summer Training Survey to receive more direct instruction on a professionally-supervised inventory, after successfully completing the Basic Site Surveying Techniques course.
2. The State PAAC Coordinator keeps a file of at least two certification sites (one prehistoric and one historical) for each participating organization. All people striving for certification under Provisional Surveyor will record these two sites before recording two previously unrecorded sites. Any variation from the standard four sites must be cleared through the State PAAC Coordinator. Requests must be in writing. Contact the State PAAC Coordinator for the locations and restrictions on the certification sites.
3. No more than one person can be credited with recording a single site at one time. One signature per site form. Two people signing one form receive half credit each. Two people working together must record a total of eight sites to get sufficient individual credit for certification. This should be cleared through the State PAAC Coordinator.
4. Rough drafts of all site forms should be reviewed by the State PAAC Coordinator prior to the completion of the final inventory form.

5. All final submissions of site forms will be typed or printed legibly in black ink. A word processing CD to produce the final forms is available from History Colorado, but volunteers are encouraged to [download the forms on-line](#).

II. Certified Surveyor I

- A. Must be a certified Provisional Surveyor.
- B. **Prerequisites:** Attendance and completion of three courses. Each course will have a final examination. Minimal passing grade is 70% for PAAC credit.
 1. Prehistoric Lithic Description and Analysis
 2. Prehistoric Ceramic Description and Analysis
 3. Perishable Materials
- C. **Requirements for certification:** Be a crew member on two surveys for a minimum total of 15 days field work in conjunction with, or for, a Board-approved archaeologist. Preferably, the two surveys will occur in two different environments, e.g., mountains and plains.
 1. Survey time may be obtained through an approved CAS project, on the PAAC Summer Training Survey or as a volunteer for private, local, state or federal projects.
 2. The participant must supply the State PAAC Coordinator with proof of survey experience, e.g., official signed time sheets or a letter from the supervising archaeologist specifying time spent surveying.

III. Certified Surveyor II

- A. Must be a Certified Surveyor I.
- B. **Prerequisites:** Attendance and completion of three courses. Each course will have a final examination. Minimal passing grade is 70% for PAAC credit.
 1. Research Design and Report Writing
 2. Archaeological Dating Methods
 3. Field and Laboratory Photography
- C. **Requirements for certification:** Must design, carry out, and submit a final written report on an intensive survey of a defined area or a defined problem.

1. A simple research design must be developed for the project and approved by the State PAAC Coordinator before the project begins.
2. The final report for the project should be completed within the time stipulated by the research design or not later than two years from the start date. The report must follow the report guidelines as developed by the Office of Archaeology and Historic Preservation at History Colorado. All reports will be typed.

IV. Specialty Surveyor

The Specialty Surveyor module is independent of the three previously-described survey modules. Failure to participate in this module will not affect continued participation in the certification program. Certification indicates that an individual is a specialist within a focused area of study. Certification requirements are defined below for each area of study in this module. Alternatively, one can design another independent study project other than the three formal options, with the approval of the PAAC Board.

A. Specialty Surveyor Option I — Archaeology and Public Education

1. **Hours:** Independent work.
2. **Description:** Draft a detailed outline or script for a presentation on archaeology. The document should be equivalent to a 30–45 minute talk on any approved topic in archaeology. Topics may include, but are not limited to: Archaeology as a Career, Colorado Prehistory, General Archaeology, and Vandalism. Presentations should include hands-on materials and/or slides. Presentations can be delivered to any community organization including school groups, historical societies, scouts, etc. Each participant will schedule his/her own presentation.
3. **Prerequisites:** Successfully complete the following three courses.
 - a. Archaeological Practice in Colorado (Scholar)
 - b. Basic Site Surveying Techniques (Provisional Surveyor)
 - c. Colorado Archaeology (Provisional Surveyor)
4. **Requirements for certification:**
 - a. Write an outline or script for the presentation. A draft must be submitted to the State PAAC Coordinator for approval before public presentations are made.
 - b. Contact local schools and other potentially interested groups to schedule the presentation.
 - c. Deliver the presentation a minimum of ten times to scheduled groups.

- d. Keep a log detailing information about each presentation. The log will indicate the organization's name, address, phone/fax/e-mail, contact person, date of presentation and number in attendance. The log will be submitted to the PAAC Board for review after the ten presentations. Certification is granted upon the approval of the Board.

B. Specialty Surveyor Option II — Designation of Properties to the State/National Registers

1. **Hours:** Independent work.
2. **Description:** Complete a State or National Register nomination form for an archaeological site or district. The site should be selected based on consultations with both the State PAAC Coordinator, and the National and State Register Coordinator, at the Office of Archaeology and Historic Preservation (OAHP). Field work may be required depending upon which site or district is chosen. The field work typically would involve site mapping, boundary identification, and black-and-white photographic coverage.
3. **Prerequisites:** Successfully complete the following five courses:
 - a. Archaeological Practice in Colorado (Scholar)
 - b. Basic Site Surveying Techniques (Provisional Surveyor)
 - c. Colorado Archaeology (Provisional Surveyor)
 - d. Historical Archaeology (Provisional Surveyor)
 - e. Research Design and Report Writing (Certified Surveyor II)
4. **Requirements for certification:**
 - a. Read [National Register Bulletin 16A](#) (*How to Complete the National Register Registration Form*), and the [federal](#) and [state](#) laws which created the National and State Registers of Historic Places. Discussions of the nomination process with the National and State Register staff at OAHP are strongly encouraged ([see relevant staff person by county](#)).
 - b. Obtain property owner permission to complete a nomination for either National or State Register listing.
 - c. Complete a nomination form including maps and photographs, and respond to comments from the National Register staff. Finalize nomination as required to prepare for final review by the Colorado Historic Preservation Review Board ([see meeting dates and associated deadlines](#)).

- d.1. Following the recommendations of the Review Board, nominations are either forwarded to the National Park Service for National Register listing, or approved by the History Colorado Board of Trustees for State Register listing.
- d.2. If the property is on federal land, the nomination must be approved by the federal agency's Federal Preservation Officer and does not go through the Review Board. The nomination is then forwarded to the National Park Service for listing.

C. Specialty Surveyor, Option III — Rock Art Studies

1. **Hours:** Independent work
2. **Description:** Write a report on some aspect of rock art. Topics may include, but are not limited to Colorado rock art styles, regional rock art styles, recording techniques, dating techniques, rock art conservation, repair of vandalism, interpreting rock art, oral traditions about rock art, and presentation of original field work results.
3. **Prerequisites:** Successfully complete the following five courses:
 - a. Archaeological Practice in Colorado (Scholar)
 - b. Basic Site Surveying Techniques (Provisional Surveyor)
 - c. Colorado Archaeology (Provisional Surveyor)
 - d. Rock Art Studies (Specialty Surveyor)
 - e. Research Design and Report Writing (Certified Surveyor II)
4. **Requirements for certification:**
 - a. Write a short research design about your project, submitted to the State PAAC Coordinator for approval.
 - b. Submit a final report to the PAAC Board for review, minimum ten pages. Certification is granted upon approval of the Board.

D. Specialty Surveyor, Option IV — Independent Study

1. **Hours:** Independent work, comparable in scope to Specialty Surveyor project Options I–III.
2. **Description:** In addition to the three Specialty Surveyor project options currently available, PAAC volunteers also are welcome to design their own archaeology project for a Specialty Surveyor certificate. The volunteer should present a draft proposal to the State Training Coordinator, and the final proposal is subject to the approval of the PAAC Board.

3. **Prerequisites:** In his/her proposal, the volunteer should list 3–5 PAAC courses that are most relevant to their project’s subject matter.
4. **Requirements for certification:**
 - a. Write a short research design about your subject, submitted to the State PAAC Coordinator for approval.
 - b. Submit final report to the PAAC Board for review. Certification is granted upon approval of the Board.

LABORATORY CERTIFICATION REQUIREMENTS

V. Certified Laboratory Trainee

A. **Prerequisites:** Successfully complete the following three courses:

1. Archaeological Practice in Colorado (Scholar)
2. Colorado Archaeology (Provisional Surveyor)
- 3a. Historical Archaeology* (Provisional Surveyor) OR
- 3b. Prehistoric Lithic Description & Analysis* (Certified Surveyor I) OR
- 3c. Prehistoric Ceramic Description & Analysis* (Certified Surveyor I) OR
- 3d. Perishable Materials* (Certified Surveyor I)

[*NOTE: the specific course required is determined by the area of emphasis in laboratory training.]

B. **Course:** Archaeological Laboratory Techniques (15 hours)

1. Overview of the purpose of an archaeological laboratory and the processing sequence for artifacts and other collected materials through a laboratory including receiving, sorting, routing, cleaning, cataloguing, conservation, analysis, reporting and storage.

C. **Requirements for certification:** Completion of 40 hours in any one of the following laboratory areas. Twenty hours must be completed under the supervision of an approved archaeologist. The remaining 20 hours may be completed on the student’s own time.

1. Lithics lab
2. Ceramics lab
3. Historical Materials lab
4. Specialty lab (lab topic must be approved by the PAAC Board)

- D. Complete an assigned laboratory practical examination under the supervision of an approved archaeologist.

VI. Certified Laboratory Technician

- A. Must be a certified Laboratory Trainee
- B. **Prerequisite:** Completion of 40 hours in any one of the following laboratory areas, except the duplication of the lab material studied under the Laboratory Trainee module will not be credited under this module. Twenty hours must be completed under the supervision of an approved archaeologist, and the remaining 20 hours may be completed on the student's own time.
 1. Lithics lab
 2. Ceramics lab
 3. Historical Materials lab
 4. Specialty lab (lab topic must be approved by the PAAC Board)
- C. **Requirements for certification:** Report on an approved analysis project.
 1. The results must be in written form.
 2. The report must be available for class critique.

VII. Laboratory Credit

- A. Areal Projectile Point Distribution Analysis and Recording Project (APPDAR)
 1. **Description:** The purpose of APPDAR is to provide a standard format and system for documenting projectile points and similar hafted stone tools in private collections.
 2. PAAC participants actively working with APPDAR may receive certification for their efforts under the Laboratory Program. Qualified participants may be certified as "Laboratory Trainee."
 3. **Prerequisites:** Successfully complete the following three courses:
 - a. Archaeological Practice in Colorado (Scholar)
 - b. Colorado Archaeology (Provisional Surveyor)
 - c. Prehistoric Lithic Description & Analysis (Certified Surveyor I)

4. **Requirements for certification:**

- a. Read the APPDAR manual (on file in each CAS chapter library and at OAHP in Denver).
 - b. Complete a minimum of 40 hours work time with APPDAR, documented with a time sheet or voucher from an approved supervisor. The manual must be followed closely.
 - c. Write a 2–3 page paper describing the workings of APPDAR.
 - d. The paper and time sheet or voucher must be sent to the State PAAC Coordinator.
 - e. The PAAC Board will review the material for certification.
5. Credit will be given for past work with APPDAR. Participants must supply the State PAAC Coordinator with the documentation of APPDAR work experience.

B. Denver Lab Project

1. **Description:** The Office of Archaeology and Historic Preservation (OAHP) has archaeological collections that have yet to be completely processed for permanent curation. PAAC volunteers may receive credit toward certification at either the Laboratory Trainee or Laboratory Technician level by helping the State Training Coordinator in the cataloguing and analysis of these materials.
2. The lab work is held at a History Colorado off-site facility in Denver, typically on intermittent days in December and January. Specific dates and times are available through Local PAAC Coordinators or the State PAAC Coordinator, and are also [posted on-line](#) by November each year. All supervised hours spent with specific materials in the collections apply toward the 40 hours of lab time required for certification. While the collection includes a variety of prehistoric and historical materials, a large majority is lithic (flaked stone and ground stone artifacts).
3. **Prerequisite Courses:** No prior experience is required in most instances. However, lab space and equipment for volunteers is limited, so if too many PAAC participants wish to volunteer on a scheduled lab day, preference will be given to those volunteers who have already earned the Lab Trainee certificate and are working toward the Lab Technician certificate, and others who have completed one or more of the following courses:
 - a. Archaeological Practice in Colorado
 - b. Archaeological Laboratory Techniques
 - c. Prehistoric Lithics Description and Analysis

4. **Requirements:** Prospective volunteers must complete the PAAC Candidate Application Form, and should be prepared to participate on a minimum of two days. Contact the State Coordinator at 303-866-4671 or kevin.black@state.co.us.

SCHOLAR CERTIFICATION REQUIREMENTS

VIII. PAAC Scholar

- A. The PAAC Scholar certificate is designed for those who enjoy classroom work more than field work.
- B. **Required Courses:**
 1. Archaeological Practice in Colorado
 2. Basic Site Surveying Techniques
 3. Colorado Archaeology
 4. Historical Archaeology
 5. Prehistoric Lithic Description and Analysis
 6. Prehistoric Ceramic Description and Analysis
 7. Perishable Materials
 8. Archaeological Dating Methods
 9. Field and Laboratory Photography
 10. Research Design and Report Writing
 11. Archaeological Laboratory Techniques
 12. Principles of Archaeological Excavation
 13. Rock Art Studies
- C. Completion of all 13 PAAC courses, including scoring at least 70% on all final exams, qualifies one for this certificate. No additional outside field or lab work is required. Individuals who successfully completed the Basic Site Surveying course before the Archaeological Practice class (formerly called Introduction to Archaeology, CAS, and PAAC) was added to the program in 1990 need not complete the Archaeological Practice course to qualify for this certificate.

OAHP USE ONLY
Project_____
Ind. ID_____
Date Recd_____

CANDIDATE APPLICATION

I, _____, apply for participation in the
(print First name, M.I., Last name)

Program for Avocational Archaeological Certification developed under the Cooperative Agreement between the Colorado Archaeological Society and the Office of the State Archaeologist of Colorado. By my signature, I agree to abide by the PAAC Code-of-Ethics and to the payment of the non-refundable materials fee.

Signature_____

Address_____

Phone (h)_____ (w)_____

Phone (mobile)_____

Fax_____

E-mail_____

Return completed application form to:

State PAAC Coordinator
 Office of the State Archaeologist
 History Colorado
 1200 Broadway
 Denver, CO 80203

PAAC: RECORD OF PREVIOUS EXPERIENCE

List experience details with appropriate course/field work heading. Attach additional information if necessary. Individuals may test out of a course with the appropriate experience (see page 2).

Name _____

Address _____

Date _____

COURSE/FIELD WORK	EXPERIENCE DETAILS
Archaeological Practice/ Legislation & Ethics	
Basic Site Surveying/ Field Survey	
Colorado Archaeology	
Historical Archaeology	
Lithics Description and Analysis	
Ceramics Description and Analysis	
Perishable Materials	
Research Design and Report Writing	
Archaeological Dating Methods	
Field and Laboratory Photography	
Rock Art Studies	
Principles of Excavation/ Field Excavation	
Laboratory Techniques/ Laboratory Analysis	