

# Registered Public Historian Application

Applicants are required to:

- Have a minimum of three (3) years experience in the position
- Be a member of APHNYS
- Attend Regional Meetings or Annual Conferences or explain inability to do so
- Be able to demonstrate the completion of job responsibilities as defined by the Local Government Historian's Job Description.

**Applications must be postmarked by July 1, 2024.**

**Applications postmarked after July 1st will be reviewed as submissions for 2025.**

***APHNYS... working to promote the heritage and history of New York State***

## PART 1: You and Your Municipality

Your Name: \_\_\_\_\_ APHNYS member since: \_\_\_\_\_

Your Governmental Jurisdiction: \_\_\_\_\_ Region \_\_\_\_\_  
 (Village / City / Town / Borough / County)

Position: \_\_\_\_\_ Historian \_\_\_\_\_ Deputy Historian

Date of Appointment to Position: \_\_\_\_\_  
 (Provide copy of appointment)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. \_\_\_\_\_ email: \_\_\_\_\_

Population of Your Municipality as of 2020 Census: \_\_\_\_\_

Approximate Annual Budget of Your Municipality: \$ \_\_\_\_\_

Historian's Annual Budget: \$ \_\_\_\_\_ Your Salary: \$ \_\_\_\_\_

Where do you perform your duties: \_\_\_\_\_ In an office provided by the municipality \_\_\_\_\_ In my home.

### Your Formal Education

Please **circle** your highest level of education completed and provide a copy of your diploma:

High School/GED    Associates Degree    Bachelors Degree    Masters Degree    Doctorate

Name of School or College: \_\_\_\_\_

Major or Area of Concentration: \_\_\_\_\_

### Your Continuing Education

**College Courses:** Please provide a copy of your attendance certificate or proof of registration for college courses audited, enrolled, or degree oriented taken via classroom, Internet, or home study.

Date	Location	Course Title

**History-related Workshops and Seminars:** Please provide a copy of your attendance certificate or proof of registration for workshops or seminars sponsored by NYS Archives (SARA), Documentary Center for Applied Historical Research (University of Albany) or other State Agency.

Date	Location	Course Title

**Education Courses:** Please provide a copy of your attendance certificate or proof of registration for participation in historically-oriented education courses offered by a school district, BOCES, Empire College, Elderhostels, or Education in Retirement program.

Date	Location	Course Title

**APHNYS Conferences:** Please provide a copy of your attendance certificate or proof of registration for participation in APHNYS State-wide Conferences.

Date	Location	Course Title

**APHNYS Regional Meetings:** Please provide a copy of your attendance certificate or proof of registration for participation in APHNYS Regional Meetings.

Date	Location	Course Title

# PART 2: Your Work Experience as a Public Historian

## Instructions for Work Experience Checklist

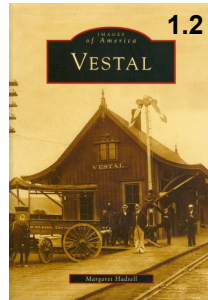
For each of the four (4) work areas defined in the Local Government Historian's Job Description:

- Check ALL that you have accomplished as historian or deputy historian.
- Attach two (2) different examples of your work for each area. (A total of 8 examples for the four areas.)
- Make all samples 8.5x11". You may reduce images to fit the 8.5x11" size.
- **Important:** Identify each example by placing the corresponding item number in the upper right-hand corner of the sample as shown below. An example cannot be used more than once.

### Area 1. Research & Writing Example.

If you have written a book, photocopy the cover or title page showing your name as author.

Do not send the whole book.  
Number the sample 1.2.



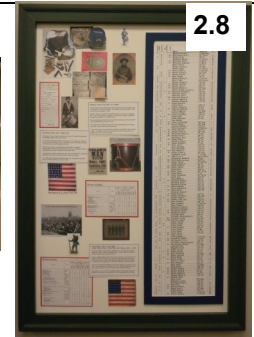
Images of America Series © 2008 Arcadia Publishing

### Area 2. Teaching & Public Presentations Example.

If you have created a historical exhibit, send photographs of the exhibit and indicate the purpose of the exhibit and where it was displayed. Number the sample 2.8.



Civil War Veterans Display at Public Library-2011

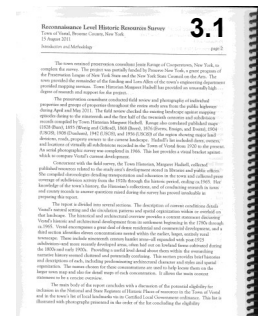


### Area 3. Historic Advocacy Example.

If you conducted a Cultural Resource Inventory, copy a page from the final report showing your participation. Number the sample 3.1.

Page from the town-wide Reconnaissance Level Historic Survey completed in August 2011 showing my participation in the survey activities.

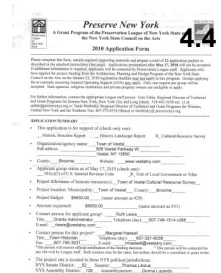
Survey used to determine which properties would be designated at the local, state and national levels.



### Area 4. Organization & Advocacy Example.

If you have written a grant application, photocopy the cover letter submitted with the application or page showing you as the applicant. Number the sample 4.4.

Grant application to Preserve New York seeking funding for conducting the town-wide Reconnaissance Level Historic Survey.



## Work Experience Checklist

Check **ALL** you have completed (at least two in each section) **AFTER** becoming a historian or deputy historian. Provide two examples from each area for a total of 8 examples.  
Note: An example cannot be used more than once.

### 1. Research & Writing—Have you written or developed:

- 1.1 An article for a magazine or newspaper.
- 1.2 A book.
- 1.3 A booklet.
- 1.4 Text for a community publication.
- 1.5 Text for an exhibit.
- 1.6 A brochure.
- 1.7 A research file on a local topic.
- 1.8 A website.
- 1.9 Other: \_\_\_\_\_

The "Historian's Manual" section on [aphnys.org](http://aphnys.org), details several topics, including:  
- Research, Write and Publish  
- Teach Local History  
- Development Public Presentations  
- Create a Display  
- Conduct Oral or Video Interviews  
- Identify and Preserve Historic Properties  
- Preserve Documents and Photographs

### 2. Teaching & Public Presentations—Have you:

- 2.1 Taught a course or class on local history.
- 2.2 Served as a resource for a teacher.
- 2.3 Worked with a student or individual interested in local history.
- 2.4 Spoken to a community group, with or without a slide show.
- 2.5 Spoken on radio or television about your community.
- 2.6 Assisted in creating a video or film about your community.
- 2.7 Served as a consultant to a historical agency.
- 2.8 Created a historical exhibit.
- 2.9 Other: \_\_\_\_\_

### 3. Historical Preservation and Advocacy—Have you:

- 3.1 Conducted a Cultural Resource Inventory.
- 3.2 Identified historic structures in your community.
- 3.3 Prepared or assisted in the preparation of a NYS or National Register nomination.
- 3.4 Managed a marker program.
- 3.5 Answered questions about the historical significance of places or properties.
- 3.6 Worked on the preservation of records.
- 3.7 Provided recommendations to government agencies, public libraries, or historical organizations.
- 3.8 Other: \_\_\_\_\_

### 4. Organization & Advocacy—Have you:

- 4.1 Conducted a commemoration of a historical anniversary.
- 4.2 Participated in a civic or patriotic observance.
- 4.3 Organized a fundraiser.
- 4.4 Written a grant application.
- 4.5 Lobbied for or developed legislative initiatives for the promotion of community history.
- 4.6 Served as a consultant to a historical organization.
- 4.7 Served on a committee or study group regarding your community's history.
- 4.8 Other: \_\_\_\_\_

## PART 3: Your Application Packet

### Your Application Packet Should Include All of the Following Items In this Order:

- The completed, signed and dated 6-page Registered Public Historian Application
- A copy of Appointment Showing Date. (A letter or copy of Town Minutes may be used.)
- Copies of: Diploma, Certificates, or Registration for each completed Education.
- A copy of One Annual Report
- Eight (8) examples—two (2) different examples from each of the work experience areas.  
To clarify, if as historian you checked that you've accomplished 1.1, 1.2, 1.5 and 1.8 in Area 1, you might choose as your two examples, 1.1 and 1.5 for that area.

**Important Note:** An example cannot be used more than once.

**Please do not staple the pages together when sending hardcopy.**

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit the complete application packet as a PDF file to:  
[mcascone@townofbabylon.com](mailto:mcascone@townofbabylon.com)

**OR**

Send your complete application packet to:

APHNYS Registered Historian Program  
P.O. Box 316  
Babylon, NY 11702

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