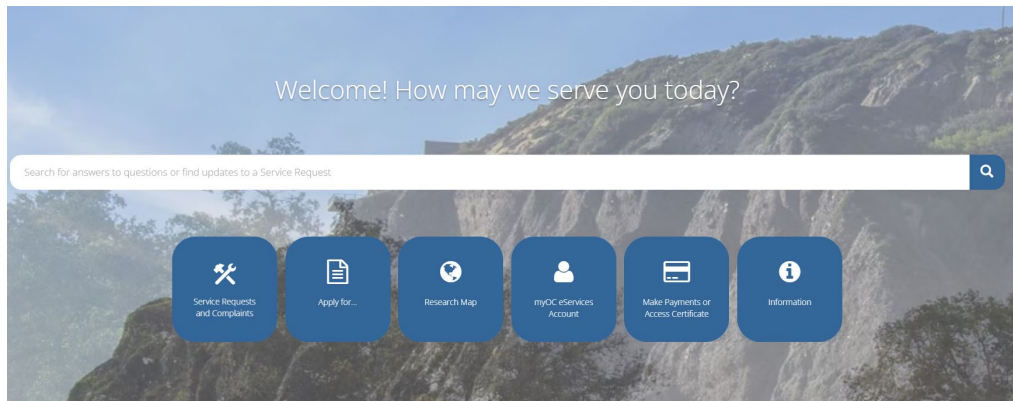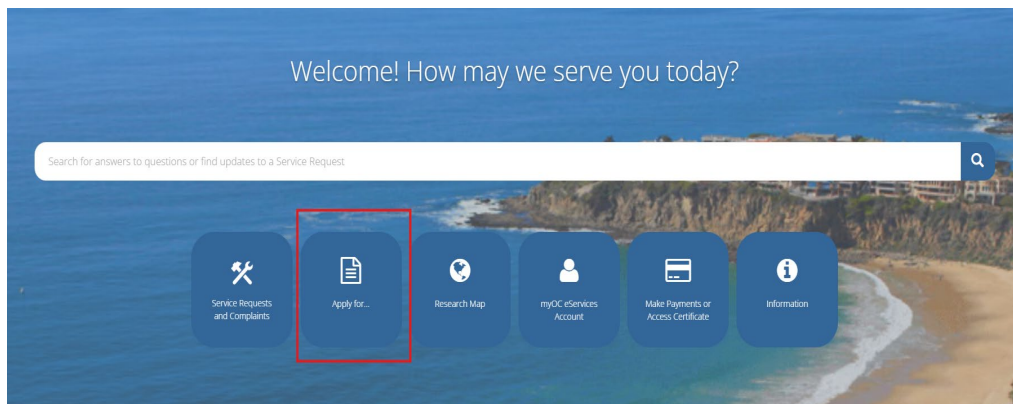# How to Apply for the OCPW Certification for Archaeological and Paleontological Principal Investigator:

1. Create an account or sign in on the myoceservices.ocgov.com website

2. Select the 2ⁿᵈ tab "Apply for"

3. Select the 3ʳᵈ tab "Planning Applications"

Apply for...

Inquiries	Submit an inquiry to OC Public Works
Permit Applications	Apply for Private Property permits within Unincorporated Orange County or Encroachment permits within the County right-of-way
Planning Applications	Apply for Planning Applications, which are necessary for the approval of various uses and development standards prior to obtaining permits.
Survey Applications	Submit applications for maps, addresses, and corner records.
Inspections	Request a new inspection, make changes to an existing inspection request, or follow-up on a completed inspection

4. On the left-hand side, under Planning Applications click "New"

Planning Applications <

New

Draft

Submitted

Approved

Hearings & Meetings

Reviews

Appeals

5. Step 1 – Service:
   - Select "Planning Application"
   Step 2 – Planning Application Category:
   - Select "Application Type"
   Step 3 – Planning Application Type:
   - Select "Archaeo/Paleo Certification Program"

   Step 1 : Service *
   Planning Application

   Please note Planning Applications are not required for all projects. If you have any questions about the

   Step 2 : Planning Application Category *
   Application Type

   Select this application type to view all Application Type subtypes below.

   Step 3 : Planning Application Type *
   Archaeo/Paleo Certification Program

   Submit an application to be an Archaeological/Paleontological Certified

   Please complete all required information. All fields with an "*" must be completed in order to submit the application.

   - Start Application on the bottom right side

6. Step 1 – Existing Project
   - Is this for an existing project: Select "No"
   - Project Name: Identify the discipline (list) you are applying for:
     o Archaeo or Palaeo or both
   - Project Description: Select "Qualifications for Archaeologist/Principal Investigators"

   Step 2: Application Information

   - Project Description: Select "Qualifications for Archaeologist/Principal Investigators"

   Archaeo/Paleo Certification Program

   Project Information | Application Contacts | Attachments | Summary

   Please complete all required information. All fields with an "*" must be completed in order to submit the application.

   Step 1:
   Existing Project
   Identify if the application being submitted is related to an existing project that you submitted.

   * Is this for an existing project? ○ Yes ● No

   * Project Name
   Test: Archaeology and Paleontologist List

   * Project Description
   Qualifications for Archaeologist/Principal Investigators

   Step 2:
   Application Information
   Please provide the requested application information details.

   * Project Description
   Qualifications for Archaeologist/Principal Investigators

   Exit   Save Draft & Continue

   - Select "Save Draft & Continue"

7. Step 1 – Application Contacts:
   - Add application contacts for this application. You must have an "Applicant" identified.
   - You may add additional contacts under the "add contact" tab.
   - Designate a Financially Responsible Party (FRP).
     - There is **no fee** for this application, however this step must be completed.

Step 1:
Application Contacts
Application Contacts

Add Contact   Search Contact   Designate FRP

Add all application contacts below. All applications must at a minimum have a contact for the Applicant and Owner (property owner) in order to submit an application. Multiple contacts of each type may be added.
All applications must designate one of the contacts as the Financially Responsible Party (FRP). This is the contact who is responsible for making payments and receiving refunds.

Name	Type	Financially Responsible Party	Edit Contact(s)
Bellinda Test	Applicant	NO	🗑 ✏
County of Orange - Archaeology Test	Agent	NO	🗑 ✏
Paleontologist Inspector	Designer	NO	🗑 ✏

The following contact roles must be provided before submitting the application:

1. Applicant

Previous   Exit   Save Draft & Continue

- Select "FRP" and select "Next"

Designate FRP

Add all application contacts below. All applications must at a minimum have a contact for the Applicant and Owner (property owner) in order to submit an application. Multiple contacts of each type may be added.
All applications must designate one of the contacts as the Financially Responsible Party (FRP). This is the contact who is responsible for making payments and receiving refunds.

Name	FRP
Bellinda Test	○
County of Orange - Archaeology Test	○
Paleontologist Inspector	●

Cancel   Next

o Enter all pertinent information on the next screen and select save

Designate FRP

Is this an individual/organization?
* -- None --

Phone
*

Email
* bellinda.erikson@ocpw.ocgov.com

Address
*

City
*

State
* -- None --

Zip
*

Close   Save

8. Step 1 – Attachments
   - Upload all required attachments in PDF format:

     • A cover letter summarizing qualifications and interest.
     • A current Curriculum Vitae.
     • At least one authored report that demonstrates technical competence.
     • At least one professional reference.

Project Information   Application Contacts   Attachments   Summary

ease upload all required and applicable documents and plans. All fields with an "*" must be completed in order to submit the application.

Step 1:
Attachments
"Upload attachments for all items required and applicable to your project. To upload an attachment do the following: 1. Click ""Add Attachment"" and a pop-up window appear 2. In the pop-up window click the File icon to browse for the file 3. Once the file has been selected click the ""Upload"" button in the bottom of the pop-up window upload the file 4. Once the file has been uploaded click the ""Done"" button at the top of the pop-up window".

* Applicant Cover Letter
Please provide a cover letter summarizing qualifications and interest.

Add Attachment

Census Code .pdf 🗑

* Curriculum Vitae
Please provide a Curriculum Vitae (e.g. CV) demonstrating your qualifications and resume, per the Qualifications handout.

Add Attachment

Qualifications-Certification-Archaeological-Paleontological.pdf
🗑

* Authored Report
Please provide at least one authored report that demonstrates technical competence.

Add Attachment

Qualifications-Certification-Archaeological-Paleontological_FINAL 09.02.2025.pdf
🗑

* Professional References
Please provide at least one professional reference.

Add Attachment

2025-Lane Channel F08.pdf 🗑

   - Save Draft & Continue

9. Verify Project Information and Application information
   - Sign and acknowledge that everything in the application is true.
   - Select "Submit"

Project Information — Application Contacts — Attachments — Summary

Provided below is a complete summary of your application package. Please note all required items must be completed and/or uploaded in order to submit the application. You may go back and edit your application and attachments from this page by clicking on the Icons below. Once finalized complete the Declaration at the bottom of the page and submit the application.

Project Information

Project Information		
	Is this for an existing project?	No
	Project Name	Archaeology and Paleontologist Testing
	Project Description	Archaeology and Paleontologist List
Application Information	Project Description	Archaeology and Paleontologist List

Application Contacts

Attachments

DECLARATION:

By submitting this application, I agree:

1. To the best of my knowledge that the information I have presented on this form and attached materials is true and correct and the County of Orange makes no representations regarding such information; and

2. To indemnify, defend and hold harmless the County of Orange, its officers, employees and representatives from any claim or litigation arising from or related to the submission of this application or any actions taken on the basis of this application; and

3. That I am subject to the fees, deposits, and charges as identified in the County's current fee schedules as approved by the County of Orange Board of Supervisors; including, any Road Fee Program annual rate adjustments due at the time of permit issuance as authorized per Resolution #14-053.

4. Applicant shall, at its own expense, defend, indemnify and hold harmless the County of Orange, its officers, agents and employees from any claim, action or proceeding against the County, its officers, agents or employees to attack, set aside, void, or annul any approval of the application or related decision, or the adoption of any environmental documents, findings or other environmental determination, by the County of Orange, its Board of Supervisors, Planning Commission, Zoning Administrator, Subdivision Committee, Director of OC Public Works, or Deputy Director of OC Development Services concerning this application. The County may, at its sole discretion, participate in the defense of any action, at the applicant's expense, but such participation shall not relieve applicant of his/her obligations under this condition. Applicant shall reimburse the County for any court costs and attorney's fees that the County may be required to pay as a result of such action. If litigation is filed challenging the Project, the County may, at its sole discretion, require the Applicant to post a bond, enter into an escrow agreement, obtain an irrevocable letter of credit from a qualified financial institution, or provide other security, to the satisfaction of the County, in anticipation of litigation and possible attorney's fee awards. The County shall promptly notify the applicant of any such claim, action or proceeding.

* **Full Name**

* **I agree that everything in this application is true**
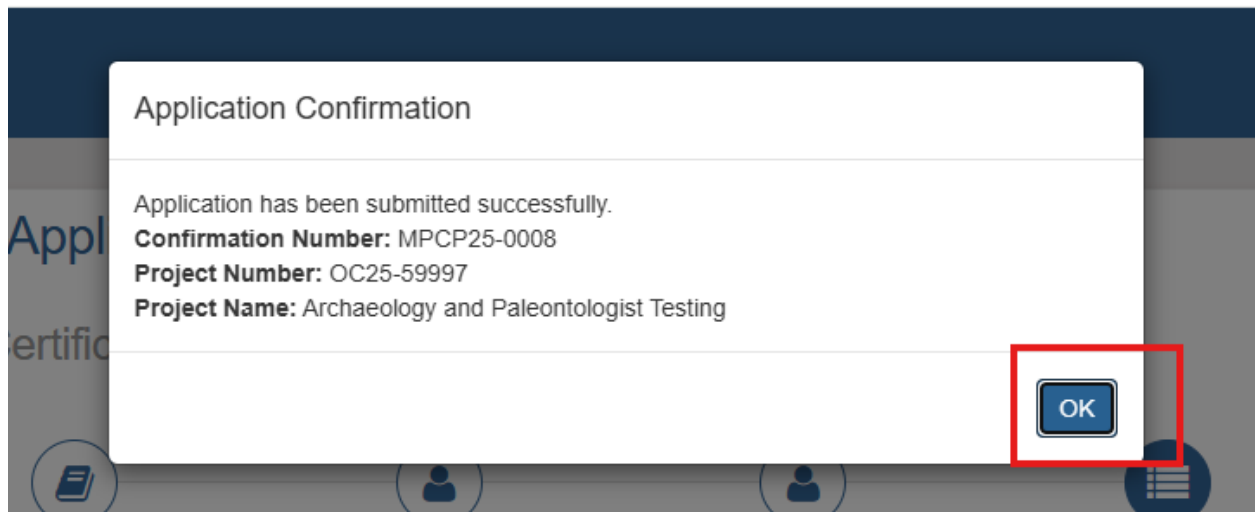 ☐

* **Date**   9/18/2025

Previous   Exit   Submit

10. Acknowledge the Application Confirmation

11. Submitted Applications
- Monitor the status of your application under the submitted applications list.

My Recently Submitted Items

Submissions indicating "Action Required" in the table below have had recent activity take place and require your attention. Select the inquiry number to view more details.

Show 10 entries

Number	Type	Status	SubStatus	Description
MPCP25-0007	Planning	Initiated		Qualifications for Archaeologist/Principal Investigators
MPCP25-0004	Planning	Initiated		Professional Archaeologist/Principal Investigator
MPCP25-0008	Planning	Initiated		Archaeology and Paleontologist List
MPCP25-0005	Planning	Initiated		Archaeology and Paleontologist List