



# Application for Certification of Part-Time Library Staff

State Board for the Certification of Librarians  
Kentucky Department for Libraries and Archives

**APPLYING FOR:**  Initial Certification  Certification Renewal

**INSTRUCTIONS:**

- Attach copies of certificates of completion
- Attach Learning Activity Reports
- Keep a copy of this form for your file
- Scan and email the documents to:  
KDLA.Certification@ky.gov

**For State Certification Use Only:**

Approved \_\_\_\_\_

Certificate Type: \_\_\_\_\_

Certificate Number: \_\_\_\_\_

Valid from: \_\_\_\_\_ to \_\_\_\_\_

**Name:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
Last First Middle I.

**Home Address:** \_\_\_\_\_  
Street City State Zip

**Library Where Currently Employed:** \_\_\_\_\_  
Address City State Zip County

**Current Job Title:** \_\_\_\_\_

**Hours Worked Per Month:** \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Library Director or  
Immediate Supervisor**

\_\_\_\_\_  
**Date**