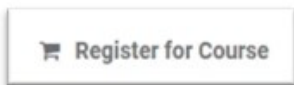


Trustee Certification Process

- Log into the Portal. If you need to create an account, follow the directions on our [website](#).

Initial Certification

- To qualify for initial certification, you must complete 5 courses in our Learning Portal:
 - Library Trustee and Director Roles
 - Conducting a Library Board Meeting
 - Governance of Kentucky Public Libraries
 - Strategic Planning and Library Advocacy
 - Fiscal Responsibility
- For more information on how to register for those courses, visit our [website](#).
- Once all your courses are complete, you can apply for your initial certification
- In your Dashboard, click “Register for Course” in the left-side panel.



- Click the “All categories” drop-down menu and choose “KDLA Certifications”.



- Choose “Trustee Certification- Initial Application”
- To register for the credential, click the “Register” button on the credential card.



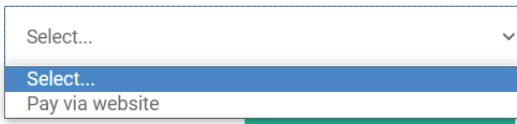
- Click “Proceed to Checkout” in the top right corner.



- You will now need to pay for the Certification Application
 - All certification applications require a \$20 fee.
 - When paying through the Portal, an administration fee will be assessed. This fee is paid to Kentucky Interactive, our service provider.
 - Payment via ACH/Electronic Check has a flat \$2.00 fee; payment via Credit Card has a 2.95% fee, roughly \$0.59 per every \$20.

- Under Payment Method, choose "Pay via website"

Payment Method:



A dropdown menu with a white background and a blue border. The text 'Select...' is visible at the top and bottom. The option 'Pay via website' is highlighted in blue.

- Click "Make Payment"

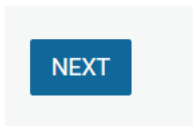


- Choose "ACH/Electronic Check" or "Credit Card"

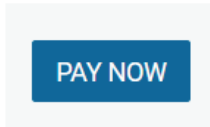
Select Payment Type



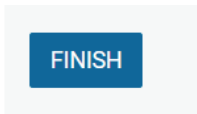
- Enter card or check details along with any other information the form requires
- Click "Next"



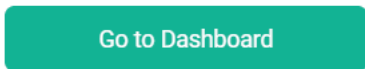
- Ensure that all the information is correct
- Click "Pay Now" (It may take a moment for the payment to process)




- You will then see a payment confirmation page along with a confirmation number
 - This will also be emailed to the email address you provided
- Click "Finish"



- Click "Go to Dashboard"

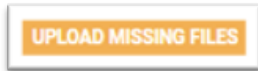


- You will be directed back to your dashboard
- You will then see the Certification Application you signed up for under the Credentials box
 - You may need to scroll down to see the credentials box

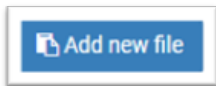
 CREDENTIALS

◇ Credential	◇ Current Cycle Start	◇ Current Cycle End
▼ Trustee Certification	02/07/2023	06/07/2023

- You will now upload the Application for Kentucky Public Library Trustee Certification.
 - ***You will have 30 days from registration to upload the correct file***
- You can download the required file from our [website](#).
- You will need to upload: Temporary/Initial Trustee Certification Application
- To upload the required file:
 - To the right of your credential, click the orange “Upload Missing Files” button.
 - You may need to scroll to the right to see the button.



- The External Files page will open.
- Click “Add new file”



- A window will pop up so you can enter in all your information and upload your file.

Enter a short description of the file you are uploading.

Select “Temporary/Initial Trustee Certification Application”

Drop the file here or click the box to choose the file from your computer.

- Click “Submit”



- KDLA will review your file submission.
 - If approved, your credential will show as Completed in your Dashboard

◇ Status	◇ Compliance
COMPLETED	COMPLIANT

- If not approved, KDLA will email you to obtain additional information.

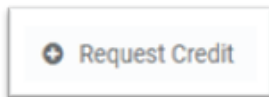
Accumulating Contact Hours

- Once your certification application is approved, you will be enrolled in the corresponding certification renewal credential.
- The renewal credential allows you to accumulate and track your contact hours over the next 5 years.
- You will see the Renewal credits credential in the Credentials box in your Dashboard.

CREENTIALS

◇ Credential	◇ Current Cycle Start	◇ Current Cycle End	◇ Required Credits	◇ Earned Credits	◇ Status
✓ Paraprofessional I- Renewal credits	02/06/2023	02/06/2028	75	0	ACTIVE

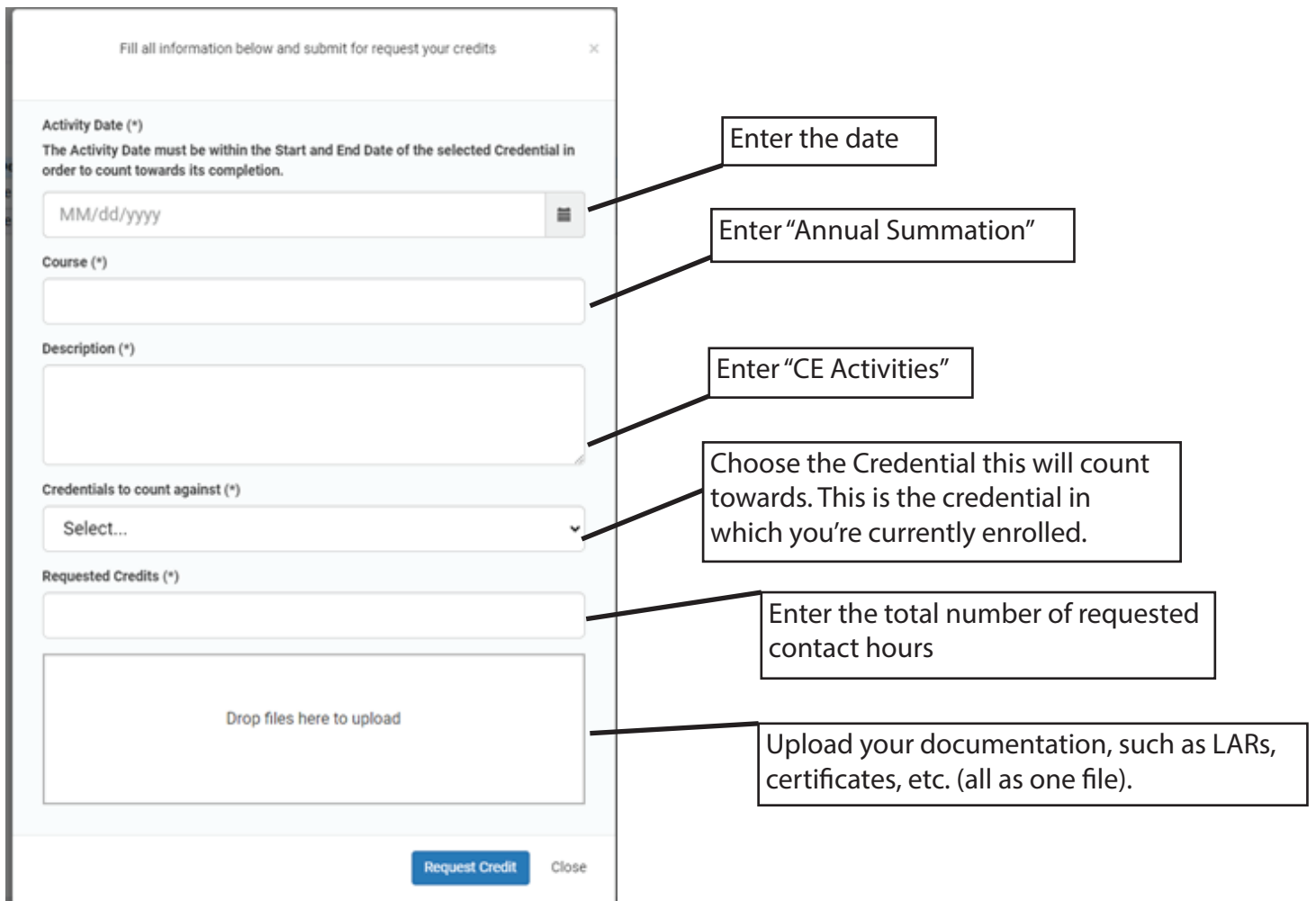
- To be eligible for certification renewal, you must accumulate 8 contact hours in 4 years.
- You can accumulate hours in 2 ways:
 1. Take courses within the Learning Portal.
 - Contact hours will automatically accumulate if you do this.
 - For more information on that process, visit our [website](#).
 2. Submit external activities for credit.
- In your Dashboard, click "Register for Course" in the left-side panel.



- Click "Request new Credit"



- A window will pop up to enter in all your information and upload your [Learning Activity Report](#)



Fill all information below and submit for request your credits

Activity Date (*)
The Activity Date must be within the Start and End Date of the selected Credential in order to count towards its completion.

MM/dd/yyyy

Course (*)

Description (*)

Credentials to count against (*)
Select...

Requested Credits (*)

Drop files here to upload

Request Credit Close

Enter the date

Enter "Annual Summation"

Enter "CE Activities"

Choose the Credential this will count towards. This is the credential in which you're currently enrolled.

Enter the total number of requested contact hours

Upload your documentation, such as LARs, certificates, etc. (all as one file).

- Once all your information is entered, click "Request Credit"



- KDLA will review your request.
 - We will approve all, none, or some of the credits.
 - This will appear in the Request Credits box in your Dashboard.

➕ REQUEST CREDITS

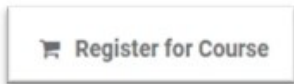
◆ Credential	◆ Request Date	◆ Status	◆ Requested Credits	◆ Approved Credits	◆ Notes
Professional I - Renewal credits	01/06/2023	APPROVED	20	20	good

- The credits will also be visible in your credential box and on your transcript.
- Once you accumulate the required number of contact hours, the credential status will change to Completed.

◆ Status	◆ Compliance
COMPLETED	COMPLIANT

Renewal Certification Application

- Once you have completed 8 Contact Hours, you can apply for you can apply for certification renewal.
- In your Dashboard, click "Register for Course" in the left-side panel.



- Click the "All categories" drop-down menu and choose "KDLA Certifications".



- Choose "Trustee Certification- Renewal Application"
- To register for the credential, click the "Register" button on the credential card.



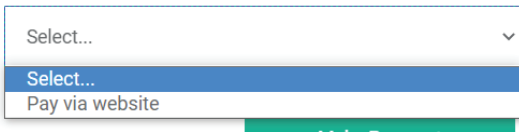
- Click "Proceed to Checkout" in the top right corner.



- You will now need to pay for the Certification Application
 - All certification applications require a \$20 fee.
 - When paying through the Portal, an administration fee will be assessed. This fee is paid to Kentucky Interactive, our service provider.
 - Payment via ACH/Electronic Check has a flat \$2.00 fee; payment via Credit Card has a 2.95% fee, roughly \$0.59 per every \$20.

- Under Payment Method, choose “Pay via website”

Payment Method:



A dropdown menu with a white background and a blue border. The text 'Select...' is visible at the top and bottom. The option 'Pay via website' is highlighted in blue.

- Click “Make Payment”

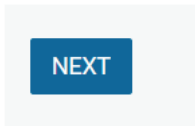


- Choose “ACH/Electronic Check” or “Credit Card”

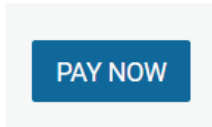
Select Payment Type



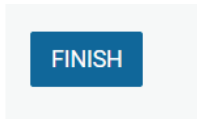
- Enter card or check details along with any other information the form requires
- Click “Next”



- Ensure that all the information is correct
- Click “Pay Now” (It may take a moment for the payment to process)




- You will then see a payment confirmation page along with a confirmation number
 - This will also be emailed to the email address you provided
- Click “Finish”



- Click “Go to Dashboard”

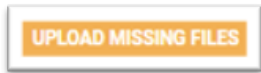


- You will be directed back to your Dashboard
- You will then see the Renewal application you signed up for under the Credentials box.
 - You may need to scroll down to see the credentials box

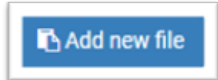
 CREDENTIALS

◇ Credential	◇ Current Cycle Start	◇ Current Cycle End
▼ Trustee Certification	02/07/2023	06/07/2023

- You will now upload the Renewal Application for Kentucky Public Library Trustee Certification.
 - ***You will have 30 days from registration to upload the correct file***
- You can download the required file from our [website](#).
- To upload the required files:
 - To the right of your credential, click the orange "Upload Missing File" button.
 - You may need to scroll to the right to see the button.



- The External Files page will open.
- Click "Add new file"



- A window will pop up so you can enter in all your information and upload your file.

Enter a short description of the file you are uploading.

Select "Renewal Trustee Certification Application"

Drop the file here or click the box to choose the file from your computer.

- Click "Submit"



- KDLA will review your file submission.
 - If approved, your credential will show as Completed in your Dashboard

◆ Status	◆ Compliance
COMPLETED	COMPLIANT

- If not approved, KDLA will email you to obtain additional information.