

# BASICS OF KENTUCKY PUBLIC LIBRARY CERTIFICATION

---

Continuing Education Consultants

Kentucky Department for Libraries & Archives

2022

# Who must be certified?

- Library Directors
  - Assistant Directors
  - Bookmobile/Outreach Librarians
  - Branch/Department Heads
  - Managers/Supervisors
  - Any other full-time employees providing library services
- Optional but encouraged for other part-time staff

**Full-Time  
OR  
Part-Time**

## Types of Certificates



Professional  
I, II, III, IV



Paraprofessional  
I, II, III

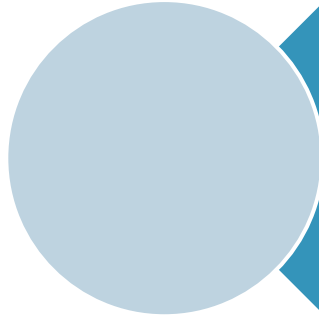


Temporary

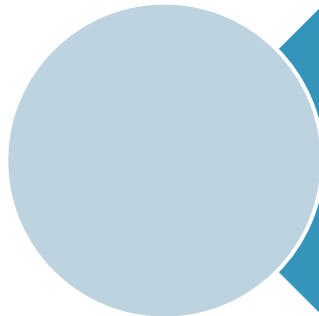
Directors or other  
qualified staff



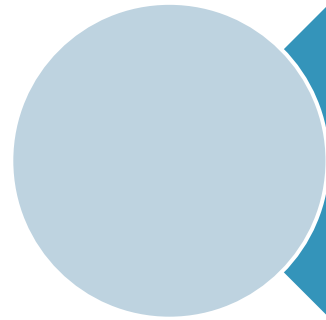
Professional  
I, II, III, IV



Paraprofessional  
I, II, III



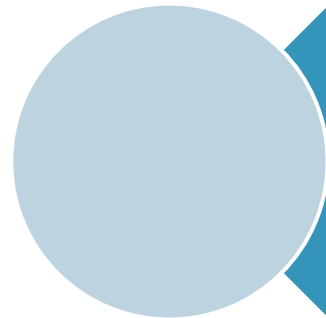
Temporary



Professional  
I, II, III, IV

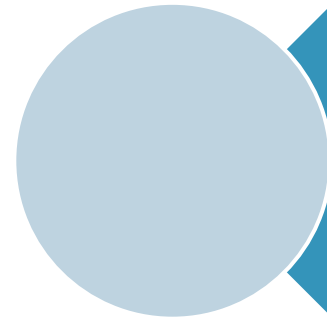


Paraprofessional  
I, II, III



Temporary

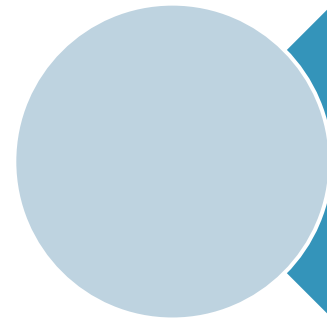
I = Assistant director,  
branch/dept. head,  
manager/supervisor



Professional  
I, II, III, IV

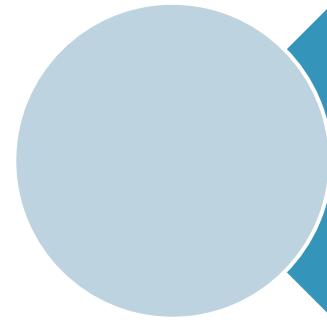


Paraprofessional  
I, II, III



Temporary

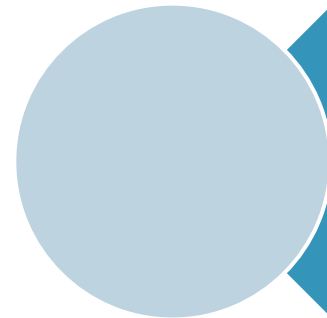
II = Full-time, non-supervisory staff doing library services



Professional  
I, II, III, IV

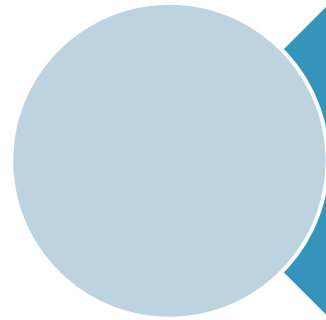


Paraprofessional  
I, II, III

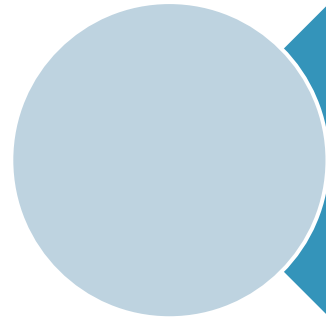


Temporary

III = Full-time, non-supervisory staff in assistant-type jobs



Professional  
I, II, III, IV



Paraprofessional  
I, II, III



Temporary

Any staff member  
who doesn't currently  
meet requirements



# INITIAL CERTIFICATION

---

Requirements

## Types and Requirements of Certification by Level – 2021 Revision

Certification Type	Requirements
<b>Paraprofessional I</b>	High school diploma or equivalency; and 360 total job-related educational contact hours, including 144 hours in library science, 72 hours in Human Resources and/or Management; and 4,000 hours library work experience.
<b>Paraprofessional II</b>	High school diploma or equivalency; and 288 job-related educational contact hours; and 4,000 hours library work experience.
<b>Paraprofessional III</b>	High school diploma or equivalency; and 144 job-related educational contact hours; and 2,000 hours library work experience.

Certification Type	Requirements
<b>Professional I</b>	Master's degree in library science from an ALA accredited school
<b>Professional II</b>	1. Master's degree in library science from a school that has not been ALA accredited <b>**OR**</b> 2. Master's degree with at least 15 graduate hours in library science
<b>Professional III</b>	1. Bachelor's degree with 21 graduate or undergraduate hours in library science <b>**OR**</b> 2. Master's degree with 15 graduate or undergraduate hours in library science
<b>Professional IV</b>	1. Bachelor's degree with 9 graduate or undergraduate hours in library science <b>AND</b> 6 graduate or undergraduate hours in a job-related field of study <b>**OR**</b> 2. Master's degree with 6 graduate or undergraduate hours in library science <b>AND</b> 3 graduate or undergraduate hours in job-related field of study

# Educational Contact Hours

Extended, in-depth study in library and information science or any job-related field.

- College courses
  - Asynchronous training courses
    - Minimum of 10 hours long + provider listed on [Approved Guidelines for Asynchronous Training Courses](#)
  - Public Library Institute (PLI)
- Professional certificates can only use college courses.

# Initial Certification Application

Remember to review your application with your director before sending!

- Complete the entire form
- Get director's signature
- Send \$20 check/money order
- Send copies of diploma, transcripts, certificates, etc.
- Snail mail everything!

# CERTIFICATION RENEWAL

---

Requirements

# Contact Hours

Minimum contact hours (CH) for renewal every 5 years:

Professional I, II, III, IV = **100 CH**

Paraprofessional I = **75 CH**

Paraprofessional II, III = **50 CH**



**Renew once you  
have your  
required hours –  
don't wait!**

# Learning Activity Report

Complete an LAR after the activity;  
then, print/save the documentation.

- One LAR per activity
- Written description required
  - What did you learn?
  - 250 words or less
- Webinar: Live or Archived
- Attach documentation
- Sign and date

# Learning Activity Report

## Good documentation

- Agenda
- Conference log
- Follow-up email
- Certificate
- Email from CE Consultant
- Transcript

## Not-so-good documentation

- PowerPoint slides
- Receipt for registration/hotel
- Registration information

**Documentation should include the length of the activity**



# Annual Summation

Make sure you're using the most current forms on our website!

- Turn one in every year
- Sign and date
- Send by email or snail mail
- We keep the original and email a copy to your library's director

# Renewal Application

Unless you need additional hours,  
please don't send in copies of your  
summations or LARs.

- Complete the entire form
- Include current job title
- Check new certification level if moving to new required level
- Send \$20 check/money order
- Mail in 1-2 months before your certificate expires

# What activities count?

- Conference/workshop attendance
  - Holding an office
  - Writing/editing books & articles
  - Presenting
  - Teaching
- Full list of activities on p. 14-15 of the [Certification Manual](#)

# What's it worth?

- Undergraduate class → 20 CH/semester credit = **60 CH**
- Graduate class → 25 CH/semester credit = **75 CH**
- Presenting a 1-hour training → **3 CH**
  - Repeat the training → **1 CH**
- Holding an office → **5-10 CH per year**
- Writing/editing → **2-40 CH**

*\*Remember to only count time spent in learning – not breaks, lunch, etc.*

➤ Fuller list is on p. 26-27 of the [Certification Manual](#)

# The Expiration Process

- Prior to expiration
  - 3-month warning email → you + your director
  - 1-month warning email → you + your director + regional librarian
- Upon expiration
  - Letter 1 → director + regional librarian
  - Letter 2 → board president + director + regional librarian
  - Letter 3 + \$100 fine → board president + director + regional librarian
    - \$100 fine each year on the anniversary of your original expiration month

\*If you need more time, we can help you request an extension!\*

# Useful Links

- [Certification page](#)
- [2021 Certification Manual](#)
- [Applications & Forms](#)
- [Annual Summation Schedule](#)
- [Certification FAQ](#)
- [Continuing Education](#)
- [KDLA Online Learning Portal](#)



**Thank you to the  
Institute of Museum and Library Services (IMLS)  
for sponsorship of this webinar.**

# Thank you for attending!

[KDLA.Certification@ky.gov](mailto:KDLA.Certification@ky.gov)

Alicia McGrath

[Alicia.McGrath@ky.gov](mailto:Alicia.McGrath@ky.gov)

502-564-1727

Charly Taylor

[Charly.Taylor@ky.gov](mailto:Charly.Taylor@ky.gov)

502-564-8371



Kentucky Department for Libraries and Archives



INSTITUTE of  
Museum and Library  
SERVICES