Overview of Certification Regulation Revisions

KDLA – February 2021

Brief History

- Certification became law in 1938
- Multiple revisions have taken place since 1938
- Most recent revision: October 2017 (changes to certification renewal)
- 2021 revisions focus on changes to initial certification. Changes to certification renewal regulations were made to align them with the new levels of certification.

The Process to Change

Step 1
- KDLA drafts changes to Initial Certification per Legislative Research Commission (LRC) standards
- KDLA submits revised Administrative Regulation to LRC

Step 2
- Revised regulation is printed in the Administrative Register of Kentucky
- KDLA holds a public comment period
- Based on comments received, revised regulation is amended, not amended, or withdrawn

Step 3
- Revised Administrative Regulation is reviewed and voted on by an LRC committee
- Revised Administrative Regulation is referred to, reviewed, and voted on by a second LRC committee
- If no opposition from either LRC committee, the revised Administrative Regulation becomes effective

Professional Level Certification Changes

Professional I & II certification levels DID NOT change.

Change: Professional III Certificate

For full or part-time library directors serving a population under 15,000; or other qualifying staff.

Previous Requirements	New Requirements
Before July 1, 2011: 1. Bachelor's degree with at least 21 hours in library science 2. Master's degree with at least 15 hours in library science	1. Bachelor's degree with 21 graduate or undergraduate hours in library science 2. Master's degree with 15 graduate or undergraduate hours in library science **No date restriction**

Change: Professional IV Certificate

Minimum requirement for full or part-time library directors serving a population under 15,000; or other qualifying staff.

Previous Requirements	New Requirements
1. Applicant has passed the library certification examination before July 1, 1980	1. Bachelor's degree with 9 undergraduate or graduate hours in library science AND 6 undergraduate or graduate hours in a job-related field of study **OR** 2. Master's degree including 6 undergraduate or graduate hours in library science AND 3 undergraduate or graduate hours in job-related field of study

Paraprofessional Level Certification Changes

Change: Paraprofessional Certificates

- Paraprofessional Certificates are tiered into three levels:

  - **Paraprofessional I** for FT and PT assistant directors, branch/department heads, and managers/supervisors. May include bookmobile staff per library director's assessment.

  - **Paraprofessional II** for full-time staff providing detailed and in-depth library services work per library director's assessment.

  - **Paraprofessional III** for all other full-time staff per library director's assessment.
    - ❖Replaces the Library Experience certificate

Paraprofessional I

For full or part-time assistant directors, branch/department heads, managers/supervisors; and other qualifying staff.

Requirements
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.

Paraprofessional II

For full-time staff providing detailed and in-depth library services work per library director's assessment; and other qualifying staff.

Requirements
High school diploma or equivalency; and 288 job-related educational contact hours; and 4,000 hours library work experience.

Paraprofessional III

For all other full-time staff per library director's assessment.
    ❖Replaces the Library Experience certificate

Requirements
High school diploma or equivalency; and 144 job-related educational contact hours; and 2,000 hours library work experience.

Guidelines

Educational Contact Hours

- 3 credit hour college course equals:
  - 60 educational contact hours for undergraduate
  - 75 educational contact hours for graduate

- Online continuing education courses may count
  - Asynchronous courses

- Webinars, conferences, workshops, etc. do not count for initial certification

Guidelines for Asynchronous Training Courses

- Each course must be **at least 10** contact hours

- Select course from possible list of providers found in the Approved Guidelines document on the Certification website.

- If the course provider is not on the list, you must obtain KDLA's approval before taking the course.

  - Submit request using the Survey Monkey link provided on the Certification website.

Approved Guidelines for Determination of Paraprofessional Level of Certification

- Approved guidelines are provided to Kentucky public library directors and their designees in order to determine a staff member's appropriate level of Paraprofessional certification.

Paraprofessional I Determination

- The core job functions at the Paraprofessional I level include:
    - supervising of other public library staff members
    - making decisions regarding library policy, procedures, and processes
    - the autonomy of managing a department, branch, or bookmobile

- Required to have at least the Paraprofessional I are FT/PT assistant directors, branch/department heads, and managers/supervisors.

- Suggested to have the Paraprofessional I are bookmobile staff with the authority to make decisions, create and present programming, provide reference service, and select resources for the library collection.

Paraprofessional II Determination

- The core job functions at the Paraprofessional II level involve full-time, non-supervisory staff that provide a variety of public library services. Examples of core job functions include:
  - developing and implementing programming
  - providing in-depth reference service
  - coordinating with various library service points and patrons
  - overseeing outreach efforts and providing outreach to individuals and community groups
  - reviewing and selecting resources for the library collection
  - cataloging library resources in order to make them discoverable to patrons
  - providing assistance with developing library budgets, policies, etc.

Paraprofessional II Determination Continued

- Suggested job positions for the Paraprofessional II certification level are:

  - Youth Services Librarian

  - Reference Librarian

  - Library/Program Coordinator

  - Adult Services Librarian

  - Programming Librarian

  - Cataloger

  - Collection Development Librarian

  - Outreach Librarian

  - Genealogy/Local History Librarian

Paraprofessional III Determination

- The core job functions at the Paraprofessional III level involve full-time, non-supervisory staff that provide a variety of public library services at a level slightly below the Paraprofessional II. Examples of core job functions include:
  - Loan library materials to patrons and collect returned materials
  - Sort and reshelve returned books, periodicals, and other materials
  - Maintain library materials
  - Handle interlibrary loans
  - Register new patrons and issue library cards
  - Answer routine reference questions from patrons
  - Teach patrons how to use library resources
  - Maintain computer databases used to locate library materials
  - Perform routine clerical tasks such as answering phones and organizing files
  - Help plan and participate in special programs, such as used-book sales, story times, or outreach programs

Paraprofessional III Determination Continued

- Suggested job positions for the Paraprofessional III Certification level are:

  - Circulation Clerks, Assistants, Specialists, etc.
  - Technical Services/Cataloging/ILL Clerks, Assistants, etc.
  - Library Assistants in Reference, Adult Services, Youth Services, Computer Lab/Makerspace, Programming

Certificate Changes

- Changes to level of certification will coincide with renewal date.
    - Renew at the new level as required by the regulations and/or the library director.

- If you currently hold the Paraprofessional certificate and are required to hold the PP1, you do not need to complete additional courses/classes to qualify.

- Hours needed for renewal every five years:
    - Professional = 100 contact hours
    - Paraprofessional I = 75 contact hours
    - Paraprofessional II or III = 50 contact hours

Certificate Changes

- If you currently hold a Temporary certificate, you may complete college classes, asynchronous courses, or a combination.
    - Asynchronous courses completed within the last five years may be counted toward initial certification.

- KDLA's CE Section can assist directors and their designees in determining new levels of certification for their staff.

Application Changes

Application for Certification of Librarianship

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

APPLYING FOR:

___ Professional I
___ Professional II
___ Professional III
___ Professional IV

___ Paraprofessional I
___ Paraprofessional II
___ Paraprofessional III
___ Temporary

INSTRUCTIONS: (check box as completed)

☐ Complete both pages of this form.
☐ Enclose check or money order for $20.00 payable to the *Kentucky State Board for the Certification of Librarians.*
☐ Attach copies of diplomas, certificates of completion, and/or transcripts.
☐ Keep a copy of this form for your file.
☐ Mail the **original form** with **original signatures** to:
   State Board for the Certification of Librarians
   300 Coffee Tree Rd.
   P.O. Box 537
   Frankfort, Kentucky 40602-0537

For State Certification Use Only:

Approved _____

Certificate _____

Certificate Number: _____

Valid from: _____ to _____

Name: _____ **E-mail:** _____
         Last   First   Middle

Home Address: _____
                 Street   City   State   Zip

Library Where Currently Employed: _____

_____
      Address   City   State   Zip   County

Highest Education Completed: GED/High school   Associate   Undergraduate   Graduate

School	City, State	Dates Attended	Graduation Date	Degree

LIBRARY WORK EXPERIENCE: List below in chronological order library positions you have held. Begin with the most recent and **include your current position**.

Name of Library & Address	Position	Hours Worked **Per Month**	Starting Date MM/DD/YY	Ending Date MM/DD/YY

CURRENT POSITION HELD: (Check one)

___ Director (county population over 15,000)
___ Director (county population of 15,000 or less)
___ Assistant Director
___ Branch Head/Department Head/Manager/Supervisor
___ Bookmobile/Outreach Librarian
___ Other Full-time Personnel
___ Other Part-time Personnel

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate.

_____   _____
Applicant Signature   Date

I have reviewed this application and certify that the answers are correct so far as they pertain to this library.

_____   _____
Signature of Library Director or   Date
President of County Library Board

Rev. 10/18/19

Renewal Application for Certification of Librarianship

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

INSTRUCTIONS: (check boxes as completed)

☐ Complete this form.
☐ Enclose check or money order for $20.00
    payable to the *State Board for the Certification*
    of Librarians.
☐ Keep a copy of this form for your file.
☐ Mail the **original form** with **original signature** to:
    State Board for the Certification of Librarians
    300 Coffee Tree Rd.
    P.O.Box 537
    Frankfort, Kentucky 40602-0537

** Please do not send copies of your Annual Summations.

<table>
<tr><td>For State Certification use only</td></tr>
<tr><td>Approved _____</td></tr>
<tr><td>Certificate _____</td></tr>
<tr><td>Certificate Number _____</td></tr>
<tr><td>Valid from:_____ to _____</td></tr>
</table>

Name: _____   **E-mail:** _____
    Last   First   Middle

Home Address: _____
    Address   City   State   Zip

Library Where Currently Employed: _____

_____
    Address   City   State   Zip   County

Current Position Held: (check one)   **Current Certificate Held:** (check one)

Current Position Held: (check one)

___ Director (county population over 15,000)

___ Director (county population 15,000 or less)

___ Assistant Director

___ Branch Head/Department Head/Manager/Supervisor

___ Bookmobile/Outreach Librarian

___ Other Full-time Personnel

___ Other Part-time Personnel

Current Job Title:

_____

Current Certificate Held: (check one)

___ Professional I   ___ Paraprofessional I

___ Professional II   ___ Paraprofessional II

___ Professional III   ___ Paraprofessional III

___ Professional IV

I hereby certify that the information below, including attachments, are true and correct to the best of my knowledge.

_____
Applicant Signature

_____
Date

Rev. 10/18/19

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

Thank you for attending!

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