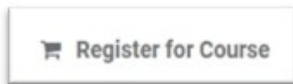# Part-Time Certification Process

- 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 4 courses in our Learning Portal:
  - Customer Service Basics
  - Reference Basics
  - Solving Difficult Situations in the Library
  - Readers' Advisory Basics

- 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 "Part-time 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.
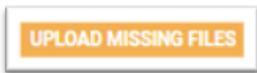

  - Click "Go to Dashboard"

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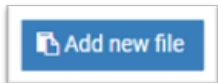 - You may need to scroll down to see the credentials box/

CREDENTIALS

Credential	Current Cycle Start	Current Cycle End
Initial Part Time Certification	02/08/2023	04/09/2023

- You will now upload the Application for Certification of Part-Time Library Staff.
  - ***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 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.

UPLOAD MISSING FILES

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

Add new file

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

Fill all information below and submit your file ×

Description

Select...

The following document types are accepted: PDF, Word, .jpg, .png

Drop files here to upload

Submit   Close

Enter a short description of the file you are uploading.

Select "Application for Certification of Part-Time Library Staff"

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

- Click "Submit"

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

- 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.

📓 CREDENTIALS

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 15 contact hours in 5 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.
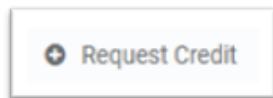
⊕ Request Credit

- Click "Request new Credit"

🗋 Request new Credit

- A window will pop up to enter in all your information and upload your **Annual Summation** documentation.

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 📅 ——— Enter the date

Course (*)

[ ] ——— Enter "Annual Summation"

Description (*)

[ ] ——— Enter "CE Activities"

Credentials to count against (*)

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

Requested Credits (*)

[ ] ——— Enter the total number of requested contact hours

Drop files here to upload ——— Upload your documentation, such as LARs, certificates, etc. (all as one file).

Request Credit   Close

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

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.
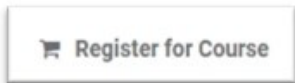
⊕ REQUEST CREDITS

⬦ 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 15 Contact Hours, you can apply for certification renewal.
- In your Dashboard, click "Register for Course" in the left-side panel.

🛒 Register for Course

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

All categories ⌄
All categories
Compliance
KDLA Certifications
Training
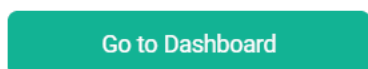
- Choose "Part-time Certification- Renewal Application"

- To register for the credential, click the "Register" button on the credential card.

🛒 Register

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

🛒 ➡ Proceed to Checkout

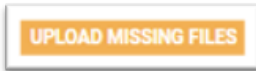- Click "Go to Dashboard"

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.
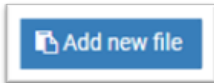 ◦ You may need to scroll down to see the credentials box.

📖 CREDENTIALS

⬦ Credential	⬦ Current Cycle Start	⬦ Current Cycle End
⌄ Part Time Certification	02/08/2023	04/09/2023

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COMPLETED	COMPLIANT

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