

BASICS OF KENTUCKY LIBRARY STAFF CERTIFICATION

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HOW PEOPLE THINK WE ARE...



HOW WE REALLY ARE!



WHY CERTIFICATION?

Improved service

Hiring guidelines

Development of skills

Recognizing achievement

Improved public image

Help us help you

WHO MUST BE CERTIFIED?

- ◉ Library Directors
- ◉ Assistant Directors
- ◉ Bookmobile Librarians
- ◉ Branch/Department Heads
- ◉ All other full-time employees who provide library information service

- ◉ Optional but encouraged for other part-time staff

WHO DOES WHAT?

Certification Board

- Reviews questions/appeals
- Approves classes
- Issues certificates

CE Consultants

- Validate Annual Summations
- Provide CE opportunities
- Work with the Board

Regional Librarians

- Provide CE opportunities
- Help answer questions

TYPES OF CERTIFICATES

Professional I

Professional II

Professional III

Paraprofessional

Library
Experience

Temporary

*Protip:
Outreach staff
are included
here!*

INITIAL CERTIFICATION

- Complete the entire form
- Sign it
- Get your Director's signature
- Send \$20.00 check/money order
- Send copy of diploma, transcripts
- Snail mail it!

Protip:
Review your
application with
your Director
before sending!

LEARNING ACTIVITY REPORT

- ⦿ Complete one LAR per CE activity
- ⦿ Form changes:
 - Written description now required
 - What did you learn?
 - How does it apply to your job/career?
 - 250 words or less
 - Webinar: Live or archived?
- ⦿ Attach documentation if available
- ⦿ Sign and date it!

Protip:
Complete LAR
after activity;
print/save
documentation.

LEARNING ACTIVITY REPORT

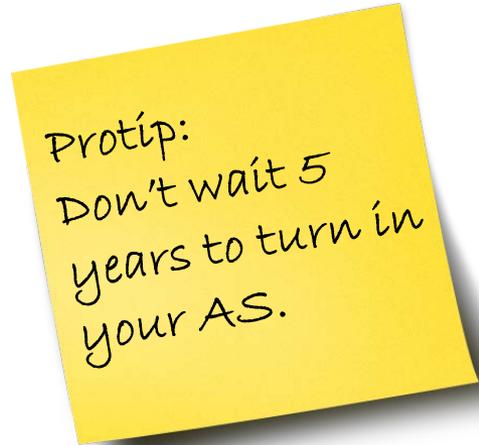
- What is appropriate documentation?
 - Follow-up email, agenda, conference log
 - Email from CE Consultant
 - Grade report for college classes
- What is not?
 - PowerPoint slides
 - Receipt for registration/hotel
 - No documentation



Protip:
Provide sessions
and times for
events longer
than one hour.

ANNUAL SUMMATION

- ⦿ Turn one in every year
 - Only turn it in once per year
- ⦿ Be sure to sign and date it
- ⦿ Send by email or snail mail
- ⦿ We keep the original, email back a copy
- ⦿ Form changes:
 - Home address not requested
 - Job title + certificate held



Protip:
Don't wait 5
years to turn in
your AS.

RENEWAL APPLICATION

- ⦿ Complete the entire form
- ⦿ Sign it
- ⦿ Send \$20.00 check/money order
- ⦿ Do not send copies of AS or LAR
 - Keep those in your files
- ⦿ When should you renew?
 - 1-2 months before your certificate expires

*Protip:
Renew once you
have your
required hours -
don't wait!*

WHAT ACTIVITIES COUNT?

- ◉ College courses
- ◉ Workshop/conference attendance
- ◉ Being a library association chair
- ◉ Writing/editing books/articles
- ◉ Presenting
- ◉ Teaching
- ◉ Public Library Institute
- ◉ See pages 11-12 of Manual for full list

Audience: Library staff

*Protíp:
A class or
webinar may
only be counted
once.*

WHAT'S IT WORTH?

- ◉ Undergraduate class → 20 CH/semester credit
- ◉ Graduate class → 25 CH/semester credit
- ◉ Presenting ~1hour → 2 CH
- ◉ Public Library Institute → 48 CH
- ◉ Association chair → 5-10 CH/year
- ◉ Writing/editing → 2-40 CH

- ◉ Only count active learning time
- ◉ See pages 25-26 of Manual for full list

*Protip:
Don't assume a
large activity
will count -
please ask first!*

THE EXPIRATION PROCESS

⦿ Prior to expiration:

- 3-month warning letter → Regional Librarian
- 1-month warning letter → Library staff

⦿ Upon expiration:

- Letter 1 → Director and Regional
- Letter 2 → Board president, Cc: Director & Regional
- Letter 3 → Board president, Cc: Director & Regional
 - \$100 fine

Protip:
If you need more
time, write a
letter asking for
an extension.

THANK YOU!

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[Certification webpage](#)

[CE Events Calendar](#)



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