

Kentucky State Board for the Certification of Librarians

CERTIFICATION MANUAL 2021

June 16, 2023



Kentucky Department
for Libraries
and Archives

TABLE OF CONTENTS

WHY CERTIFICATION?	3
STATUTORY AUTHORITY	4
KENTUCKY ADMINISTRATIVE REGULATIONS	8
KENTUCKY ADMINISTRATIVE REGULATIONS	13
WHO IS RESPONSIBLE FOR CERTIFICATION?	17
APPEALS	18
WHO NEEDS TO BE CERTIFIED?	19
TYPES OF CERTIFICATES	20
HOW TO APPLY FOR CERTIFICATION	22
CERTIFICATION RENEWAL.....	23
HOW TO COMPLETE YOUR ANNUAL SUMMATION AND LEARNING ACTIVITY REPORTS.....	24
HOW TO RENEW YOUR CERTIFICATE.....	25
CONTACT HOURS CONVERSION CHART FOR CERTIFICATION RENEWAL	26
APPROVED GUIDELINES FOR LIBRARY INSTITUTES.....	29
ANNUAL SUMMATION SCHEDULE	30
HISTORY OF CERTIFICATION IN KENTUCKY.....	31
GLOSSARY / ACRONYMS	34
FORMS.....	37
Approved Guidelines for Determination of Paraprofessional Level of Certification	38
Approved Guidelines for Asynchronous Training Courses	40
Requesting Approval of Job-Related College Coursework	42

This manual is for Informational Use Only

WHY CERTIFICATION?

The Kentucky State Board for the Certification of Librarians, created by the Kentucky General Assembly in 1938, is required by law to issue certificates to qualified library staff. State law, as well, requires that public libraries in Kentucky be administered and staffed by appropriately certified personnel. The Certification Board believes that library staff must increase their skills and knowledge through continuing education in order to keep abreast of developments in the information age. This, in turn, upgrades the library profession, enriches the individual librarian, and promotes quality library service. Thus, the goals of this certification program are:

1. to improve library service throughout the state;
2. to motivate public librarians to acquire, maintain, and develop their skills through basic and continuing education;
3. to recognize public librarians who, on a continuing basis, update their knowledge and skills in order to provide better library service to their patrons;
4. to improve the public image of librarians and libraries;
5. to provide guidelines for public library boards and supervisors to use in selecting and retaining personnel; and
6. to aid in structuring library educational programs to better meet the educational needs of librarians.

STATUTORY AUTHORITY

KRS 171.230-306 and KRS 171.990

Statutory Authority for Certification

171.230 Application of KRS 171.240 to 171.306

The provisions of KRS 171.240 to 171.306 shall apply to public libraries as defined in KRS 171.125.

171.240 Board for certification of librarians.

- (1) In the Department for Libraries and Archives there shall be a state board for the certification of librarians, composed of the state librarian and five (5) members appointed by the Governor from a list submitted by the board of directors of the Kentucky Library Association. Two (2) members shall be full-time professional librarians in active public library work, two (2) shall be public library trustees and one (1) shall be a professional librarian from a department or school of library science in a state university.
- (2) The term of office of each appointive member shall be four (4) years. The first appointive member of the board shall be appointed for terms beginning July 1, 1938; one (1) for a term of one (1) year; one (1) for a term of two (2) years; one (1) for a term of three (3) years; and two (2) for terms of four (4) years. Vacancies shall be filled by appointment for the unexpired terms in the same manner as original appointments are made. The members shall receive reimbursement for actual and necessary expenses incurred in attending meetings.
- (3) The board shall hold at least one (1) meeting each year at a time fixed by the board, and such special meetings as may be determined by the board. A chairman and secretary shall be elected at each annual meeting to serve during the ensuing year.

171.250 Certificates of librarianship – To whom granted.

- (1) The board shall grant certificates of librarianship to applicants who are graduates of library schools approved by the board and shall grant certificates to other applicants when it has satisfied itself that the applicant is qualified for library work. Applicants shall provide such information as required by the board to determine their qualifications.
- (2) The board may issue renewals, determine the positions for which certificates of

librarianship shall be required, and adopt rules and regulations for its own government and for carrying out the purposes of KRS 171.230 to 171.306.

- (3) The board may issue certificates to qualified persons who are serving in libraries not supported from public funds.
- (4) Librarians who were in service on May 31, 1938, and served one (1) year prior to such date shall be entitled to receive a life certificate in accordance with their qualifications, without examination, upon the payment of prescribed fee.

171.260 Certificate required.

No library coming under the provisions of KRS 171.230 to 171.306 shall have in its employ, in the position of librarian, or in any other full-time library service position, a person who does not hold an appropriate certificate of librarianship issued by the board.

171.270 Fee for certificate.

The board shall require a fee of not less than five dollars (\$5) nor more than twenty dollars (\$20) to be paid by each applicant for a librarian's certificate.

171.280 Librarian's certification fund.

The revolving fund established by the branch budget bill, consisting of all moneys collected under the provisions of KRS 171.230 to 171.306 shall be designated as the librarian's certification fund. All money credited to the fund shall be used for the support of the Board for Certification of Librarians, and for the purposes of KRS 171.230 to 171.306.

171.290 Revocation of certificates – Notice.

In a proceeding to revoke a certificate of librarianship under the provisions of KRS 171.990(2), written notice of the proposed action shall be delivered in person, or forwarded by certified mail, return receipt requested, to the holder of the certificate at his last known post-office address, stating the cause for the contemplated action together with a copy of the charges and appointing a time and a place for the hearing by the board. The hearing shall be conducted in accordance with KRS Chapter 13B.

171.300 Hearings to reconsider applications.

The board shall grant hearings, to be conducted in accordance with KRS Chapter 13B, for

the purposes of reconsidering applications and awards if the applicant files with the board, within twenty (20) days of issuance of or refusal to issue a certificate, a petition for a hearing.

Statutory Authority for Library Science Scholarships

171.303 Library science scholarships -- Library Science Scholarship Fund Advisory Committee.

- (1) There is hereby established a Library Science Scholarship Fund.
- (2) The state librarian may grant scholarships for study in library science at an institution within the Commonwealth which is accredited by the American Library Association, the National Council for the Accreditation of Teacher Education or the appropriate regional postsecondary education accrediting organization. Scholarships may also be granted for study in an accredited library education program offered via distant learning technologies. Students applying for library education programs at institutions outside the Commonwealth that are likewise accredited may apply for assistance under this program if they agree to work in a library or archival services program within the Commonwealth upon their graduation in accordance with KRS 171.306.
- (3) The state librarian shall establish a Library Science Scholarship Fund Advisory Committee that will receive and consider all applications for scholarships for study in library science and shall advise the state librarian on the awarding of scholarships according to criteria they establish for this purpose.
- (4) The department is authorized to receive money from any state, federal, private or other legal funding source approved by the appropriate state agency for scholarship purposes, and the amounts of individual scholarships shall be determined by the state librarian on the advice of the Library Science Scholarship Fund Advisory Committee, which shall set criteria for the assistance. Money designated for this fund shall be held in a restricted account and shall not lapse to the general fund.

171.306 Obligations of library science scholarship recipient.

- (1) To be eligible for a scholarship, an applicant shall contract in writing with the state librarian that he or she will graduate in an agreed to period of time and within six (6) months from the date of completing the program of study, accept employment with a library or archival services program approved by the state librarian for a period of at least two (2) years. The recipient shall agree to the terms of employment established by

the employing library or archival services program.

- (2) If the recipient of a scholarship fails to fulfill the obligations agreed to under the contract for a scholarship the entire amount of scholarship benefits received shall become immediately due and payable to the Library Science Scholarship Fund. Repayment of benefits received under this program shall be due in a lump sum or through a payment schedule determined by the state librarian on the advice of the Library Science Scholarship Fund Advisory Committee, and in accordance with current interest rates applicable to similar debts collected by other financial assistance entities.
- (3) Upon recommendation of the state librarian, the Attorney General shall institute proceedings for the purpose of recovering any amount due the Commonwealth under the provisions of this section.

Statutory Authority for Penalties (as it pertains to Certification)

171.990 Penalties.

- (1) Any person or library board violating any of the provisions of KRS 171.240 to 171.300 shall be fined not less than ten (\$10) nor more than one hundred dollars (\$100) for each offense.
- (2) The board for certification of librarians may revoke the certificate of any person violating any of the provisions of KRS 171.240 to 171.300, or any of the regulations as established by the board for certification.

KENTUCKY ADMINISTRATIVE REGULATIONS

725 KAR 2:060. Certification of public librarians.

RELATES TO: KRS 171.250, 171.260, 171.270

STATUTORY AUTHORITY: KRS 171.250(1), 171.260, 171.270

NECESSITY, FUNCTION, AND CONFORMITY: KRS 171.260 requires certification of public librarians and other full-time employees. KRS 171.250(1) requires the board to promulgate administrative regulations in order to establish the requirements for the certification of public librarians. This administrative regulation establishes the requirements for certification of public librarians.

Section 1. Definitions.

- (1) "ALA" means the American Library Association.
- (2) "Asynchronous training" means training that allows students to access content or learn outside the classroom at their convenience or independent of the instructor.
- (3) "Board" means the Kentucky State Board for the Certification of Librarians.
- (4) "Educational contact hours" means a measurement used for an educational activity that applies extended, in-depth study in the field of library and information science or any job-related field.
- (5) "Full-time" means working 100 hours or more per month.
- (6) "Job-related field of study" means an area other than library science that is directly related to the applicant's job duties.
- (7) "Library services" means duties performed by library employees that require special skills and knowledge to be performed properly.
- (8) "Library work experience" means employment in a library that includes administration, collection development, technical services, public services, or support for public service areas, and excludes secretarial, custodial, groundskeeping, security, food service, and messenger duties.
- (9) "Part-time" means working less than 100 hours per month.

Section 2. Required Certification by Public Library Position.

- (1) A full-time or part-time library director serving a population of more than 15,000 shall hold or obtain a Professional I or II certificate.
- (2) A full-time or part-time library director serving a population of 15,000 or less shall hold or obtain at least the Professional III or IV certificate.
- (3) A full-time or part-time assistant director, branch head, department head, manager, supervisor, or bookmobile librarian, as determined by the library director or designee, shall hold or obtain at least the Paraprofessional I certificate.
- (4) Any other full-time position providing library services, as determined by the library director or designee using the Approved Guidelines for Determination of Paraprofessional Level of Certification, shall hold or obtain the Paraprofessional II or Paraprofessional III certificate.

Section 3. Types of Certificates.

- (1) A Professional I Certificate shall be:
 - (a) Awarded if the applicant has obtained a master's degree in library science from an ALA accredited school; and
 - (b) Valid for five (5) years.
- (2) A Professional II Certificate shall be:
 - (a) Awarded if the applicant has obtained:
 1. A master's degree in library science from a library school that has not been ALA accredited; or
 2. A master's degree with at least fifteen (15) graduate hours in library science; and
 - (b) Valid for five (5) years.
- (3) A Professional III Certificate shall be:
 - (a) Awarded if the applicant has obtained:
 1. A bachelor's degree with at least twenty-one (21) graduate or undergraduate college credit hours in library science; or
 2. A master's degree with at least fifteen (15) graduate or undergraduate college credit hours in library science; and
 - (b) Valid for five (5) years.
- (4) A Professional IV Certificate shall be:
 - (a) Awarded if the applicant has obtained:
 1. A bachelor's degree with at least nine (9) graduate or undergraduate college credit hours in library science and six (6) graduate or undergraduate college

- credit hours in a job-related field of study; or
 - 2. A master's degree with six (6) graduate or undergraduate college credit hours in library science and three (3) graduate or undergraduate college credit hours in a job-related field of study; and
- (b) Valid for five (5) years.

(5) A Paraprofessional I Certificate shall be:

- (a) Awarded if the applicant has completed or obtained:
 - 1.a. A high school diploma or high school equivalency diploma;
 - b. 360 total job-related educational contact hours, including 144 educational contact hours in library science and seventy-two (72) educational contact hours in Human Resources or Management; and
 - c. 4,000 hours of library work experience; and
- (b) Valid for five (5) years.

(6) A Paraprofessional II Certificate shall be:

- (a) Awarded if the applicant has completed or obtained:
 - 1.a. A high school diploma or high school equivalency diploma;
 - b. 288 job-related educational contact hours; and c. 4,000 hours of library work experience; and
- (b) Valid for five (5) years.

(7) A Paraprofessional III Certificate shall be:

- (a) Awarded if the applicant has completed or obtained:
 - 1.a. A high school diploma or high school equivalency diploma;
 - b. 144 job-related educational contact hours; and
 - c. 2,000 hours of library work experience; and
- (b.) Valid for five (5) years.

(8) A Professional or Paraprofessional Certificate shall be renewed according to 725 KAR 2:070.

(9) A Temporary Certificate shall be valid for five (5) years and shall be issued to a person who:

- (a) Holds or is promoted to a job requiring certification as provided in Section 2 of this administrative regulation; or
- (b) Does not meet the requirements of Section 2 of this administrative regulation.

Section 4. Sources of Education for Initial Certification.

- (1) The board shall accept academic credit from college credit courses offered by an institution of higher education, which is accredited by its respective regional association.
- (2) The board shall accept library and information science academic credits from college

credit courses offered by:

- (a) Graduate schools accredited by the Committee on Accreditation of the American Library Association and these college credit courses shall be approved for all types of certificates;
 - (b) Colleges whose library and information science departments are accredited by their respective regional associations and these college credit courses shall be approved for all types of certificates;
 - (c) Accredited colleges that offer individual library and information science courses and these college credit courses shall be approved for Professional III and IV and Paraprofessional I, II, and III certificates; or
 - (d) Community and technical colleges that offer library or information science courses and these courses shall be approved for Professional III and IV and Paraprofessional I, II, and III certificates.
- (3) The board shall also accept asynchronous training courses with a minimum of ten (10) educational contact hours in length provided by an institution or organization that meets the requirements of the Approved Guidelines for Asynchronous Training Courses.
- (4) As an alternative source of education for the Professional III, IV, and Paraprofessional certificates, the board shall accept completion of a library institute, which shall be an in-depth program of library and information science developed according to the Approved Guidelines for Library Institutes.
- (a) The program shall be submitted to the board for approval sixty (60) days in advance of implementation.
 - (b) One (1) institute shall substitute for a three (3) hour college credit library and information science course and shall only be substituted once for initial certification.

Section 5. Application for public library certification shall be made to the board by submitting a completed Application for Certification of Librarianship.

Section 6. A fee of twenty (20) dollars shall be charged for each certificate issued.

Section 7. A Professional or Paraprofessional certificate shall be issued to an applicant who meets the requirements and submits the required fee.

Section 8. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) "Approved Guidelines for Library Institutes", January 8, 2010;
 - (b) "Application for Certification of Librarianship", October 18, 2019;
 - (c) "Approved Guidelines for Determination of Paraprofessional Level of Certification", July 8, 2019; and
 - (d) "Approved Guidelines for Asynchronous Training Courses", July 8, 2019.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, Kentucky 40601, Monday through Friday, 9 a.m. to 4 p.m. (18 Ky.R. 3277; Am. 19 Ky.R. 48; eff. 7-4-1992; 26 Ky.R. 897; 1157; eff. 12-16-1999; 36 Ky.R. 1335; 1957; eff. 4-2-2010; 46 Ky.R. 335, 728; eff. 1-5-2021.)

KENTUCKY ADMINISTRATIVE REGULATIONS

725 KAR 2:070. Certification renewal of public librarians.

RELATES TO: KRS 171.250, 171.260, 171.270

STATUTORY AUTHORITY: KRS 171.250(2), 171.270

NECESSITY, FUNCTION, AND CONFORMITY: KRS 171.250(2) authorizes the board to establish the requirements for certificate renewals for public librarians. This administrative regulation establishes the requirements for certificate renewals for public librarians.

Section 1. Definitions.

- (1) "Board" means the Kentucky State Board for the Certification of Librarians.
- (2) "Contact hour" means a unit of measuring continuing education training with one (1) hour of training equal to one (1) contact hour.
- (3) "Editorial process" means one (1) or more editors at a publication reviews and approves submitted work.
- (4) "Full-time" means working 100 or more hours per month.
- (5) "Job-related course work or continuing education" means instruction other than in library science that is directly related to the applicant's job.
- (6) "Job-related professional organization" means a professional organization other than library science that is directly related to the applicant's job.
- (7) "Learning activity" means a class, institute, seminar, or workshop that is planned, coordinated, administered, and evaluated in terms of learning objectives.
- (8) "Library services" means duties performed by library employees that require special skills and knowledge to be performed properly.
- (9) "Presenting" means instructional training that lasts ninety (90) minutes or less.
- (10) "Professional library association, consortium, council, or board" means an organization of library staff and persons interested in libraries.
- (11) "Teaching" means instructional training that lasts more than ninety (90) minutes.

Section 2. Required Certification Renewal by Public Library Position.

- (1) A library director shall renew the Professional Certificate every five (5) years. 100 contact hours of continuing education shall be accumulated within the five (5) year period.
- (2) A full-time or part-time assistant director, branch head, department head, manager, supervisor or bookmobile librarian as determined by the library director or designee shall renew at least the Paraprofessional I Certificate every five (5) years. Seventy-five (75) contact hours of continuing education shall be accumulated within the five (5) year period.
- (3) Any other full-time position providing library services, as determined by the library director or designee, shall renew the Paraprofessional II or III Certificate every five (5) years. Fifty (50) contact hours of continuing education shall be accumulated within the five (5) year period.

Section 3. Types of Certificates.

The following certificates may be renewed for a period of five (5) years:

- (1) Professional I Certificate;
- (2) Professional II Certificate;
- (3) Professional III Certificate;
- (4) Professional IV Certificate;
- (5) Paraprofessional I Certificate;
- (6) Paraprofessional II Certificate; or
- (7) Paraprofessional III Certificate.

Section 4. Sources of Learning Activities that Provide Contact Hours.

- (1) The board shall accept job-related coursework or continuing education offerings from an institution of higher education as follows:
 - (a) Classes;
 - (b) Institutes;
 - (c) Seminars;
 - (d) Workshops;
 - (e) Conferences;
 - (f) Lecture series;
 - (g) Internships; or
 - (h) Courses taken for academic credit.
- (2) The board shall accept activities in a professional library or job-related association, consortium, council, or board as follows:

- (a) Participation in:
 - 1. Seminars;
 - 2. Workshops;
 - 3. Conferences; or
 - 4. Lecture series; or
 - (b) The holding of an association, consortium, council, or board office, with a statement specifying the learning activity and derived educational benefit.
- (3) The board shall accept participation in job-related seminars, workshops, conferences, or lecture series sponsored by the Kentucky Department for Libraries and Archives.
- (4) The board shall accept participation in workshops, lecture series, or training programs that shall be documented as job-related. These activities may be sponsored by individual libraries.
- (5) The board shall accept self-directed learning activities that go beyond expected job duties, such as:
- (a) Writing reviews of job-related materials or books, articles, or chapters that are published in statewide, regional, or national library or other job-related professional organization's publications and selected through an editorial process;
 - (b) Writing or editing an article for a job-related publication with statewide, regional, or national distribution and selected through an editorial process;
 - (c) Writing or editing a book on a job-related topic selected for publication by a publishing company and published following an editorial process;
 - (d) Developing and presenting library-related instructional training for library staff, library school students, library trustees, or other job-related professional organizations;
 - (e) Preparing and teaching a library or job-related course, workshop, seminar, or institute; or
 - (f) Listening to or viewing an audio or video recording of a job-related workshop presentation or conference program and submitting a written review indicating what was learned and how it relates to their job.
- (6) The board shall require that each learning activity incorporates new subject information.

Section 5. The conversion calculations for a type of activity to the number of contact hours shall be determined in accordance with the Certification Contact Hours Points Conversion Chart.

Section 6. Application for public librarian certification renewal shall be made to the board by submitting a completed Renewal Application for Certification of Librarianship.

Section 7. A fee of twenty (20) dollars shall be charged for each certificate renewal issued.

Section 8. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Certification Contact Hours Conversion Chart", June 1, 2017; and

(b) "Renewal Application for Certification of Librarianship", October 18, 2019.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort, Kentucky 40601, Monday through Friday, 9 a.m. to 4 p.m.

(18 Ky.R. 3278; Am. 19 Ky.R. 49; eff. 7-4-1992; 26 Ky.R. 899; 1159; eff. 12-16-1999; 36 Ky.R. 1337; 2061-M; eff. 4-2-2010; 43 Ky.R. 2063; 44 Ky.R. 104, 221; eff. 8-28-2017; Crt eff. 1-28-2020; 46 Ky.R. 2701; eff. 1-5-2021.)

WHO IS RESPONSIBLE FOR CERTIFICATION?

Certification Board

- ➔ Make-up of the Certification Board
 - State Librarian
 - Two full-time professional librarians
 - Two public library trustees
 - One professional librarian from a department or school of library science in a state university

- ➔ Appointment to the Board
 - Staggered terms of four years
 - State Librarian a permanent member

- ➔ Meetings of the Board
 - At least once a year

- ➔ Duties of the Board
 - Reviews questions on the process of certification
 - Hears appeals on certification and certification renewal matters
 - Approves classes for certification
 - Issues and renews certificates

Continuing Education Consultant

- ➔ Duties of the Continuing Education Consultant
 - Works with the Certification Board
 - Works with institutes of higher education and other agencies in the development of basic and continuing education opportunities
 - Provides statewide continuing education workshops and programs
 - Validate Annual Summations for public library staff each year

Regional Librarians

- ➔ Provide or facilitate continuing education workshops and programs for individual libraries, trustees, and the region as a whole.

APPEALS

On rare occasions, an applicant's request for certification or renewal may be denied. Denial may occur because the individual submitted invalid or inadequate academic credentials, or inappropriate or insufficient information about contact hours of continuing education. In this case, KDLA will inform the applicant in writing.

The Certification Board is required to grant a hearing to reconsider applications for certification or certification renewal. The applicant must file a written request for reconsideration within 20 days of issuance or refusal to issue a certificate. The Certification Board, at its next meeting, will review the applicant's file and make a decision. Appeals for hearings should be mailed to:

Chair
Kentucky State Board for the Certification of Librarians
Kentucky Department for Libraries and Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, Kentucky 40602-0537

WHO NEEDS TO BE CERTIFIED?

- All full-time or part-time Library Directors, Assistant Directors, Branch Heads, Department Heads, Managers, Supervisors, and Bookmobile Librarians.
- All other full-time employees providing library services (note: full-time means working more than 100 hours per month).

When to get certified:

- When one is a new library service staff person, not holding current Kentucky certification, one must apply for certification.
- When one is an existing staff person, not holding current Kentucky certification, who becomes a full-time staff person providing library services, one must apply for certification.

Temporary Certification:

- If one does not meet the requirements for any level of certification, then one must apply for a Temporary Certificate that is valid for five years. This five-year period allows staff to fulfill the qualifications needed to obtain the appropriate certificate.
- When one is an existing staff person who is promoted to a position requiring a higher level of certification, then one must apply for a Temporary Certificate that is valid for five years. This five-year period allows time for staff to fulfill the qualifications needed to obtain the appropriate certificate.

NOTE:

- All levels of certification require extended study in various job-related subjects. Use the Approved Guidelines for Asynchronous Training Courses for suggested sources of asynchronous courses. If there is any uncertainty about a college or asynchronous course, check with your Continuing Education Consultant before enrolling in a course.
- Certificates are valid for five years. Upon expiration, the certificate must be renewed. See page 26 for instructions on certification renewal.
- Failure to renew could result in a \$100 fine for the individual or library board as defined by KRS 171.990. This is an annual fine until certification has been renewed. The annual fine date is determined by the expiration of the original certificate.

TYPES OF CERTIFICATES

Certificate	*Position	Requirement
Professional I	Library Director serving a population of more than 15,000 OR staff meeting the requirements	Master's degree in library science from an ALA accredited library school
Professional II	Library Director serving a population of more than 15,000 OR staff meeting the requirements	Master's degree in library science from a school that is not ALA accredited; OR Master's degree with at least 15 graduate hours in library science
Professional III	Library Director serving a population of less than 15,000 OR staff meeting the requirements	Bachelor's degree with at least 21 graduate or undergraduate college credit hours in library science; OR Master's degree with at least 15 graduate or undergraduate college credit hours in library science
Professional IV	Library Director serving a population of less than 15,000 OR staff meeting the requirements	Bachelor's degree with at least 9 graduate or undergraduate hours in library science AND 6 graduate or undergraduate college credit hours in a job-related field of study **OR** Master's degree with 6 graduate or undergraduate college credit hours in library science AND 3 graduate or undergraduate college credit hours in a job-related field of study

<p>Paraprofessional I</p>	<p>Assistant Director Branch Head Department Head Manager Supervisor Bookmobile Librarian (if applicable)</p>	<p>High school diploma or high school equivalency diploma, 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.</p>
<p>Paraprofessional II</p>	<p>Any full-time position providing library services</p>	<p>High school diploma or high school equivalency diploma AND 288 job-related educational contact hours; AND 4,000 hours library work experience.</p>
<p>Paraprofessional III</p>	<p>Any full-time position providing library services</p>	<p>High school diploma or high school equivalency diploma AND 144 job-related educational contact hours; AND 2,000 hours library work experience.</p>
<p>Temporary</p>	<p>This certificate provides a grace period to allow employees time to obtain the appropriate certification. It is NOT renewable.</p>	<p>Applicant does not meet requirements for any other certificate. GOOD FOR FIVE (5) YEARS ONLY</p>

*Individual library boards may require a higher level of certification.

HOW TO APPLY FOR CERTIFICATION

- STEP ONE** Complete the Application for Certification of Librarianship, located on KDLA's web site: <https://kdla.ky.gov/Library-Support/Library-Staff-Development/Pages/Certification.aspx>
- STEP TWO** Attach documentation that verifies completion of educational requirements. These may be unofficial transcripts for college hours, completion certificates for online asynchronous courses, and/or the certificate of completion of the Library Institute.
- STEP THREE** Login to our [Online Learning Portal](#), register for your initial certification, pay the \$20 fee using credit card or ACH/electronic check, and upload your Application. Detailed instructions are available [on our web site](#).

OR

Make check or money order for \$20.00 payable to the State Board for the Certification of Librarians. Mail **original** application and check or money order to:

Kentucky State Board for the Certification of Librarians
Kentucky Department for Libraries and Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, Kentucky 40602-0537

- NOTE:** If you do not receive your certificate within 60 days, contact the KDLA Continuing Education Consultants.

CERTIFICATION RENEWAL

The purpose of Certification Renewal is to ensure that library staff continually updates their skills and knowledge. In order to renew a certificate, the following number of Contact Hours (CH) must be earned within a five-year period:

Professional	100 CH
Paraprofessional I	75 CH
Paraprofessional II & III	50 CH

The five-year period during which the Contact Hours must be earned begins from the date of the current certificate. Any Contact Hours earned over the amount required for certification renewal will not be carried over to the next renewal period.

A list of learning activities that will earn Contact Hours can be found on pages 26-27 of this manual. Classes, workshops, and seminars provided by organizations that are not library-related may qualify for Contact Hours, if they are job-related. If there is any uncertainty, check with the Continuing Education Consultants before completing the learning activity form.

HOW TO COMPLETE YOUR ANNUAL SUMMATION AND LEARNING ACTIVITY REPORTS

- STEP ONE** Locate the Learning Activity Report form on KDLA’s web site at:
<https://kdla.ky.gov/Library-Support/Library-Staff-Development/Pages/Certification.aspx>
- STEP TWO** When you have completed a workshop, class, or any other continuing education activity during the 5-year period prior to certification renewal, complete this form and attach documentation that verifies your attendance. Save these for your records.
- STEP THREE** Locate the Annual Summation of Learning Activities form on KDLA’s web site at: <https://kdla.ky.gov/Library-Support/Library-Staff-Development/Pages/Certification.aspx>
- STEP FOUR** Each year, complete the Annual Summation, attach Learning Activity Reports and supporting documentation, and upload to the [Online Learning Portal](#). See Appendix B for schedule.
- STEP FIVE** The designated KDLA Continuing Education Consultant will validate the items on your Annual Summation and return a copy of your Annual Summation to you and/or your director.
Note: The KDLA Continuing Education Consultant will not keep copies of the Learning Activity Reports, so it is imperative that you retain copies for your files.

HOW TO RENEW YOUR CERTIFICATE

- STEP ONE** Locate the Renewal Application form on KDLA's web site at:
<https://kdla.ky.gov/Library-Support/Library-Staff-Development/Pages/Certification.aspx>
- STEP TWO** Complete this form. Do not attach previously approved Annual Summations or Learning Activity Reports.
- STEP THREE** Login to our [Online Learning Portal](#), register for your renewal certification, pay the \$20 fee using credit card or ACH/electronic check, and upload your Application. Detailed instructions are available [on our web site](#).
- *OR***
- Make check or money order for \$20.00 payable to the State Board for the Certification of Librarians. Mail **original** application and check or money order to:
- Kentucky State Board for the Certification of Librarians
Kentucky Department for Libraries and Archives
P.O. Box 537
300 Coffee Tree Road
Frankfort, Kentucky 40602-0537
- NOTE:** If you do not receive your certificate within 60 days, contact the KDLA Continuing Education Consultants.

CONTACT HOURS CONVERSION CHART FOR CERTIFICATION RENEWAL

The units of measurement used to calculate eligibility for **certification renewal** are Contact Hours. *Contact Hours* represent an estimate of the actual hours spent in pursuit of continuing education. Lunch and breaks should not be included in this calculation. Therefore, a typical 7.5 to 8 hour day of training would equal 5 to 6 contact hours. The following are answers to frequently asked certification renewal questions. Consult pages 14-15 for an in-depth explanation of activities that count.

LEARNING ACTIVITY	UNIT OF MEASURE	CONTACT HOURS
Graduate Course	Semester credit (per credit hour)	25
Graduate Course	Quarter credit (per credit hour)	16.8
Undergraduate Course	Semester credit (per credit hour)	20
Undergraduate Course	Quarter credit (per credit hour)	13.4
Training Attendance	50-60 minutes	1
National Association, Consortium, Council, or Board Officer/director	1 year of service	10
National Association, Consortium, Council, or Board Committee Chair	1 year of service	5
Regional/State Association, Consortium, Council, or Board Officer/Committee Chair	1 year of service	5
Presenting Instructional Training	50-90 minutes	3
Repeated Instructional Training	50-90 minutes	1

Teaching	91+ minutes	5
Teaching College-level Course		Contact CE Consultant
Library Institute	2 weeks	At least 45 hours

Writing:

Writing Reviews	1 review	2
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Writing Books:

Single Author	1 book	40
Co-author	1 book	20
Writing Book Chapters	1 chapter	15

Writing Articles:

Single Author	1 article	10
Co-author	1 article	5

Editing:

Editing Book	1 book	10
Editing Journal	1 year of service	5

Rev. 06/01/17

APPENDICES

Appendix A	LIBRARY INSTITUTE
Appendix B	ANNUAL SUMMATION SCHEDULE
Appendix C	HISTORY OF CERTIFICATION IN KENTUCKY
Appendix D	GLOSSARY / ACRONYMS
Appendix E	FORMS
Appendix F	APPROVED GUIDELINES FOR DETERMINATION OF PARAPROFESSIONAL LEVEL OF CERTIFICATION
Appendix G	APPROVED GUIDELINES FOR ASYNCHRONOUS TRAINING COURSES
Appendix H	REQUESTING APPROVAL OF JOB-RELATED COLLEGE COURSEWORK

APPENDIX A

APPROVED GUIDELINES FOR LIBRARY INSTITUTES

A Library Institute is an in-depth program of study in the field of library and information science provided by an institution of higher education or the Kentucky Department for Libraries and Archives. Its purpose is to provide an opportunity for serious study of a library topic or series of topics, even if the providers are unable to grant college credit for the work. At the same time, participants are given the opportunity to develop a network of colleagues.

The institute shall be designed and supervised by an MLS degreed librarian. The Board shall approve each institute at least sixty (60) days in advance of implementation. In order to receive approval, the following shall be submitted: a description of the program, a course outline, course objectives, competencies expected of students participating in the institute, a list of resources to be used, qualifications of the instructor and planned activities. The method of determining successful completion of the institute shall be included.

Each participant shall complete a formal evaluation of the institute. The institute administrator shall provide proof of successful completion of the institute to participants.

The time frame for such institutes is normally two (2) consecutive weeks. Each institute shall require sixty (60) contact hours. Successful completion of one (1) institute shall substitute for one (1) three (3) hour college course toward initial certification for Professional III & IV and all Paraprofessional certificates.

Rev. 03/9/22

APPENDIX B

ANNUAL SUMMATION SCHEDULE

REGIONS	CALENDAR YEAR	DUE DATE
North	Jan. 1 – Dec. 31	January
East	April 1 – March 31	April
West	July 1 – June 30	July
Central	Oct. 1 – Sept. 30	October

KDLA Continuing Education Consultants:

- General email: kdlc.certification@ky.gov
- Alicia.McGrath@ky.gov, 502-564-1727
- Charly.Taylor@ky.gov, 502-564-8371

APPENDIX C

HISTORY OF CERTIFICATION IN KENTUCKY

- 1935** In cooperation with the Kentucky Library Commission, the Legislative Committee and the Library Survey Commission of the Kentucky Library Association work on a certification bill.
- 1938** The Librarian's Certification Bill is introduced in the General Assembly by Senator Leer Buckley of Lexington and by Representative Hugh Porter of Richmond. Governor A. B. Chandler signs the Bill into law. State Board for the Certification of Librarians is established by act of the legislature. The Certification Board issues Prior-Service Life Certificates to eligible professional librarians.
- 1939** KLA President, Lena B. Nofcier, calls the Certification Board for its first ever meeting at the Louisville Public Library.
- 1942** A 16-page *Certification Bulletin* consisting of the law, the rules and regulations, and the scheme of graded certificates (A, B, C, and D) is printed. Year of enforcement when all libraries coming under the Act are expected to have in their employ, persons who hold Certificates of Librarianship.
- 1947** Day-long examinations are held in Frankfort for library assistants who have had experience, but little or no formal library training.
- 1949** Grade A certificate holders are issued Life Certifications upon presenting evidence of at least three years of satisfactory library experience.
- 1972** The General Assembly deletes examinations from the Statutes.
- 1980** Certificates A, B, C, and D are abolished in favor of the Professional certificates.
- The Certification Board adopted the Paraprofessional certificate as a third level of certification.

- 1985** A revised *Kentucky Library Certification and Recertification Manual for Librarians* is adopted by the Certification Board and formally presented at the Annual KLA Fall Conference in Paducah.
- The Certification Board unanimously votes that no certificates will be issued to those over the age of 70.
- 1991** A curriculum of 13 community college library science courses are approved by the Community College Council in 1990 and adopted for implementation by the Certification Board.
- 1992** The *Kentucky Certification and Certification Renewal Manual for Librarians* is printed to include changes in certification regulations.
- 1997** Two joint sessions of public library directors, Field Services Division professional librarians, and the Certification Board meet in Frankfort to discuss concerns.
- 1998** The Certification Board votes to accept 12 recommendations made by the Manual Revision Committee.
- Certification Board receives an Attorney General's opinion regarding certification criteria for part-time and/or full-time employees.
- 2000** Regulations for state certification are amended and a committee begins work on revising the manual.
- 2007** A session to discuss revising the certification manual was presented at the KPLA/KLTRT Annual Conference in Florence.
- Changes to certification criteria are proposed and approved by the Certification Board.
- The certification fee is increased to \$20.
- 2010** Regulations for state certification are amended and the manual is revised.

- 2017** Regulations for 725 KAR 2:070 are amended and this section of the manual is revised. 725KAR 2:060 is submitted for amendments, but, due to public comments, is withdrawn and will be revised at a later date.
- 2021** Regulations for 725 KAR 2:060 and 725 KAR 2:070 are amended and most sections of this manual are revised.
- 2023** KDLA begins using the Online Learning Portal to maintain certification data. It also allows library staff to submit documentation and pay online and track their certification progress.

APPENDIX D

GLOSSARY / ACRONYMS

Accredited college or university – One that qualifies for membership in regional association that accredits colleges and secondary schools.

Accredited library school – One that meets requirements set by ALA for graduate library education programs.

ALA – American Library Association.

Annual Summation of Learning Activities – Form submitted once per year to the KDLA Continuing Education Consultants that summarizes continuing education activities for the given year and calculates the number of CHs accumulated.

Asynchronous training – Training that allows students to access content or learn outside the classroom at their convenience or independent of the instructor.

Board – Kentucky State Board for the Certification of Librarians.

Contact Hour (CH) – Unit of measuring continuing education training with one (1) hour of training equal to one (1) contact hour. Used for learning activities for the purpose of certification renewal.

CEU – See Continuing Education Unit.

CH – See Contact Hour.

Continuing Education Unit (CEU) – A measurement used for learning activities that are offered through accredited institutions, such as universities. One CEU is equivalent to one CH for the purpose of certification renewal.

Editorial process – One (1) or more editors at a publication reviews and approves submitted work.

Educational Contact Hours – A measurement used for an educational activity that

applies extended, in-depth study in the field of library and information science or any job-related field.

Full-time – Working 100 hours or more per month.

Job-related – An area other than library science that is directly related to the applicant’s job duties.

KDLA – Kentucky Department for Libraries and Archives. Agency charged with administration of the certification of public librarians.

Learning activity – A class, institute, seminar, or workshop that is planned, coordinated, administered, and evaluated in terms of learning objectives.

Learning Activity Report (Continuing Education) – Form to be completed after each workshop, class, conference, or other learning activity that summarizes the activity. Completed forms are submitted once a year along with the Annual Summation of Learning Activities to the KDLA Continuing Education Consultants.

Library services – Duties performed to provide library service that require special skills and knowledge to be performed properly. Each library director or designee should determine which jobs done in that library are “library services” jobs. Some examples are cataloging, reference, children’s and adults’ reader services, programming, management, and library technology; however, this list is not inclusive.

Library institute – An in-depth program of study in the field of library and information science provided by an institution of higher education or KDLA. Full description of a Library Institute may be found on page 30 of this manual.

Library work experience – Employment in a library that includes administration, collection development, technical services, public services, or support for public service areas. Positions such as secretarial, custodial, groundskeeping, security, food service, driver, and messenger do not fall under this category.

Part-time – Working less than 100 hours per month.

Presenting – Instructional training that lasts ninety (90) minutes or less.

Professional library association, consortium, council, or board – An organization of library staff and persons interested in libraries. Examples include American Library Association and Kentucky Library Association.

Renewal – Process through which certification is maintained. Certificates must be renewed every five years, and 50, 75, or 100 CHs must be accumulated within the five (5) year period in order to qualify for renewal.

Sponsor – The provider that plans and/or gives a workshop, institute, class, or other continuing education program.

Teaching – Instructional training that lasts more than ninety (90) minutes.

APPENDIX E

FORMS

The following forms will be used during the certification process:

- *Application for Certification of Librarianship*
- *Renewal Application for Certification of Librarianship*
- *Continuing Education Learning Activity Report*
- *Annual Summation of Learning Activities*

These forms are available on KDLA's web site at: <https://kdla.ky.gov/Library-Support/Library-Staff-Development/Pages/Certification.aspx>

APPENDIX F

Approved Guidelines for Determination of Paraprofessional Level of Certification

These guidelines are provided to Kentucky Public Library Directors and other staff appointed by the Directors in order to determine a staff member's appropriate level of Paraprofessional certification.

Paraprofessional I:

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
- 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 whose core job functions may include: the authority to make decisions on library policies or operations without prior approval, create and present programming to adults and children, provide reference service, and select resources for the library collection.

Paraprofessional II:

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.

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:

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:

- Assisting with daily operations of the library
- Providing assistance with reference, programming, classes, events, and collections
- Assisting customers in the use of the library
- Providing circulation services

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, etc.

APPENDIX G

Approved Guidelines for Asynchronous Training Courses

An asynchronous training course is an in-depth study in the field of library and information science or any job-related field of study provided by an institution of higher education, a related association or credible organization, or the Kentucky Department for Libraries and Archives. Its purpose is to provide an opportunity for study of library topics or job-related topics, even if the providers are unable to grant college credit for the work.

A public library staff member seeking initial certification shall provide proof of successful completion of the asynchronous training course to the staff of the Kentucky Department for Libraries and Archives.

Each asynchronous course shall be at least ten (10) hours in length. The average asynchronous course lasts twenty (20) hours.

Possible Sources of Asynchronous Training Courses:

This is not an all-inclusive list of all possible sources of asynchronous trainings. **Sources OTHER THAN THOSE LISTED BELOW will require prior approval from the Department for Libraries and Archives. Use the [Asynchronous Course Provider Approval Form](#) to request approval for sources.**

American Library Association (ALA) – courses from ALA and its divisions (ALSC, PLA, etc.) will be approved

- [ALA eLearning](#)
- [ALA Divisions](#)

[American Association for State and Local History](#)

[Amigos](#)

[Coursera](#)

[ed2go](#) – ed2go is approved regardless of the institution (KCTCS, ECU, etc.) offering the courses.

[edX](#)

[Employers Resource Association](#)

[Emporia State University](#)

[Gale Courses](#)

[Infopeople](#)

[Library Journal](#)

[Library Juice Academy](#)

[LinkedIn Learning](#)

[MindEdge](#)

[Northern Kentucky University](#)

[OpenLearn](#)

[San Jose iSchool Open Classes](#)

[Society for Human Resource Management](#)

[TechSoup](#)

[Treehouse](#)

[Udemy](#)

[Universal Class](#)

[University of Wisconsin-Madison](#)

APPENDIX H

Requesting Approval of Job-Related College Coursework

Library staff may request that job-related (i.e., non-library science) college coursework be used toward initial certification requirements. These courses may be used for any certificates *except* the Professional I and II.

The courses must be relatively recent, i.e., completed within about the last 15 years; computer, technology, and language courses should have been completed within about the last 7 years.

Multiple courses in the same subject area generally will not be approved unless the staff member has very specific job duties.

Instructions for requesting approval:

- The staff member and supervisor or director should meet, review the staff member's transcript/s, and choose courses that are directly related to the staff member's current job.
- Email a list of the courses, a short description of how each course is job-related, and a copy of the transcript/s to KDLA.Certification@ky.gov.