Annual Summation Process Overview

LEARNING ACTIVITY REPORTS

- After completing a CE activity, fill out a [Learning Activity Report](#) (LAR).
- Attach any documentation (certificate, transcript, etc.) to the LAR.
- If the activity was a webinar, check the appropriate box for Live or Archived.
- At the bottom of the LAR, provide a brief description of what you learned and how it relates to your job.
- Sign and date the LAR.

ANNUAL SUMMATIONS

- Once per year, all certified employees should submit an [Annual Summation of Learning Activities](#) according to the following schedule:

REGIONS	CALENDAR YEAR	DUE DATE
North East	Jan. 1 – Dec. 31	January
North Central	March 1 – Feb. 28	March
South East	May 1 – April 30	May
West	Sept. 1 – Aug. 31	September
South Central	Nov. 1 – Oct. 31	November

- On the Annual Summation form, list all CE activities completed during the calendar year that corresponds to your region.
- Sign and date the Annual Summation.
- Submit the Annual Summation, LARs, and supporting documentation.
  - Paperwork may be uploaded to our [Online Learning Portal](#), mailed to the address on the Summation, or emailed to KDLA.Certification@ky.gov.
  - You may also submit via Google Docs or Dropbox but ==*must contact us prior to using either of these methods*==.
- A KDLA CE Consultant will approve and sign your Summation. A PDF version will be emailed to your library's director. The original will be kept on file at KDLA.
- Please keep copies of any documents you submit.
  - Any LARs and supporting documents you send will be discarded after three months unless you specifically request that they be returned to you.

- If you have any questions, contact the KDLA CE Consultants via e-mail at
  KDLA.Certification@ky.gov

Additional information regarding the certification process may be found on our website.