

Kentucky State Board for the Certification of Librarians

CERTIFICATION MANUAL 2017

October 1, 2017



**Kentucky Department for
Libraries and Archives**

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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 171.230-300

171.230 Application of KRS 171.240 to 171.300

The provisions of KRS 171.240 to 171.300 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 librarians 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.
- (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 may adopt rules and regulations for its own

government and for carrying out the purposes of KRS 171.230 to 171.300.

- (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 171.300 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 171.300 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 171.300.

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.

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.

171.990 Penalties.

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 regulation as established by the board for certification

- (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

Certification of Public Librarians

725 KAR 2:060

RELATES TO: KRS 171.250, 171.260, 171.270

STATUTORY AUTHORITY: KRS 171.250(2), 171.260, 171.270

NECESSITY, FUNCTION, AND CONFORMITY: KRS 171.260 requires certification of public librarians and other full-time employees. KRS 171.250(2) 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) "Board" means the Kentucky State Board for the Certification of Librarians.
- (3) "Full-time" means working more than 100 hours per month.
- (4) "Library information services" means duties performed by library employees that require special skills and knowledge to be performed properly.
- (5) "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, driver, and messenger duties.

Section 2. Required Certification by Public Library Position.

- (1) A library director serving a population of more than 15,000 shall hold or obtain a professional certificate.
- (2) A library director serving a population of 15,000 or less shall hold or obtain at least the paraprofessional certificate.

- (3) An assistant director, bookmobile librarian, branch head, or department head shall hold or obtain at least the paraprofessional certificate.
- (4) Any other full-time position providing library information services, as assigned by local library personnel, shall hold or obtain the library experience certificate.

Section 3. Types of Certificates.

- (1) A Professional Certificate I 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 Certificate II 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 Certificate III shall be:
 - (a) Awarded if the applicant has obtained the following requirements before July 1, 2011:
 - 1. A bachelor's degree with at least twenty-one (21) hours in library science; or
 - 2. A master's degree with at least twelve (12) hours in library science; and
 - (b) Valid for five (5) years.
- (4) A Professional Certificate IV shall be:
 - (a) Awarded if the applicant passed the library certification examination before July 1, 1980; and
 - (b) Valid for five (5) years.
- (5) A paraprofessional certificate shall be:
 - (a) Awarded if the applicant has completed or obtained:
 - 1. a. Sixty (60) hours of college training, including at least twelve (12) hours in library science; and
 - b. Two (2) years of full-time work experience;

2.
 - a. A high school diploma or GED;
 - b. At least fifteen (15) hours in library science; and
 - c. Five (5) years of full-time library work experience;
 3. A bachelor's degree with at least twelve (12) hours in library science; or
 4. A master's degree with at least six (6) hours in library science; and
- (b) Valid for five (5) years.

(6) A library experience certificate shall be:

(a) Awarded if the applicant has completed or obtained:

1. A high school diploma or GED; and
2.
 - a. Twelve (12) hours of library science;
 - b. Nine (9) hours of library science and three (3) hours in a related field of study;
 - c. Six (6) hours in library science and ten (10) years of full-time library work experience; or
 - d. A bachelor's degree and six (6) hours in library science; and

(b) Valid for five (5) years.

(7) A professional, paraprofessional or library experience certificate shall be renewed according to 725 KAR 2:070.

(8) 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; and
- (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 credits from courses offered by:

- (a) Graduate schools accredited by the Committee on Accreditation of the American Library Association and these 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 courses shall be approved for all types of certificates;

- (c) Accredited colleges that offer individual library and information science courses and these courses shall be approved for Professional III, Paraprofessional and Library Experience certificates; or
- (d) Community and technical colleges that offer library or information science courses and these courses shall be approved for Professional III, paraprofessional and library experience certificates.

(3) As an alternative source of education for the paraprofessional or the library experience certificate, 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 level library and Information science course and shall be substituted once.

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, paraprofessional or library experience 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; and
- (b) Application for Certification of Librarianship, December 15, 2008.

(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 40602-0537, Monday through Friday, 8 a.m. to 4:30 p.m.

KENTUCKY ADMINISTRATIVE REGULATIONS

Certification Renewal of Public Librarians 725 KAR 2:070

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 information 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 serving a population of more than 15,000 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 library director serving a population of 15,000 or less shall renew at least the paraprofessional certificate every five (5) years. Seventy-five (75) contact hours of continuing education shall be accumulated within the five (5) year period.

(3) An assistant director, bookmobile or outreach staff, branch head, or department head shall renew at least the paraprofessional certificate every five (5) years. Seventy-five (75) contact hours of continuing education shall be accumulated within the five (5) year period.

(4) Any other full-time position providing library information services, as assigned by local library personnel, shall renew the library experience 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 Certificate I;
- (2) Professional Certificate II;
- (3) Professional Certificate III;
- (4) Professional Certificate IV;
- (5) Paraprofessional Certificate; or
- (6) Library Experience 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 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", March 1, 2017.

(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 40602-0537, Monday through Friday, 9 a.m. to 4 p.m.

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 universities 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

- ➔ Duties of Regional Librarians

- Provide continuing education workshops and programs for individual libraries, trustees, and the region as a whole
- In the absence of the Continuing Education Consultant, validate Annual Summations for public library staff each year
- Field questions regarding the certification process

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
Frankfort, Kentucky 40602-0537

WHO NEEDS TO BE CERTIFIED?

- Library Directors (full-time or part-time)
- Assistant Directors (full-time or part-time)
- Bookmobile Librarians (full-time or part-time)
- Branch Heads (full-time or part-time)
- Department Heads (full-time or part-time)
- All other full-time employees who provide library information service (note: full-time means working more than 100 hours per month).

When to get certified:

- When one is a new library information 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 information 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 staff to fulfill the qualifications needed to obtain the appropriate certificate.

NOTE:

- All levels of certification require college coursework in the field of Library Science. In the case of the Library Experience Certificate, one three-hour class in a related field of study may be substituted for one three-hour Library Science course. This class must be directly related to the individual's job. If there is any uncertainty, check with your Regional Librarian or Continuing Education Consultant before enrolling in a class.
- Certificates are valid for five years. Upon expiration, the certificate must be renewed. See page 22 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 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	Master's degree in Library Science from an ALA accredited library school
	OR staff meeting the requirements	
Professional II	Library Director serving a population of more than 15,000	Master's degree in Library Science from a school that is not ALA accredited; Master's degree and 15 graduate hours in Library Science
	OR staff meeting the requirements	
Professional III	Library Director serving a population of more than 15,000	Bachelor's degree with at least 21 hours in Library Science; Master's degree with at least 12 hours of Library Science Awarded before July 1, 2011
	OR staff meeting the requirements	
Professional IV	Library Director serving a population of more than 15,000	Applicant passes the Library Certification examination before July 1, 1980
Paraprofessional	Library Director serving a population of 15,000 or less.	Sixty hours of college training, including at least 12 hours in Library Science, and 2 years of full-time library work experience; High school diploma or GED, at least 15 hours in Library Science, and 5 years of full-time library work experience;
	Assistant Director	
	Bookmobile Librarian	
	Branch Head	
	Department Head	OR

		<p>Bachelor's degree with at least 12 hours in Library Science;</p> <p>OR</p> <p>Master's degree with at least 6 hours in Library Science.</p>
Library Experience	All other full-time positions providing library information service	<p>High school diploma or GED, and at least 12 hours in Library Science;</p> <p>OR</p> <p>9 hours in Library Science, and 3 hours in a related field of study;</p> <p>OR</p> <p>6 hours in Library Science, and 10 years of full-time library work experience;</p> <p>OR</p> <p>Bachelor's degree, and 6 hours in Library Science.</p>
Temporary	<p>This certificate provides a grace period to allow employees time to obtain the appropriate certification.</p> <p>It is NOT renewable.</p>	<p>Applicant does not meet requirements for any other certificate.</p> <p>GOOD FOR FIVE (5) YEARS ONLY</p>

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

LIBRARY EXPERIENCE CERTIFICATE

12 hours in Library Science

OR

9 hours in Library Science
AND
3 hours in a job related field of study

OR

6 hours in Library Science
AND
10 years full-time library work experience

OR

Bachelor's degree
AND
6 hours in Library Science

PARAPROFESSIONAL CERTIFICATE

15 hours in Library Science
AND
5 years full-time library work experience

OR

60 college hours
(including 12 hours in Library Science)
AND
2 years of full-time library work experience

OR

Bachelor's degree
AND
12 hours in Library Science

OR

Master's degree
AND
6 hours in Library Science

PROFESSIONAL CERTIFICATE

Professional I

Master's degree in Library Science
(ALA accredited)

Professional II

Master's degree in Library Science
(Non-ALA accredited)
OR
Master's degree and 15 graduate hours in Library Science

Professional III

Before July 1, 2011

Bachelor's degree AND
21 hours in Library Science
OR
Master's degree AND 12 hours in Library Science

HOW TO APPLY FOR CERTIFICATION

- STEP ONE** Locate form Application for Certification of Librarianship. Refer to Appendix E of this manual or on KDLA's web site at <http://kdla.ky.gov/librarians/staffdevelopment/Documents/initial.pdf>.
- STEP TWO** Complete this form.
- STEP THREE** Attach documentation that verifies completion of educational requirements. These may be transcripts for college hours and/or completion of the Library Institute.
- STEP FOUR** Make check or money order for \$20.00 payable to the State Board for the Certification of Librarians.
- STEP FIVE** 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
Frankfort, Kentucky 40602-0537

CHECKLIST

Complete renewal application

Transcripts and/or certification verifying completion of education

Check or money order for \$20.00

- STEP SIX** If you do not receive your certificate within 60 days, contact the KDLA Continuing Education Consultant(s).

CERTIFICATION RENEWAL PROCESS

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	75 CH
Library Experience	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 may not be carried over to the next renewal period.

A list of learning activities that will earn Contact Hours may be found on page 25 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 your Regional Librarian or the Continuing Education Consultant before completing the learning activity form.

HOW TO COMPLETE YOUR ANNUAL SUMMATION AND LEARNING ACTIVITY REPORTS

STEP ONE Locate form Continuing Education Learning Activity Report. Refer to Appendix E of this manual or on KDLA's web site at <http://kdla.ky.gov/librarians/staffdevelopment/Documents/Learning%20Activity%20Report.pdf>.

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 form Annual Summation of Learning Activities. Refer to Appendix E of this manual or on KDLA's web site at <http://kdla.ky.gov/librarians/staffdevelopment/Documents/annualce.pdf>.

STEP FOUR Each year, complete the Annual Summation, attach Learning Activity Reports and supporting documentation, and send to the designated KDLA Continuing Education Consultant. See Appendix B for schedule.

STEP FIVE The designated KDLA Continuing Education Consultant will validate items on your Annual Summation, and return a copy of your Annual Summation to you.

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 form Renewal Application for Certificate of Librarianship. Refer to Appendix A of this manual or KDLA's web site at <http://kdla.ky.gov/librarians/staffdevelopment/Documents/renewal.pdf>.
- STEP TWO** At the time of your certification renewal, complete this form. Do not attach Annual Summations or Continuing Education Learning Activity Reports.
- STEP THREE** Make check or money order for \$20.00 payable to the State Board for the Certification of Librarians.
- STEP FOUR** 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
Frankfort, Kentucky 40602-0537

<p style="text-align: center;">CHECKLIST</p> <p>Complete renewal application</p> <p>Check or money order for \$20.00</p>

- STEP FIVE** If you do not receive your certificate within 60 days, contact the designated KDLA Continuing Education Consultant.

CERTIFICATION CONTACT HOURS CONVERSION CHART

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 10-12 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

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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 forty-five (45) contact hours. Successful completion of one (1) institute shall substitute for one three (3) hour college course toward initial Paraprofessional and Library Experience Certificates. Participation in one or more institutes shall earn Contact Hours on all certification levels.

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APPENDIX B

ANNUAL SUMMATION SCHEDULE

REGIONS	CALENDAR YEAR	DUE DATE
Regions 1 & 2	July 1 – June 30	July
Regions 3 & 4	Oct. 1 – Sept. 30	October
Regions 5 & 6	Jan. 1 – Dec. 31	January
Regions 7 & 8	April 1 – March 31	April

Designated KDLA Continuing Education Consultants:

- Region 1 – Alicia.McGrath@ky.gov, 502-564-1727
- Region 2 – Charly.Taylor@ky.gov, 502-564-8371
- Region 3 – Valerie.Edgeworth@ky.gov, 502-564-1719
- Region 4 – Charly.Taylor@ky.gov, 502-564-8371
- Region 5 – Alicia.McGrath@ky.gov, 502-564-1727
- Region 6 – Valerie.Edgeworth@ky.gov, 502-564-1719
- Region 7 – Valerie.Edgeworth@ky.gov, 502-564-1719
- Region 8 – 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.

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 designated contact which summarizes continuing education activities for the given year and calculates the number of CHs accumulated.

Board Kentucky State Board for the Certification of Librarians.

Contact Hour (CH) Unit of measurement used for learning activities for the purpose of certification renewal.

CEU See Continuing Education Unit.

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

CH Contact hour.

Full-time Employed in a library more than 100 hours per month.

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 which summarizes the activity. Completed forms are submitted once a year along with the Annual Summation of Learning Activities to the KDLA designated contact.

Library information services Duties performed to provide library service that require special skills and knowledge. Each library board should determine which jobs done in that library are “library information 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 28 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 Employed in a library fewer than 100 hours per month. For the Library Experience and Paraprofessional Certificates, years of part-time library work experience are calculated on a prorated basis.

Professional library association An organization of librarians and persons interested in libraries. Examples include American Library Association and Kentucky Library Association.

Related field of study Area of study other than Library Science. For the Library Experience Certificate, one 3-hour course in a related field of study may be substituted for one 3-hour Library Science course. This course must be directly related to the applicant’s job duties.

Renewal Process through which certification is maintained. Certificates must be renewed every five years, and 50 to 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.

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*

The forms in the manual may be reproduced. These forms are also available on KDLA's web site at

<http://kdla.ky.gov/librarians/staffdevelopment/Pages/CertificationForms.aspx>.