

## 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](#) form according to the following 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

- 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, Learning Activity Reports, and supporting documentation.
  - Paperwork may be mailed to the address listed on the Annual Summation or emailed to [KDLA.Certification@ky.gov](mailto: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 Annual Summation. A PDF version will be emailed to your library's director. The original copy 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](mailto:KDLA.Certification@ky.gov) or via phone at one of the following numbers:
  - Alicia McGrath – (502) 564-1727
  - Charly Taylor – (502) 564-8371

Additional information regarding the Certification process may be found here: <https://kdl.ky.gov/librarians/staffdevelopment/Pages/certification.aspx>