Continuing Education Consultants
Kentucky Dept. for Libraries & Archives
HOW PEOPLE THINK WE ARE...
HOW WE REALLY ARE!
WHY CERTIFICATION?

- Improved service
- Recognizing achievement
- Help us help you
- Hiring guidelines
- Development of skills
- Improved public image
WHO MUST BE CERTIFIED?

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

- Optional but encouraged for other part-time staff
WHO DOES WHAT?

Certification Board
- Reviews questions/appeals
- Approves classes
- Approves extensions

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

Regional Librarians
- Provide CE opportunities
- Help answer questions
TYPES OF CERTIFICATES

Professional I  Professional II
Professional III  Paraprofessional
Library Experience  Temporary

Protip: Outreach staff are included here!
INITIAL CERTIFICATION

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

Protip: Review your application with your Director before sending!
LEARNING ACTIVITY REPORT

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

Protip: Complete LAR after activity; print/save documentation.
What is appropriate documentation?
- Follow-up email, agenda, conference log
- Email from CE Consultant
- Grade report for college classes

What is not?
- PowerPoint slides
- Receipt for registration/hotel
- Registration information

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

- Turn one in every year
  - Only turn it in once per year
- Sign and date it
- Send by email or snail mail
- We keep the original, email back a copy
- Look for comments at the bottom

Protip: Don’t wait 5 years to turn in your AS.
Complete the entire form
Sign it
Send $20.00 check/money order
Do not send copies of AS or LAR
  Keep those in your files
When should you renew?
  1-2 months before your certificate expires

Protip: Renew once you have your required hours – don’t wait!
WHAT ACTIVITIES COUNT?

- College courses
- Workshop/conference attendance
- Holding library association office
- Writing/editing books/articles
- Presenting
- Teaching
- Public Library Institute

See pages 11-12 of Manual for full list

Protip: A class or webinar may only be counted once.
What’s it worth?

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

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

Protip: Don’t assume a large activity will count - please ask first!
THE EXPIRATION PROCESS

Prior to expiration:
- 3-month warning email → Regional librarian
- 1-month warning email → Library staff

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

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

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CE Events Calendar

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