

CERTIFICATION MADE SIMPLE

NEED TO KNOW INFO ABOUT
LIBRARIAN CERTIFICATION

Hi, my name is Cheri Harris



ROADMAP

- Certification – 20 mins
- Continuing Education:
 - LEU Requirements & Getting LEU Programming Approved – 10 mins
 - The Audit Process – 10 mins
 - Finding LEU Programming – 10 mins
- Q & A – 10 mins

CERTIFICATION

WHAT YOU NEED TO
KNOW

WHO NEEDS TO BE CERTIFIED?

- All Directors, Branch & Department Heads, and Professional Assistants*
- Anyone who spends at least 50% of time on professional librarian activities.
- What are “professional librarian activities?”
 - Examples include cataloging, copy cataloging, collection development, reader’s advisory, children’s or teen services
 - Certification NOT required for archivists, clerical staff, bookkeepers, clerks, pages, HR, IT, PR, etc.

REQUIRED CERTIFICATION LEVEL BY LIBRARY SIZE & JOB CLASSIFICATION

Library District Population	Director	Branch or Department Head	Professional Assistant
Class A (40,000 or more)	LC 1	LC 4	LC 5
Class B (10,001 to 39,999)	LC 2	LC 5	LC 6
Class C (3,001 to 10,000)	LC 4	LC 6	LC 6
Class C (3,000 or less)	LC 7		

CERTIFICATES REQUIRING AN MLS: LC 1, LC 2, AND LC 3

Level	Education	Experience
LC 1	MLS +	10 years professional experience OR 6 years professional experience that includes 3 years administrative experience (i.e. director or supervising 2 people who have MLS)
LC 2	MLS +	3 years of professional library experience
LC 3	MLS	

LC 4 AND LC 5

Level	Education	Experience
LC 4	BA +	15 hours of college level Library Science credit, taken before, during or after BA. Courses must cover each of the following 5 topics: <input type="checkbox"/> Collection Development <input type="checkbox"/> Reference and Information Sources <input type="checkbox"/> Library Management and Administration <input type="checkbox"/> Cataloging and Organization of Materials <input type="checkbox"/> Children's Services
LC 5*	60 hours of college credit +	9 hours of college level Library Science credit Courses must cover any 3 of the 5 topics listed above

LC 6 AND LC 7

Level	Education	Experience
LC 6*	HS/GED/equivalent +	3 years of library experience OR 9 hours of college level Library Science credit (any 3 courses)
LC 7*	HS/GED/equivalent +	3 years of library experience OR 9 hours of college level Library Science credit (any 3 courses) PLUS Each of the first 3 years of employment must take 10 hours of ISL training for library administrators

WHAT ARE ADMINISTRATIVE LEUS?

Workshop	When	Format	Length	Presented By	How to Register	LEUs
New Director's Workshop	August each year	Must attend in person	8 a.m. to 3:45 p.m.	Multiple presenters	By invitation	7 General LEUs
Annual Bookkeeping & Annual Report Workshop	Nov/Dec each year	Offered 2x, choose webinar or in person	2 hrs. in AM + 2 hrs. in PM	State Board of Accounts and LDO	Online Event Calendar	4 General LEUs
Annual Budget Workshop & Legislative Update	June each year	Offered 2x, choose webinar or in person	2 hrs. in AM + 2 hrs. in PM	DLGF and State Board of Accounts	Online Event Calendar	4 General LEUs

WHEN TO GET INITIAL CERTIFICATE

When you start a new library position that requires certification, there is a 6 month grace period during which you aren't required to be certified.

- Grace period is required (enforced) before I can issue 1st temporary permit.
- It's optional for 5 year certificates (you don't have to wait).

TIME FRAME FOR RENEWING 5 YEAR CERTIFICATE

Librarian certificates are issued and expire on a quarterly schedule.

	Certificate Expires	Renew Between
Quarter 1	March 31, 2018	January 1 – March 31, 2018
Quarter 2	June 30, 2018	April 1 – June 30, 2018
Quarter 3	September 30, 2018	July 1 – September 30, 2018
Quarter 4	December 31, 2018	October 1 – December 31, 2018

TRANSCRIPTS: WHEN TO SEND?

- FOR LC 1, 2, & 3: only need MLS Transcript
- FOR LC 4: need transcript for bachelor's degree + library science classes
- FOR LC 5: need transcript showing 60 hours of college courses + library science classes

TRANSCRIPTS: WHEN NOT TO SEND?

- **You don't need to send a new transcript with each application.**

Exception: send if you've completed additional course work that impacts your certification eligibility.

- **You don't need to send a college transcript with LC 6 or LC 7 application.**

Include information about your high school completion. (See below.)

- **We don't ask for high school transcripts.**

List name of high school, type of completion (HS diploma, GED, other equivalency) and dates on the application if you are applying for an LC 6 or LC 7.

TRANSCRIPTS: MUST BE OFFICIAL

Official transcripts can be transmitted to us one of 3 ways:

1. You obtain the transcript and convey it to us **still enclosed in its original, unopened envelope.**
2. The transcripts may be mailed directly from the school, to my attention.
3. The transcript may be sent electronically, directly from the school to this e-mail address: StatewideServices@library.in.gov.

TIME FOR YOUR QUESTIONS ON CERTIFICATION?

CONTINUING EDUCATION

LEU/TLEU REQUIREMENTS- WHAT YOU
NEED TO KNOW

LEU REQUIREMENTS FOR 5-YEAR CERTIFICATES

Director Specialist 1, 2, 3	100 LEUs	20 TLEUs- if certificate issued after 1/1/17* 10 TLEUs- if certificate issued before 1/1/17
Department or Branch Head Specialist 4, 5	75 LEUs	20 TLEUs- if certificate issued after 1/1/17* 10 TLEUs- if certificate issued before 1/1/17
Professional Assistant	50 LEUs	20 TLEUs- if certificate issued after 1/1/17* 10 TLEUs- if certificate issued before 1/1/17

10 LEUS TO RENEW TEMPORARY PERMIT

After 1/1/2018, to renew a temporary permit you must:

- Submit proof of taking 10 LEUs +
- Include a statement of your progress toward meeting the 5-year certificate requirements

NONTRADITIONAL LEU OPTIONS*



NONTRADITIONAL LEU OPTIONS

1. Non-library related subjects

- Topics important to library programming, services, or operations
- Examples: yoga, wellness, foreign language, sign language
- Up to **10 LEUs** per 5-year certificate period

2. External professional committee work

- Serving on a committee of a national, state, or local professional organization
- Up to **5 LEUs** per 5 year certificate period

MORE OPTIONS FOR LEUS

3. Present an LEU program

- Develop and deliver an approved LEU course for conferences or staff in-service trainings
- Up to **5 LEUs** per 5-year certificate period

4. Write an article

- Research, write, and publish a library-related article in a peer reviewed journal
- Up to **5 LEUs** per 5-year certificate period

ONE MORE OPTION FOR LEUS

- Attend a professional roundtable
 - Only allowed for 5-year certificate holders
 - **One** per round table, up to **10 LEUs** per 5-year certificate period

YOU KEEP TRACK, WE DO NOT

Recently I've been getting a lot of questions from people wanting to know how many LEUs they have earned. We do not keep that information. You are responsible for documenting your professional development.

Type	Description	ISL Preapproval Required?	Caps or limits	Documentation or Proof
College Library Science Courses	1 semester hour or credit = 15 LEUs	No	Limited to 5 year certificate holders, but No cap	School transcript or certificate
Library Association Conferences (or specialist-subject related conferences)	Local, state, national conferences for librarians 1 hour = 1 LEU	Not required <u>unless</u> organization is not on Preapproved Providers list	No cap	In-state conferences issue LEU certificates. Out-of-state conferences - you fill out Indiana Librarian Conference form from our website & write synopsis of sessions attended. Keep registration, confirmation, & conference program with the completed form.
Non-library related	Subjects of importance to library programming, services, or operations, 1 hour = 1 LEU	Yes. Required <u>unless</u> provider is already on Preapproved Provider list	Capped at 10	Approved provider will issue LEU certificates.
External professional committee work	Serving on a professional association committee or as officer, 1 hour = 1 LEU	No	Capped at 5	Get LEU certificate from committee or an officer of the organization or use meeting minutes to document attendance.
Develop & deliver course or workshop approved for LEUs or TLEUs	For conference, in-service, or other training for library professionals 1 hour program = 1 LEU or TLEU	No	Capped at 5	Program agenda & LEU approval letter
Research, write & publish library related article	Must appear in peer reviewed journal 2 or more page article = 5 LEUs	No	Capped at 5	Copy of article or link if on-line
Attend professional roundtable meeting	1 LEU per roundtable	No	Limited to 5 year certificate holders & Capped at 10	LEU Certificate from host library
Webinars – live or archived and Virtual Conferences	1 hour = 1 LEU	Yes. Required <u>unless</u> provider is already on Preapproved Provider list	No cap on library related programs	Live – provider usually issues certificate. If not, designated library proctor (administrator or HR) must create & award in house LEU certificate. Certificates for CEUs, contact hours or CPDUs count for LEUs.

GETTING LEU PROGRAMS APPROVED

LEU APPROVAL

- Submit an application. The form is on our website [here](#).
- Include all of the information requested.
 - An agenda or outline and a short description of the program that includes the length of time it will take.
 - The name, job title, and a short biography (3 sentences is good) of each presenter.
 - You may submit a resume if you have it.
 - I prefer a short description that focuses on education or work experience that qualifies the presenter to present on this topic.
- Plan ahead to **allow 30 days for approval.**

QUESTIONS ON GETTING LEU PROGRAMS APPROVED?




THE AUDIT PROCESS

WHAT IS A RANDOM LEU AUDIT AND
HOW DO I PASS IT?



THE RANDOM AUDIT PROCESS

1. You are required to keep your LEU certificates for 90 days after your certificate expires.
 2. Every quarter the Professional Licensing Agency randomly selects 10% of the renewals from the previous quarter to be audited.
 3. If audited, you get a letter from PLA telling you to send proof of your LEUs to me.
- 

WHAT I DO WHEN I GET YOUR CERTIFICATES

- Make sure they all fall within the dates of your most recently expired certificate
- Divide them in to two piles:
 - Preapproved (“blanket”) providers: these count, nothing more to do.
 - All other providers: not automatically eligible for LEUs, so I verify that the specific provider & course was approved by ISL (and that approval was in effect when you took the course). If I can verify approval, I count it.

SANCTIONS FOR FAILING TO COMPLY

Individuals who can't produce evidence of having earned the required number of LEUs are subject to discipline under IC 36-12-11.

TIPS FOR SURVIVING A RANDOM AUDIT

Best Practice: Go above and beyond

Take extra LEUs – about 10% over what you need is a really good idea! Makes all the difference in the world.

QUESTIONS ON THE RANDOM AUDIT PROCESS?



FINDING LEU PROGRAMMING

ESPECIALLY FREE PROGRAMMING!

CHECK OUR WEBSITE

1. Go to our [calendar](#) to find our programs.
2. Go to our website page, across the top click on Find Training, then choose [Upcoming Free Training](#).
3. Visit our [Preapproved Provider List](#) and find organizations of interest. See what they are offering in the way of live or archived webinars.
4. Check out [Lynda.com](#).

TIME FOR QUESTIONS

WHAT QUESTIONS DO YOU HAVE ABOUT CERTIFICATION OR LEUS?

Cheri Harris

Certification Program Director &
Legal Consultant

~

Indiana State Library

140 N. Senate Avenue
Indianapolis, IN 46204-2296
Phone: 317.234.6217
Toll free: 800.451.6028
Email: ChHarris@library.IN.gov

HIT ME UP WITH
YOUR QUESTIONS

