

FAQs for “Certification Made Simple” Webinar

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CERTIFICATION QUESTIONS

Most information about librarian certification can be found on our website [here](#).

Q: Who needs to be certified and when?

A: Anyone who performs professional librarian activities at least 50% of the time should apply for certification in the first 6 months of holding a position that requires certification.

Q: What application should I use?

A: There is only one application. You can find it on our website [here](#).

Q: Why the wait for a first temporary permit?

A: Our rules say: “Regardless of the date of [your application], the effective date of the first temporary permit shall be the date six months after first assuming the duties of the covered position.” 509 IAC 5-3-2.

Q: Can you give us any tips for filling out the application?

A: The most common mistakes could probably be avoided by looking over the application one time before putting it in the envelope.

1. Most common - forgetting to sign the application. We need your signature b/c it serves as verification of the information, so when that happens we send it back.
2. Next most common – forgetting to check any of the little boxes. You fill it out on line then print it out to mail but forget to go back and check the boxes.
3. People don’t always pay attention to the requirement of an “official” transcript.

Q: Should I get a 5-year certificate or a temporary?

A: You are really only eligible for one or the other so there isn't really a choice to make. If you currently meet the requirements for your position get a 5 year certificate. If you have started a new position and you don't yet meet the requirements get a temporary.

Q: Who can renew on-line?

A: You are NOT eligible to renew online if you fall into one or more of the following categories:

- You have changed job classification (e.g., from Professional Assistant to Department Head),
- You are upgrading your certification level (e.g., from LC3 to LC2), or
- You are renewing a Temporary certificate.

Q: Where do I go to renew on-line?

A: Renew your certificate on line at <https://mylicense.in.gov/egov/>. Find more information about how to do it at <http://continuinged.isl.in.gov/certification/renewals-audits-leu-participation/>

Q: Should "everyone" get certification if they can?

A: This depends. It might make sense for a person who hopes for a promotion that would involve more professional librarian activities and who wants a career in library work, to get a certificate even if it is not required by the person's current position. For some working at a library is just a temporary stop and they are unlikely to be doing any professional librarian work now or in the future, it makes less sense. Another consideration for the employee who is not currently engaged in professional librarian activities is whether the employer will allow time to earn LEUs? LEU requirements apply to everyone who is certified regardless of whether they certified voluntarily.

Q: How do college credits affect the certification?

A. If a person has an LC 6 and goes back to school to get an Associate's degree, that opens the door to getting an LC 5 (though the person will also need 3 college Level Library Science Courses). A person who recently completed a Bachelor's degree now has the door open to getting an LC 4 (though the person will also need 5 college level Library Science Courses). If a person already has a 5 year certificate, the person might be able to count newly earned college credit as LEUs.

Q: What is the date by when I need to have my certification renewed?

A: Certification is operated on a quarterly system. You can send it any time during the quarter. I suggest sending it in at least a few weeks before the expiration date.

Q: Are LEU's good from one library job to another?

A: You don't forfeit LEUs when you switch employers. If your job change includes a promotion to a different job classification, you may need to start earning more LEUs. The one time you "give up" LEUs is when you upgrade your certificate. So if your switch requires an upgrade you will need to start over earning LEUs during the period of your new certificate.

Q: **Are we notified when our certification is about to expire?**

A: We make every effort to notify you as a courtesy. But if you moved without updating us, the notice we send may not reach you. If your renewal notice is returned in the mail I scan it and try to send it via email, but if you haven't updated us on your change of address what are the odds that you notified us of a change in email address? Ultimately you are responsible for renewing your certificate on time whether you get a notice from us or not. The expiration date is listed on your certificate. Mark it in your calendar and give yourself a reminder a month or so in advance.

Q: **Can a school librarian also be certified as a public librarian?**

A: Yes, a school librarian may opt to get a voluntary certificate from us, but is not required to do so.

Q: **When do we start renewal if our current certificate expires 3/31/18 and already have more than enough LEUs?**

A: After January 1 (the beginning of the quarter that ends on the expiration date of 3/31/18).

QUESTIONS ABOUT RENEWING TEMPORARY PERMITS (AFTER 1/1/2018)

Q: **What do I need to submit when I renew a temporary permit?**

A: Anyone renewing a temporary permit after January 1, 2018, must submit each of the following items:

1. A completed application form. The correct form can be found on our website [here](#).
2. A personal check or money order in the amount of \$10.00.
3. A statement of the progress you have made toward earning the credentials required for your 5 year certificate.
4. Proof that you have taken at least 10 LEUs. (If you have taken more send them in, not to exceed 20 LEUs.)

Q: **I'm confused. The ISL says not to send LEU documentation unless we are contacted for a random audit, but now you want our documentation? Which is it?**

A: It is true that those who hold a 5 year certificate should not send LEU documentation to the ISL except during a random audit. But there is no random audit provision for temporary permit holders. As of January 1, 2017, changes to our certification rules require an application to renew a temporary permit include "proof of the employee having completed ten (10) LEUs." So if you

are renewing a temporary permit that was issued after January 1, 2017, you now need to include LEU certificates showing that you have earned at least 10 LEUs.

Q: What should I include in my statement of progress when I renew my temporary permit?

A: It can be simple. I suggest you include your name and title it "Statement of Progress" so I will know what it is. I also suggest you list the 5 year certificate that you are working toward, the requirements you have already met, and your plan for completing any remaining requirements. I have provided some samples of acceptable statements below, keep in mind they are just examples. You will need to personalize them to be true for you:

- a. Statement of progress for Jane Doe: I finished my bachelor's degree in December 2016, but I still need to take two more library science courses to be eligible for an **LC 4**. I have already taken LIS S501, S502, and S503. I will take LIS S571 (Materials for Youth) this spring and LIS S551 (Library Management) next fall to complete the LC 4 requirements before my temporary expires a year from now.
- b. John Doe's Statement of progress: I completed two of the three courses required for an **LC 5** by taking a Reference course and Library Management from Ivy Tech. I have registered to take my third course, Collections, from University of Wisconsin's Continuing Education program this spring.
- c. Statement of progress: My name Jordan Doe. I have two years of library work experience. By the time my next temporary expires I will have the three years of library experience required to get an **LC 6**.
- d. My Progress toward Earning the **LC 7**: My name is Jamie Doe and I am the director of X Public Library. I have a high school diploma and 2 years of library work experience. In 2016, I attended the New Director Workshop at ISL and the Annual Bookkeeping & Annual Report Workshop by webinar resulting in 11 administrative LEUs from ISL in my first year in this position. I will continue to take at least 10 hours of ISL workshops aimed at administrators each of the next 2 years.

QUESTIONS ABOUT TRANSCRIPTS

Q: Do I need to send a new transcript with each application?

A: No, you don't! If you submitted a transcript with a previous application, don't submit the same transcript again, unless you have completed additional course work that impacts your certification eligibility. (Never need to submit with a renewal because you have already established your qualifications for your current certificate.)

Q: Do you take electronic transcripts?

A: Yes, and they usually cost less and are faster. Best option all the way around. The school should send them to statewideservices@library.in.gov.

Q: Do I need to send a college transcript for a LC 6?

A: No, for an LC 6 we just need information about your high school completion: name of school, type of completion (HS diploma, GED, other equivalency) and dates

Q: Do I need to send a high school transcript?

A: No, we do not ask for high school transcripts, but you should list the information about your high school on the application if you are applying for an LC 6 or LC 7.

CONTINUING EDUCATION

Q: Why don't LEUs received during my grace period count towards my certification requirements?

A: Your requirement to take LEUs is directly tied to being certified. The obligation coincides with the period of your certificate. So while you are welcome to take LEUs before you are certified, you are not obligated to do so and we will not count them toward your minimum requirements. We encourage everyone to go beyond minimum requirements though.

Q: When can college courses count as LEUs?

A: You must have a 5 year certificate.

Q: Do I need 10 or 20 TLEUs? How can I be sure?

A: If your certificate was issued before January 1, 2017, you are under the old rule & need 10 TLEUs. If your certificate was issued after January 1, 2017, you are under the new rule & need 20 TLEUs. Here is another way of putting that addresses both issue dates and expiration dates:

- If your certificate was issued before January 1, 2017 (and expires before January 1, 2022), at least 10 of your total number of LEUs must be TLEUs.
- If your certificate was issued after January 1, 2017 (and expires after January 1, 2022), at least 20 of your total number of LEUs must be TLEUs.

LYNDA.COM

Q: Can I take a course from Lynda.com that isn't on the list?

A: We no longer keep a list of courses you can take from Lynda.com for LEU credit. We have decided to treat it like other "blanket" providers, all Lynda.com courses can get LEU credit. I periodically send out examples of Lynda.com courses that may be of interest, but you are not limited to these courses.

Q: Who can get a Lynda.com account and how do I get one?

A: If you are employed by an Indiana Public Library you can get an account through the ISL (paid for by the ISL). If you are a certified librarian in Indiana, even if you are not employed by an Indiana PL, you can get an account. Show how, on website.

QUESTIONS ABOUT GETTING LEU PROGRAMS APPROVED

Q: Must a program be approved before it takes place?

A: The answer is increasingly yes. It should be submitted at least 30 days in advance to allow time for approval.

Q: What is the process for getting a program approved for LEUs?

A: You need to send in an application which can be found on our website [here](#). Please include the following information, either on the application or with the application:

- About the program:
 - The name of the program;
 - The date it will take place;
 - How long it will last (in minutes or hours); and
 - An agenda, outline, or short description of the program that provides some information about the content
- About the presenter(s):
 - The name, job title, and a **short** biography of each presenter.
 - You may submit the presenter's resume, but I prefer a short description (3 sentences is good) that focuses on education, training, or work experience that qualifies the presenter to present on this topic.

You may wish to look at our website [here](#) or our certification manual (especially part 4) [here](#) for additional information about our policies on LEUs.

Q: Sometimes staff want LEUs for outside workshops that aren't preapproved for LEUs. Is there a special process for this?

A: If several of your staff will be taking a program from a provider that is not on the blanket list you might ask the provider to submit an application for LEU approval. If the provider is not interested or willing to do so, you may submit the application for approval for them.

If only one or two people are attending the program and you can provide me with detailed information about the content, length, and instructor(s) (the same information required on the application) email this information to me **before the program takes place** and we can discuss your options.

QUESTIONS ABOUT THE RANDOM AUDIT PROCESS

Q: Why is the audit process necessary? Seems like a lot of bureaucracy.

A: Without some kind of check on continuing education it would be optional. The committee that developed these requirements (before I got here) saw enough value to continuing education that they wanted to require continuing education, not make it optional. If continuing education for librarians was not mandatory, some employers might not be enthusiastic about letting you go to conferences during work time.

Q: What documentation is ideal to keep and for how long? (This person would like a basic checklist of what to keep, how to organize, what we are looking for, perhaps a sample of documentation, examples of records that are not ok etc.)

A: Here is a [worksheet for tracking LEUs](#) and this handout lists the [documentation we want for different types of LEUs](#).

Q: Do we have to send copies of all certificates or is a list of sessions sufficient?

A: In the event your file is selected for random audit, you must turn in your original LEU certificates. Unverifiable lists or spreadsheets unaccompanied by certificates will not be accepted.

Q: **Do you foresee a change to library staff being able to submit documentation of class participation from Learning Management Systems in lieu of actual certificates?**

A: Excellent question! I don't see that happening in the next year or two, but maybe at some point. A couple of issues come to my mind: Different library systems may have invested in different learning management systems and dealing with a variety of them could get complicated. Also, we are looking for both evidence a person attended the program and evidence that the program was approved. I'm not sure we could get that from a LMS, it may depend on the information that the LMS can provide. For now, we advise LEU providers that they need to issue a certificate and we want to look at that certificate when we do an audit.

Q: **What tips can you give us for surviving a random audit?**

A: Don't wait until the fifth year to try and earn all of your LEUs.

- Split it up. You don't have to do the same amount of LEUs each year, but you might aim for at least one fifth each year. (This would be approximately 10 to 20 depending upon job classification.)
- Keep a spreadsheet or use our tracker so you are aware of where you are in the process and you know if you are in good shape or need to hustle.
- ***Always, always, always get more LEUs/TLEUs than you need. Almost every audit I get some certificates that I can't count. Make sure if you have some certificates that need to be set aside you will still be in the clear!

Q: **When do I use the Library Conference form and what do I do with it?**

A: The primary use of the Library Conference form (available [here](#)) is, as the name suggests, when you attend an out of state conference put on by a blanket provider. You may also be instructed to use it when you get advance approval to earn LEUs by attending a conference put on in state or out of state by a provider that is not on the blanket approval list. If the provider is not a blanket provider you would also need to establish that you got advance approval to use the program for LEUs.

FINDING LEU & TLEU PROGRAMS

Q: **Can you give me some pointers for finding free LEUs or TLEUs?**

- A:
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](#).

OTHER QUESTIONS

Q: I want to keep abreast of what is expected of the school librarian and to learn if there is something I can do as a Youth Services Librarian in the Public Library to help. What do you see as the future of school librarians and public librarians in this age of technology?

A: This is not my area of specialty, but I can suggest a few resources that might be helpful: ISL recently did a webinar series on working with and in schools that is now archived, the Association of Indiana School Library Educators ([AISLE](#)), and the [Indiana Department of Education](#), who would be responsible for any requirements or standards that may imposed on school media specialists.

Q: My name has changed, how do I update it with the State Library before I renew my certification?

A: We really appreciate it when people keep us up to date with these kinds of changes. Send me an email with your previous name, your current name, the reason for the change, the date of the change. While I am in your record it makes sense for me to also update any of the following that may have changed: home address, phone number, email address, employer and job title. Think back whether any of these might have changed since you got your certificate (which might be as long as 5 years ago) and let me know.

Q: I have a question that wasn't covered here, how can I get an answer?

A: [Please don't hesitate to contact me if you have additional questions!](#) Call me at 317/234-6217 or toll free at 800/451-6028 or email me at chharris@library.in.gov.