

Tracking LEU Requirements

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

Please note: this form is intended to help you track your LEUs. In the event of an audit it will not substitute for documentation of courses taken. However, you may find it useful as a cover sheet to help organize your LEUs.

All caps listed below are for the 5 year period of your certificate.

* Only allowed for 5 year certificate holders.

- _____ College Library Science Courses (1 semester hour = 15 LEUs)* *Proof: transcript or certificate.*
- _____ Local, state, national Library Association Conferences or specialist-subject related conferences (1 hour = 1 LEU) *Proof: In-state – LEU certificate. Out-of-state – Use Indiana Librarian Conference form, write synopses, and save registration info & program.*
- _____/10 Non-library related subjects of importance to library programming, services, or operations (1 hour = 1 LEU) **Capped at 10.**
- _____/5 External professional committee work, serve on committee or as officer (1 hour = 1 LEU) *Proof: certificate from committee/organization officer or meeting minutes. Capped at 5.*
- _____/5 Develop & deliver course or workshop eligible for LEU or TLEUs (1 hour program = 1 LEU or TLEU) *Proof: program agenda & LEU approval letter. Capped at 5.*
- _____/5 Research, write & publish library-related article in peer reviewed journal (2 or more page article = 5 LEUs) *Proof: copy of article or link if on-line. Capped at 5.*
- _____/10 Attend professional roundtable meeting (1 LEU per roundtable)* *Proof: certificate from host library. Capped at 10.*
- _____/20 **Minimum required number of TLEUs if certificate was issued after 1/1/2017. (Minimum is 10 TLEUs if certificate was issued before 1/1/2017)**
- _____ Other workshops, seminars, institutes, lectures, training by certified trainers (1 hour = 1 LEU) *Proof: certificate from provider.*
- _____ Other webinars or distance learning. *Proof: certificate from provider if live or from supervisor or library director verifying participation if archived.*
- _____ Lynda.com *Proof: certificate from Lynda.com.*
- _____ **TOTAL**