

Ways to Earn LEUs and TLEUs

| 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. |