

Checklist for Submitting Librarian Certification Applications

For ALL Applications:

- Completed application form –verify that you have signed it, dated it, and checked the appropriate boxes.
- Payment – *Note: SBOA doesn't allow us to accept payment from a library's general fund so if you pay with a library check the director must state in writing that the check is drawn from an unrestricted gift fund.*
Personal check or money order made payable to the Indiana State Library in the amount of:
 - \$10 for an initial temporary permit or renewal of a temporary permit
 - \$50 for an initial 5 year certificate, 5 year certificate renewal, or upgrade from one level to another
- Send to: Indiana State Library, Attn: Certification Program Director, 140 N. Senate Ave., Indianapolis, IN 46204

	First Temporary Permit	Second or Third Temporary Permit
Temporary Permit	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$10 	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Statement of progress toward becoming eligible for 5 year certificate. <input type="checkbox"/> Proof you attended at least 10 LEUs during the period of your previous certificate. <input type="checkbox"/> Payment of \$10
	Initial 5 Year Certificate or Upgrade	Renewal of 5 Year Certificate
LC 1	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Official Copy of MLS Transcript (if haven't already submitted for a different certificate) <input type="checkbox"/> Payment of \$50 	Renew on line or send: <ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$50
LC 2	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Official Copy of MLS Transcript (if haven't already submitted for a different certificate) <input type="checkbox"/> Payment of \$50 	Renew on line or send: <ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$50
LC 3	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Official Copy of MLS Transcript (if haven't already submitted for a different certificate) <input type="checkbox"/> Payment of \$50 	Renew on line or send: <ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$50
LC 4	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Official copy of Bachelor's Degree transcript <input type="checkbox"/> Official copy of transcript showing completion of the 5 required library science courses <input type="checkbox"/> Payment of \$50 	Renew on line or send: <ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$50
LC 5	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Official college transcript(s) showing: <ul style="list-style-type: none"> <input type="checkbox"/> at least 60 hours of college credit <input type="checkbox"/> 3 required library science courses <input type="checkbox"/> Payment of \$50 	Renew on line or send: <ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$50
LC 6	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Include high school completion info on the app form, even if you attended college <input type="checkbox"/> Payment of \$50 	Renew on line or send: <ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$50
LC 7	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Include high school completion info on the app form, even if you attended college <input type="checkbox"/> Payment of \$50 	Renew on line or send: <ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$50