

Checklist for Submitting Librarian Certification Applications

Reminders for ALL Applications:

- Completed application form** –verify that you have signed it, dated it, and checked the appropriate boxes.
- Transcript-** to be considered official a paper transcript must still be sealed in its original, unopened envelop or a digital or electronic transcript must be sent directly from the school to statewideservices@library.in.gov.
- 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"/> Certificates showing you've taken at least 10 LEUs during period of previous permit. <input type="checkbox"/> *LC 7 only—certificates for 10 Administrative LEUs too <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 transcript of MLS (unless you already have one on file at ISL) <input type="checkbox"/> Payment of \$50 	Renew online 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 transcript of MLS (unless you already have one on file at ISL) <input type="checkbox"/> Payment of \$50 	Renew online 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 transcript of MLS (unless you already have one on file at ISL) <input type="checkbox"/> Payment of \$50 	Renew online 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 transcript of bachelor's degree <input type="checkbox"/> Official transcript showing completion of the 5 required library science courses <input type="checkbox"/> Payment of \$50 	Renew online 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"> ○ at least 60 hours of college credit ○ 3 required library science courses <input type="checkbox"/> Payment of \$50 	Renew online 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 online 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"/> Proof of 10 Administrative LEUs <input type="checkbox"/> Payment of \$50 	Renew online or send: <ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$50