CERTIFICATION REFRESHER

Figuring Out Indiana Librarian Certification

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Roadmap

- Certification: Who, When, How
- COVID-19 Impact on Certification TImelines
- Finding Certification Materials Online
- Continuing Education Requirements
- Q & A

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CERTIFICATION

Who
When
How

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Who needs to be certified?

Any library employee who spends at least 50% of their time on **professional librarian activities** must be certified.*

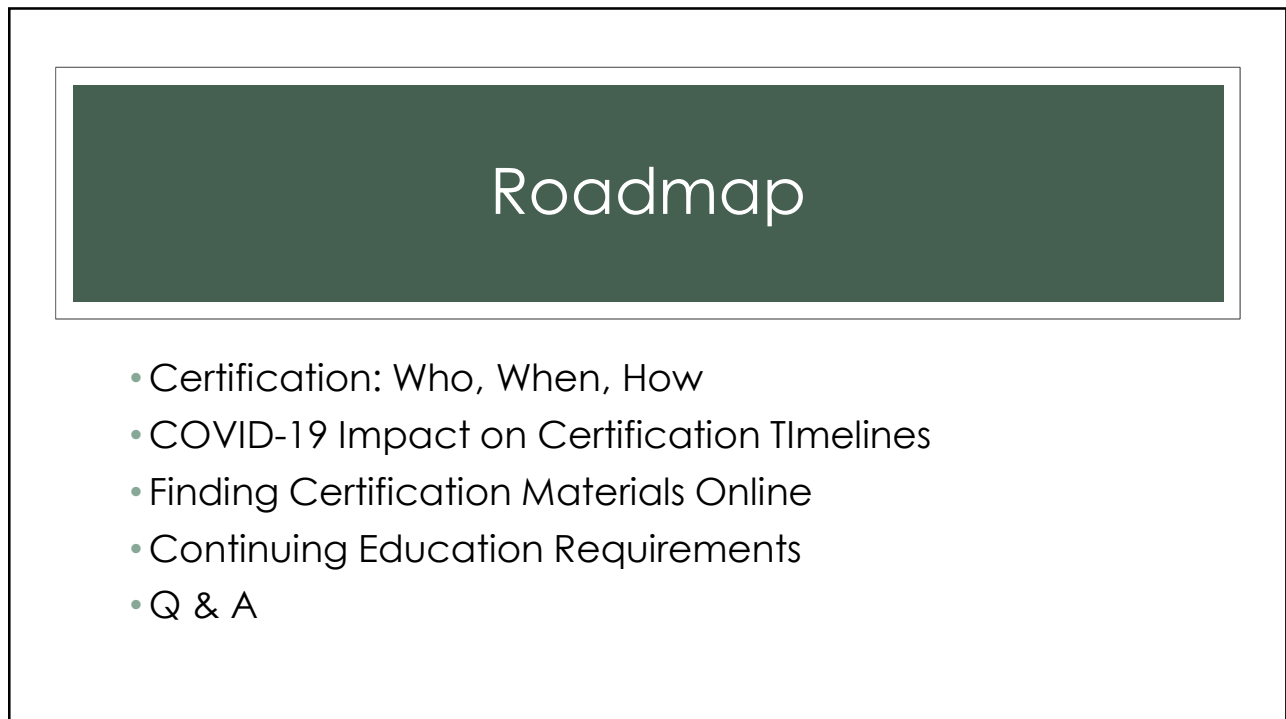*Exception: Only the director must be certified at a library with a service population of under 3,000.

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What are "professional librarian activities?"

- Examples include cataloging, copy cataloging, collection development, reader's advisory, children's services, teen services, and adult services

- Certification NOT required for archivists, clerical staff, bookkeepers, clerks, pages, HR, IT, PR, etc.

- Clerks and pages: assumes they are doing things like shelving, not doing professional librarian work

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Job Title vs. Job Classification

- **Job Title:** What position did you apply for? What is listed on your name tag or the organizational chart?
- **Job Classification**: All Directors, Branch & Department Heads, and Professional Assistants Must Be Certified
  - There are only 3 job classifications.
  - Everyone who is not a director or a branch or department head is a professional assistant.
  - Assistant department head is probably a professional assistant rather than a department head

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APPLICANT INFORMATION

Last name	First name		Middle name	
E-mail address		Maiden name *(if applicable)*		
Home address *(number and street)*	City		State	ZIP code
Name of library system			Telephone number *(include area code)* ( )	
Address of library *(number and street)*	City		State	ZIP code

Type of Certificate	Certificate Level		Job Classification
☐ Librarian	☐ LC1	☐ LC4	☐ Director
☐ Temporary	☐ LC2	☐ LC5	☐ Branch / Department Head
☐ Specialist	☐ LC3	☐ LC6	☐ Professional Assistant

Definitions of terms are in the ISL Certification Manual:

http://continuinged.isl.in.gov/certification/

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PROFESSIONAL LIBRARY EMPLOYMENT *(Use an additional sheet, if necessary.)*

Employment start and end dates must include month and year.

Name of Library System, City, and State	Job Title	Start Date (month, year)	End Date (month, year)	Primary Responsibilities
Current or most recent				
Previous				
Previous				

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When?

You have a grace period of 6 months from starting a new job before you must be certified.*

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When To Get Initial Permit Or Certificate

When you start a new library position that requires certification, there is a 6-month grace period during which you aren't required to be certified.

1st Temporary Permit Grace period is required (enforced). You can apply earlier but I will hold your application.

5-Year Certificates Grace period is optional (you don't have to wait).

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When to renew a 5-year certificate?

	Certificate expires	Renew Between
Quarter 1	March 31, 2021	January 1 – March 31, 2021
Quarter 2	June 30. 2021	April 1 – June 30, 2021
Quarter 3	September 30, 2021	July 1 – September 30, 2021
Quarter 4	December 31, 2021	October 1 – December 31, 2021

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IMPACT OF COVID-19 ON CERTIFICATION DEADLINES

Some changes allowed but less than you might think.

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AUTOMATIC EXTENSION OF RENEWAL DATES

Function	Who is impacted	Executive Order (EO) Number	EO Content	Usual Deadline	PHE Extension
Renewal of 5-year certificate	Anyone whose 5-year certificate was due for renewal in the first quarter of 2020	EO 20-09 EO 20-27 EO 20-31	Expiration date of certificate issued by a state agency was automatically extended to June 30, 2020 if it would otherwise expire during PHE.	March 31, 2020	June 30, 2020
Renewal of temporary permit	Anyone whose temporary permit expired between March 6, 2020 and June 30, 2020	EO 20-09 EO 20-27 EO 20-31	Expireation date of permit issued by a state agency was automatically extended to June 30, 2020 if it would otherwise expire during PHE.	Expired between March 6, 2020 and June 30, 2020 *	June 30, 2020

*Note: Expiration date of renewed **permit** does not shift so renewed permit may last less than 1 year. For this group only, LEUs earned between original expiration date and extension date of June 30, 2020 may count toward the new permit, if not used to renew the permit that expired between March 6, 2020 and June 30, 2020.*

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AGENCY DESCRETION TO DELAY DEADLINES

Executive orders 20-05 and 20-27 authorized state agencies to extend deadlines by 120 days.

Function	Who is impacted	Dates Affected	Usual Deadline	PHE Extension of 120 days
Application for **initial** 5-year certificate	New or recently promoted employee, now in a position that requires certification, & meets criteria for full 5-year certification	Started position: between September 19, 2019 and June 30, 2020	(6 mo. grace period) March 19, 2020 December 30, 2020	(+ 120 days) July 19, 2020 April 30, 2021
Application for **initial** temporary permit	New or recently promoted employee, now in a position that requires certification, & does not meet the criteria for full 5-year certification	Started position: between September 19. 2019 and June 30, 2020	(6 mo. grace period) March 19, 2020 December 30, 2020	(+ 120 days) July 19, 2020 April 30, 2021
Response to notice of **random audit**	People required to respond to random audit during PHE	Received notice of audit between: March 19, 2020 and December 30, 2020	(2 months) May 19, 2020 February 28, 2021	(+120 days) September 19, 2020 June 30, 2021

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FINDING INFORMATION ON OUR WEBSITE

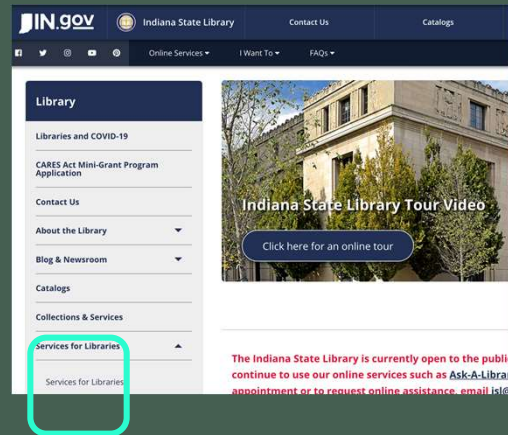Giving you the keys so you can drive the car yourself.

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Required Certification Level by Library Size & Job Classification

Library District Population	Director	Branch or Department Head	Professional Assistant
Class A (40,000 or more)	LC 1	LC 4	LC 5
Class B (10,001 to 39,999)	LC 2	LC 5	LC 6
Class C (3,001 to 10,000)	LC 4	LC 6	LC 6
Class C (3,000 or less)	LC 7		

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Indiana State Library
A Continuing Education Toolkit for Library Professionals

EST. 1825 STATE LIBRARY

About   Contact   *Certification*   LEU Policies   Find Training   Jobs   Calendar

Home » **Certification for Indiana Public Librarians**

Certification for Indiana Public Librarians

Who needs to be certified?

Staff working at Indiana public libraries must be certified by the Indiana State Library if they spend at least 50% of their time on professional library work. Professional library work includes cataloging, copy cataloging, reference, collection development, reader's advisory, and children's or teen services. Certification requirements apply to all permanent (non-substitute) professional staff, whether they work full-time or part-time. Find more detail about certification requirements for LC 1 through LC 7 here:

Detailed Summary of Certification Requirements (Updated July 2020)

Certification Manual (Updated July 2020)

What application should I use?

Forms

Application for Certification of Public Librarian

Application for LEU Provider

National and Out-of-State Conference Form

Handy Links

Leadership Development

INSPIRE

Performers List

Back to ISL Main Site

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Detailed Summary

A Detailed Summary of Indiana Public Librarian Certification Requirements

WHO MUST BE CERTIFIED?
- Directors, assistant or associate directors, branch or department heads, and professional assistants
- *Other staff who spend at least half of their time on professional librarian work.*
- *Certification requirements apply to all permanent (non-substitute) professional staff, whether they work full-time or part-time.*

WHO IS NOT REQUIRED TO BE CERTIFIED?
- Archivists, conservators, clerks, pages, and circulation staff
- Business office and clerical staff (including administrative assistants and bookkeepers)
- Human resources, IT, marketing, and PR staff
- Substitute or temporary workers, volunteers, and maintenance workers

NEWLY HIRED & NEWLY PROMOTED STAFF
Newly hired staff whose professional positions require certification have 6 months to apply for their first temporary permit or 5-year certificate. Individuals who have been promoted to a higher level position may also need to apply for a higher level certificate and have 6 months from the date of the promotion to do so. Individuals who have recently been promoted should contact the State Library to find out if they need to be working toward a higher level certificate.

CERTIFICATION REQUIREMENTS BASED ON LIBRARY DISTRICT SIZE

Library District Population	Director	Branch or Department Head	Professional Assistant
Class A (40,000 or more)	LC 1	LC 4	LC 5
Class B (10,001 to 39,999)	LC 2	LC 5	LC 6
Class C (3,001 to 10,000)	LC 4	LC 6	LC 6
Class C (3,000 or less)	LC 7		

REQUIREMENTS FOR EACH CERTIFICATION LEVEL

LEVEL	EDUCATION	EXPERIENCE
LC 1	MLS +	10 years professional experience OR 6 years professional experience that includes 3 years administrative experience (i.e. director or supervisor of at least 2 staff with MLS degrees)
LC 2	MLS +	3 years professional experience
LC 3	MLS	
LC 4	Bachelor's degree +	15 hours of college level library science credit.

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certificate, you will always use this application:

Application for Certification of Public Librarian

What do I include with my application?

Checklist for Submitting Librarian Certification Application (Updated July 2020)

What library science courses do I need to take to qualify for an LC 4 or an LC 5?

Courses-Accepted-for-LC-4-and-LC-5

Which LEUs satisfy the administrative LEU requirements for the LC 7?

LC 7 Requirements (Updated December 2020)

How do I maintain my certificate?

If you hold a temporary permit, it expires and must be renewed one year from the date it took effect. If you are fully certified, your certificate expires and must be renewed 5 years

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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 <u>must</u> 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	☐ Completed App form (see reminders above) ☐ Payment of $10	☐ Completed App form (see reminders above) ☐ Statement of progress toward becoming eligible for 5-year certificate. ☐ Certificates showing you've taken at least 10 LEUs during period of previous permit. ☐ *LC 7 only–certificates for 10 Administrative LEUs too ☐ Payment of $10
	Initial 5-Year Certificate or Upgrade	Renewal of 5-Year Certificate
LC 1	☐ Completed App form (see reminders above) ☐ Official transcript of MLS (unless you already	Renew online or send: ☐ Completed App form (see reminders above)

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LC 1	☐ Completed App form (see reminders above) ☐ Official transcript of MLS (unless you already have one on file at ISL) ☐ Payment of $50	Renew online or send: ☐ Completed App form (see reminders above) ☐ Payment of $50
LC 2	☐ Completed App form (see reminders above) ☐ Official transcript of MLS (unless you already have one on file at ISL) ☐ Payment of $50	Renew online or send: ☐ Completed App form (see reminders above) ☐ Payment of $50
LC 3	☐ Completed App form (see reminders above) ☐ Official transcript of MLS (unless you already have one on file at ISL) ☐ Payment of $50	Renew online or send: ☐ Completed App form (see reminders above) ☐ Payment of $50
LC 4	☐ Completed App form (see reminders above) ☐ Official transcript of bachelor's degree ☐ Official transcript showing completion of the 5 required library science courses ☐ Payment of $50	Renew online or send: ☐ Completed App form (see reminders above) ☐ Payment of $50

LC 5	☐ Completed App form (see reminders above)
	☐ Official college transcript(s) showing:
	  ○ at least 60 hours of college credit
	  ○ 3 required library science courses
	☐ Payment of $50
		Renew online or send:
		☐ Completed App form (see reminders above)
		☐ Payment of $50

LC 6	☐ Completed App form (see reminders above) ☐ Include high school completion info on the	Renew online or send: ☐ Completed App form (see reminders above)

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	Ivy Tech Community College*	IU - Bloomington	IU – MLS On-line Degree	University of Wisconsin - Milwaukee	University of Wisconsin – Madison Continuing Education*	Northern Kentucky University Continuing Education*
Collection Development	LIBR 208 Devel. & Management of Library Collections	ILS Z502 Collection Devel. & Management	LIS S502 Acquisitions & Management of Knowledge and Info	520 Managing Library Collections	Organization & Management of Collections	Collection Management
Cataloging	LIBR 201 Cataloging and Classification	ILS Z504 Cataloging -or- ILS Z631 Advanced Cataloging	LIS S503 Organization & Representation of Knowl. & Information -or- LIS S504 Cataloging	511 (L&I Sci 531) Organization of Information	Basics of Cataloging	Cataloging and Classification
Library Management	LIBR 207 Supervision & Management in Public Libraries	ILS Z551 Management for Info. Professionals -or- ILS Z553 Public Library Management	LIS S551 Library Management -or- LIS S553 Public Library Management	524 (L&I Sci 540) Management of Libraries & Information Services	Basic Public Library Administration -or- Advanced Public Library Administration	Supervision and Management in Libraries
Reference	LIBR 200 Introduction to Ref. Sources and Services (Formerly LIBR 102)	ILS Z501 User Services and Tools	LIS S501 Information Sources and Services	521 Introduction to Reference Services and Resources	Public and Community Library Services	Reference and Information Services
Children's Materials	LIBR 203 Library Services for Children	ILS Z571 Materials for Youth -or- ILS Z572 Youth Services	LIS S571 Materials for Youth -or- LIS S572 Youth Services	645 (L&I Sci 648) Library Materials for Children -or- 646 (L&I Sci 658) Library Materials for	Youth Services 101	Youth Services in a Public Library

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LC 7 REQUIREMENTS

The LC 7 is the minimum certificate required for the Director of a Class C public library with a service district population of 3,000 or less. This credential, designed specifically for Indiana's smallest libraries, took effect on January 1, 2017. Requirements for the LC 7 are:

- A high school diploma or the equivalent;
- Either:
  - 3 years of library work experience; or
  - 9 hours of college level library science courses (equivalent to 3 courses); and
- Each of the first 3 years of employment the new director must take 10 hours of ISL training for library administrators (also referred to as "Administrative LEUs").

To earn the LC7, a new director will need to apply for a temporary certificate 3 years in a row. In order to renew the temporary permit for year 2 and year 3, in addition to the application form, the new director will need to submit the following:

1. A statement of progress made toward meeting 5-year certificate requirements *(required to renew any temporary permit)*;
2. Proof of completing 10 general Librarian Education Units (LEUs) or technology LEUs (TLEUs) in any combination during the period of the permit *(required to renew any temporary permit)*; and
3. Proof of completing 10 hours of Administrative LEUs *(required only for the LC 7, see list below of eligible programs below)*.

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Transcripts: When To Send?

1 FOR LC 1, 2, & 3: only need MLS Transcript

2 FOR LC 4: need transcript for bachelor's degree + library science classes

3 FOR LC 5: need transcript showing 60 hours of college courses + library science classes

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Transcripts: When Not To Send?

1

You don't need to send a new transcript with each application. EXCEPTION: send it if you've completed additional course work that impacts your certification eligibility.

2

You don't need to send a college transcript with LC 6 or LC 7 application. Just include your high school completion information. (See #3.)

3

We don't ask for high school transcripts. List name of high school, type of completion (HS diploma, GED, other equivalency) and dates on the application if you are applying for an LC 6 or LC 7.

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Transcripts: MUST BE OFFICIAL!
Send Official Transcripts one of 3 ways:

1

The transcript may be sent electronically, directly from the school to this e-mail address: StatewideServices@library.in.gov.

2

The transcripts may be mailed directly from the school, to my attention.

3

You obtain the transcript and convey it to us still enclosed in its original, unopened envelope.

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DO YOU HAVE CERTIFICATION QUESTIONS?

What do you want to know?

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CONTINUING EDUCATION

LEU/TLEU Requirements– What you need to know

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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

LEU Requirements for 5-year Certificates

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10 LEUs to Renew Temporary Permit

To renew a temporary permit you must:

- **Submit proof of taking 10 LEUs (proof = LEU Certificates) +**

- **Include a statement of your progress toward meeting the 5-year certificate requirements**

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A Few Quirks of The LEU Rules

1. Non-library related (NLR) subjects are topics of importance to library programming, services, or operations such as: yoga, wellness, foreign language, sign language. You can earn up to **10 NLR LEUs** per 5-year certificate period.

2. Professional roundtables only earn 1 LEU even if they last for 2 hours. You can earn up to **10 LEUs** in a 5-year period for attending roundtables if you hold a 5-year certificate, but they do **not** count toward renewing a temporary permit.

3. College Library Science Courses (1 semester hour = 15 LEUs) for 5-year certificate holders, but a temporary permit holder can't count the classes taken for certification requirements toward renewing a temporary permit.

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You Keep Track, we do not

People sometimes ask us how many LEUs they have. We do not keep that information. You are responsible for documenting your professional development.

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THE AUDIT PROCESS

What Is A Random LEU Audit And How Do I Pass It?

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The Random Audit Process

You are required to keep your LEU certificates for 90 days after your certificate expires.

Every quarter the Professional Licensing Agency randomly selects 10% of the renewals from the previous quarter to be audited.

If audited, you get a letter from PLA telling you to send proof of your LEUs to me.

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WHEN I GET CERTIFICATES FOR AN AUDIT I DO THE FOLLOWING:

- Make sure the certificate dates fall within the dates of your most recently expired certificate
- Separate them in to two groups:
  - 1. Preapproved ("blanket") providers. These count, nothing more to do.
  - 2. All other providers. These are not automatically eligible for LEUs. If I can verify that the specific provider & course was approved by ISL I count it.

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Sanctions for failing to comply

Individuals who can't produce evidence of having earned the required number of LEUs are subject to discipline under IC 36-12-11.

Before resorting to discipline we contact the person with a limited opportunity to remediate the situation.

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Tips for surviving a random audit

Best Practice: Go above and beyond

Take extra LEUs – about 10% over what you need is a really good idea! Makes all the difference in the world.

Keep hard copies of certificates in a file marked LEU Certificates.

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QUESTIONS ON THE RANDOM AUDIT PROCESS?

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FINDING LEU PROGRAMMING

Especially Free programming!

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Check our website

Go	Go to our calendar to find our programs.
Go	Go to our website page, across the top click on Find Training, then choose Upcoming Free Training.
Visit	Visit our Preapproved Provider List and find organizations of interest. See what they are offering in the way of live or archived webinars.
Check out	Check out LinkedInLearning.com.

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TIME FOR QUESTIONS

What Questions Do You Have About Certification Or Earning LEUs?

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Hit me up with your questions.

Cheri Harris
Certification Program Director & Legal Consultant

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