

# Tracking LEU Requirements

Job Classification (or Certification Type)	LEU requirement / education cycle
Director	100 LEUs / 5 years
Department or Branch Head (Specialists 1, 2, and 3)	75 LEUs / 5 years
Professional Assistant (Specialists 4 and 5)	50 LEUs / 5 years
Temporary Permit Holder	10 LEUs / 1 year
LC7 Director Candidates	10 LEUs + 10 Administrative LEUs / 1 year

This form is intended to help you organize and track your LEU requirements and LEUs earned. *In the event of a certification audit or temporary permit renewal, this form will **not** substitute for the LEU certificates, Indiana Librarian Conference forms, or other documents described below that are required to document LEUs earned.*

\* Only 5-year certificate holders may earn LEUs from these activities (not available to temporary permit holders)

- \_\_\_\_\_ \*Library science education courses from accredited colleges or universities (1 semester hour = 15 LEUs) *Proof: transcript or certificate.*
- \_\_\_\_\_ Local, state, and national library association conferences or specialist-subject related conferences (1 hour = 1 LEU) *Proof: LEU certificate(s) or completed Indiana Librarian Conference form (with session synopses, registration confirmation, and program).*
- \_\_\_\_\_ Workshops, seminars, institutes, lectures, and training by certified trainers, including webinars/distance learning (1 hour = 1 LEU) *Proof: certificate from provider or from supervisor/library director verifying participation.*
- \_\_\_\_\_/10 Nonlibrary-related subjects of importance to library programming, services, operations (e.g., foreign language, fitness, wellness) (1 hour = 1 LEU) *Proof: certificate from provider or from supervisor/library director verifying participation. Cap: 10 LEUs.*
- \_\_\_\_\_/5 Develop and deliver an LEU-eligible conference workshop, training session, or course (1 hour program = 1 LEU) *Proof: program agenda and LEU approval letter. Cap: 5 LEUs.*
- \_\_\_\_\_/5 External professional committee work for library-related organization/committee (serving as a committee member or officer) (1 hour = 1 LEU) *Proof: certificate from committee/organization officer or meeting minutes. Cap: 5 LEUs.*
- \_\_\_\_\_/5 Research, write, and publish a 1000+ word library-related article in a peer-reviewed journal (1 article = 5 LEUs) *Proof: copy of article or link if online. Cap: 5 LEUs.*
- \_\_\_\_\_/10 \*Attend professional roundtable meeting (1 LEU per roundtable) *Proof: certificate from host library. Cap: 10 LEUs.*
- \_\_\_\_\_/5 Escorted library tour (1 LEU per tour) *Proof: certificate from host library. Cap: 5 LEUs*
- \_\_\_\_\_ **TOTAL**