

Maryland Public Librarian/Public Library Director Certification

August 2008

Frequently Asked Questions

	Question	Answer
WHO	Who needs to obtain and maintain certification in Maryland public libraries?	All public librarians and public library directors
WHY	Why do Maryland public librarians and public library directors need certification?	In order to: <ul style="list-style-type: none"> • Comply with Code of Maryland (COMAR) regulation 22.04.03.06 entitled, "Public Library Personnel Eligible for Membership" • Participate in the Maryland State Teachers' Pension and Retirement System
WHAT	What are the requirements for obtaining my initial certificate?	The requirements are: <ul style="list-style-type: none"> • An MLS degree from an ALA accredited institution for a public librarian • An MLS degree from an ALA accredited institution and at least five-years experience for a public library director
	What do I need to obtain my initial certification?	You will need the following: <ul style="list-style-type: none"> • A transcript of your MLS degree • The \$10.00 fee paid by library system or cashier's check, money order or through Visa or Master Card
	What are the requirements for renewing my professional public librarian or public library director certificate?	The requirements are as follows: <ul style="list-style-type: none"> • Six (6) semester hours or ninety (90) clock hours of continuing education activity • Within a five (5) year period
	What documentation is required to renew my certificate?	You will need to send in the following: <ul style="list-style-type: none"> • A copy of your expiring certificate • A "Full Record of Continuing Education Activity" that lists all of your continuing education activity and documents that you have achieved the 90 clock hour requirement; the "Record" needs to have the original signature of your staff development coordinator • The \$10.00 fee for renewal paid by a library system or cashier's check, money order or through Visa or Master Card.
WHEN	When do I need to renew my certificate?	You need to renew your certificate: <ul style="list-style-type: none"> • Every five years • Send in your request to the Certification Branch 90 days prior to expiration

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HOW	How do I apply for my initial certificate?	You can apply online at www.mdcert.org (create a record for yourself) or by submitting a paper application to: Maryland State Department of Education Certification Branch 200 W. Baltimore Street Baltimore MD 21201
	How do I renew my certificate?	Send: <ul style="list-style-type: none"> • Full Record of Continuing Education Activities • Copy of the expired certification • \$10.00 fee To: Maryland State Department of Education Certification Branch 200 W. Baltimore Street Baltimore MD 21201
	How do I document my continuing education activities?	Obtain: <ul style="list-style-type: none"> • A transcript from a formal academic course • A copy of the "Official Record of Continuing Education Activity" from the organizer of the activity • Create a record with the "Official Record of Continuing Education Activity" for yourself if no other documentation exists
	How do I obtain my certificate?	Go online at www.mdcert.org , log on, and print it out
	How do I know when my certificate is available?	The Certification Branch will notify you by e-mail
WHERE	Where do I get the forms that are referenced in this document?	From <ul style="list-style-type: none"> • your staff development coordinator or • Go to www.maplaonline.org/DLDS
	Where can I obtain additional information?	From: <ul style="list-style-type: none"> • The Maryland Public Librarian and Public Library Director Certification Guide posted on www.maplaonline.org website (see above) Or contact <ul style="list-style-type: none"> • Susan Paznekas, 410-767-0440, spaznekas@msde.state.md.us