

**Maryland
Public Librarian
and
Public Library Director
Certification Guide
2008**

Maryland State Department of Education
Division of Library Development and Services
Revised August 2008

Maryland State Board of Education

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Maryland State Department of Education
Division of Library Development & Services
200 West Baltimore Street
Baltimore, MD 21210-2595
(410) 767-0444; Fax (410) 333-2507
or
at www.maplaonline.org/DLDS

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Introduction

This guide has been created for professional public librarians and directors, as a guide to the certification and re-certification processes in the state of Maryland. It outlines the process of receiving certification, and the procedures for re-certification.

All guidelines and procedures in this guide are effective as of July 1, 2008. All renewals starting with January 1, 2010 and beyond must comply with the procedures established in this document. The certification requirements and renewal options available from July 1, 2008 through December 31, 2009 are outlined in Addendum I on page 15.

Administration of the Program

Maryland State Department of Education

The public librarian and public library director certification program for the state of Maryland is governed by the *Code of Maryland Regulations* (COMAR) under Title 13A.05.04.02 and is administered by the Maryland State Department of Education (MSDE).

Certification is required to enter and continue in the Maryland state retirement system. This system covers Maryland public school teachers as well as public librarians and public library directors. For this reason, both sets of employees share a common certification system which is administered and housed in MSDE.

Two divisions within MSDE - the Division of Library Development and Services and the Division of Certification and Accreditation - work together to administer the program. The responsibilities of each division are as follows:

- Division of Library Development and Services
 - Responsible for overseeing the certification regulations
 - Administers the requirements for certification
 - Qualifications necessary for initial certification
 - Requirements for certification renewal
 - Qualifications for continuing education credits
 - Provides technical assistance to local library systems on the requirements
 - Contact:
 - Susan Paznekas
 - Public Library Consultant
 - Division of Library Development and Services
 - Phone: 410-767-0440
 - spaznekas@msde.state.md.us

- Division of Certification and Accreditation
 - Responsible for overseeing the certification certificate process
 - Processes certification and re-certification requests
 - Contact:
 - **Certification Assistance Line**
 - Maryland State Department of Education
 - 200 W. Baltimore Street
 - Baltimore MD 21201
 - Phone: 410-767-0412
 - TTY/TDD: 410-767-6442
 - Toll Free: 1-866-772-8922
 - www.mdcert.org

Certification

How to Apply for Certification

Certification

If you are a professional public librarian or director, and are: (1) employed by a county public library and (2) enrolled in the state retirement system, you are required to have a *Professional Public Librarian Certificate* or *Public Library Director Certificate*. An applicant for a professional certificate must have a master's degree from an ALA accredited library school. There are two consequences of not applying for your certificate: (1) removal from state retirement system and/or (2) job loss.

How to Apply for Certification – Two Ways to Apply

Paper:

1. Fill out a paper application form. (This form can be downloaded from the website www.mdcert.org)
2. You will need to send:
 - a. Completed application form.
 - b. An official transcript of your Master's Degree from an ALA accredited library school
 - c. A \$10.00 money order, certified check, cashier's check or library system check payable to the Maryland State Department of Education.

Submit the three items mentioned above by mail to:

Maryland State Department of Education
ATTN: Certification Branch
200 West Baltimore St.
Baltimore, MD 21201-2595

Online:

1. Go to the website – www.mdcert.org. “Login” will bring you into the “Educator Information System Portal” where you will begin the process.
2. Click on “New User” (if you do not already have an account) and create an account for yourself.
3. The website will guide you through requesting the transcript and making payment.
4. Make note of your username and password to check on the progress of the request.

Once your application is processed, you may access your certificate online at the same website. Your certificate can be viewed, downloaded, and printed from this website. All certifications will have a January 1 or July 1 start date. This certificate is valid for 5 years.

Certification Renewal *Description*

Public Librarian

According to the Maryland State Law, all professional public librarians must renew their *Professional Public Librarian Certificate* every 5 years. In order to renew your certificate, you must complete 6 semester hours or their equivalent (90 contact or clock hours) in an accredited institution or in an in-service program in one of several areas:

- Management and supervision
- Library automation or technology
- Reference or technical services
- Other subjects that are relevant to the job of the librarian

Public Library Director

According to the Maryland State Law, all professional public library directors must renew their *Professional Public Library Director Certificate* every 5 years. In order for you to renew your certificate, you must complete 6 semester hours or their equivalent (90 contact or clock hours) in an accredited institution or in:

- An in-service program in library management or administration
- Other subjects that are relevant to the professional assignment of a public library director

All learning activities must fall in the areas specified above to count toward certification renewal.

Each public librarian and public library director is responsible for:

- Obtaining and maintaining their certification
- Keeping a complete record of all documentation for their certification (including username and password for their online account)
- Earning and keeping track of all of their required continuing education units for certification renewal

Certification Renewal

Continuing Education Units

Definition of Continuing Education Units (CEU's)

Continuing Education Units (CEU's) are awarded on the basis of contact hours. A contact hour is defined as 60 minutes of continuous participation in a learning activity. Each full hour is worth .1 CEU. Credit will only be given for full contact hours and half hours beyond the first hour, not including lunch and breaks. For example, if a learning activity is 2 ½ hours (after subtracting lunch and breaks), you can receive only 2.5 contact hours or .25 CEU's.

How to Earn CEU's

Continuing Education Units (CEU's) can be earned through a combination of the following:

- Attending academic courses and accumulating semester hours
- Attending a seminar, library-sponsored, or commercial workshop and earning CEU's through contact hours
- Participating in e-learning course and earning CEU's through contact hours or as defined by the elearning course sponsor
- Serving on the Great Books Committee or the Blue Crab Award Committee (A total of 3 CEU's can be earned for this activity and can only be earned once during any one five-year period)
- Creating a workshop, seminar or class in accordance with page 7 of this guide (CEU's for this activity can only be earned once for each training created and are limited to the number of CEU's awarded to the actual training session.)
- Pro-rated credit for a course that was not completed (see example below)

Continuing Education Unit Examples Chart

| Learning Activity | Number of Contact Hours | Number of CEU's |
|---|---|------------------------------|
| <i>Academic Course</i> 1 semester of cataloging | 2 semester hours | 3 CEU's |
| <i>Seminar/Workshop</i> Virtual Reference Training | 3 hours (9:00 am – 2:00 pm minus lunch and breaks) | .3 CEU's (.1 x 3 hours) |
| <i>eLearning Course</i> Resolving Interpersonal Issues | 12 hours (12 hours online and assignments) | 1.2 CEU's (.1 x 12 hours) |
| <i>Unfinished Course</i> 1 semester of cataloging | 2 semester hour course 1& 1/3 hours completed | 2 CEU's |

Certification Renewal

Renewing Certification

How to renew your Certification

1. Make sure that you have completed 6 semester hours or 9 Continuing Education Units or 90 clock or contact hours through the examples listed in the Continuing Education Unit Chart (page 8).

Paper

2. Ninety days before your certificate expires, send
 - A copy of your original certificate
 - A *Full Record of Continuing Education Activities* form with original signature of the renewing librarian and the staff development coordinator
 - A \$10.00 money order, certified check, cashier's check or library system check payable to the Maryland State Department of Education to:
Maryland State Department of Education
ATTN: Certification Branch
200 West Baltimore Street
Baltimore, MD 21201-2595

Or

Online

3. Ninety days before your certificate expires,
 - Complete a renewal request online
 - Submit your paperwork via U. S. mail
 - Pay online once you are notified that your certificate renewal has been approved

Please remember: Your new certificate will not be available online until the new renewal date (January 1 or July 1) has been reached regardless of when your renewal was submitted.

Reminder:


Keep copies of all of the documentation listed above for your own records.

Certification Renewal

Tracking Continuing Education Units

You are required to keep track of the Continuing Education Units that you earn annually. This booklet provides the forms necessary to maintain your record of learning activities. At the end of your certification period, you must submit these forms to *your* Staff Development Coordinator for final approval.

The chart below explains the steps needed to keep track of your Continuing Education Units.

| Steps for Keeping Track of Continuing Education Units | | |
|---|---|---|
| | <i>Step</i> | <i>Explanatory Notes</i> |
| 1 | <ul style="list-style-type: none"> ✓ Attend a continuing education activity. | Academic courses, institutes, seminars, library sponsored workshops, commercial workshops and elearning courses will be approved if they are planned, coordinated, administered, and evaluated in terms of learning objectives. |
| 2 | <ul style="list-style-type: none"> ✓ Make sure that you have formal documentation from the sponsoring agency. <p>If no formal documentation is available, complete the <i>Official Record of Earned Continuing Education Activity</i> form (provided on page 13)</p> | Formal documentation must have a description of the activity (date, sponsor, name of activity, number of contact or clock hours) |
| 3 | <ul style="list-style-type: none"> ✓ Record continuing education activity on the <i>Full Record of Continuing Education Activities</i> form (Provided on page 12). ✓ Put the number of contact or clock hours that have been earned in the appropriate column. ✓ Attach formal documentation for each learning activity. | <p><i>Full Record of Continuing Education Activities</i> is used to maintain a record of all of the activities that you have attended during each certification period.</p>  |
| 4 | <ul style="list-style-type: none"> ✓ At the end of your certification period, turn in the <i>Full Record of Continuing Education Activities</i> and the formal documentation to your Staff Development Coordinator for review and final approval. | <p>Staff Development Coordinator will review and give final approval for the Continuing Education activities based upon the criteria listed in Step 1/Explanatory Notes.</p> <p>Each Staff Development Coordinator will determine how far in advance you must submit your documentation to them to meet your re-certification deadline.</p> |

Forms

This section includes copies of the forms you'll need to keep track of your Continuing Education Units and renew your certification:

- *Full Record of Continuing Education Activities*
- *Official Record of Earned Continuing Education Activity*

Full Record of Continuing Education Activities

Instructions: Record each activity that you have attended and submit to your Staff Development Coordinator at the intervals determined by your local system. Retain this form as evidence of continuing education for 5-year re-certification.

| |
|---------------------------------|
| Name <i>Last, First, Middle</i> |
|---------------------------------|

| |
|---|
| Library/Branch Address Street, City, State, Zip |
|---|

| | | |
|---------------------|----------------------------|-------------------|
| Certification Date: | Certification Expiration : | Page ____ of ____ |
|---------------------|----------------------------|-------------------|

| Provider and Activity | Activity Dates | No. of Contact/clock hours | For Staff Development Coordinator | |
|--|----------------|----------------------------|-----------------------------------|----|
| | | | Yes | No |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total (Number of Contact Hours) | N/A | | N/A | |

| |
|---|
| Signature of Participant <i>I HEREBY CERTIFY</i> that the information provided is true and correct to the best of my knowledge. |
| <input style="width: 20px; height: 15px;" type="checkbox"/> Date: |

| |
|---|
| Signature of Staff Development Coordinator <i>I HEREBY CERTIFY</i> that the information provided is true and correct to the best of my knowledge. |
| <input style="width: 20px; height: 15px;" type="checkbox"/> Date: |

Attach additional pages as needed.

Official Record of Earned Continuing Education Activity
Public Librarian/Library Associate

The **Division of Library Development and Services of the Maryland State Department of Education** monitors the certification of Maryland public librarians and the education and training requirements of public library associates.

Each public librarian and library associate is required to earn 6 semester hours of credit, 9 continuing education units (CEU's), or 90 clock or contact hours every five 5 years. To renew their certification, each public librarian must submit a record of their earned continuing education activity. To meet the education and training requirements, public library associates need to do the same.

This form serves as a record for a training activity when ***no formal documentation is available***. The Staff Development Coordinator is required to sign to verify the validity of the learning activity.

| | |
|---------------------------------|--|
| Name of Participant: | |
| Name of Activity: | |
| Date(s) of Activity: | |
| Sponsoring Agency: | |
| Number of Contact Hours: | |
| Description of Activity: | |

| |
|---|
| Signature of Staff Development Coordinator <i>I HEREBY CERTIFY</i> that the information provided is true and correct to the best of my knowledge. |
| <input type="checkbox"/> Date: |

Role of the Staff Development Coordinator

Description

The role of the Staff Development Coordinator for each library system is to make sure that professional librarians and directors have *Professional Public Librarian or Professional Public Library Director Certificates*, and that they are earning the appropriate continuing education units for renewal.

New Professional Librarians and Directors

The Staff Development Coordinator is responsible to:

- Ensure that new librarians and directors receive the proper forms for certification
- Provide all new librarians and directors with a copy of the *Maryland Public Librarian and Public Library Director Certification Guide*
- Review the certification renewal process with them.

Continuing Education Units (CEU's)

The Staff Development Coordinator will maintain a record of all public librarian and director certifications. At the end of a certification period, the Staff Development Coordinator will receive a copy of the *Full Record of Continuing Education Activities* form and the formal documentation from all professional librarians and directors. The Staff Development Coordinator must review and give final approval for the continuing education activities based upon the following criteria:

- Academic course, institutes, seminars, library sponsored workshops (library staff days not included), and commercial workshops will be approved if they are planned, coordinated, administered, and evaluated in terms of the learning objectives.
- The skills learned are related to job activities.

Keeping Track

The Staff Development Coordinator will be responsible for reviewing and approving all continuing education unit credits, maintaining a record of certification for each professional librarian and director of the library system, and sending a letter of verification with renewal of certificates. Records must contain:

- A copy of the certificate
- A copy of the Full Record of Continuing Education Activities form and formal Documentation for all of the activities
- Copy of re-certification request documents to include: copy of original certificate; Copy of "Full Record of Continuing Education Activities" and formal documentation of each learning and a record of payment (copy of check or money order or credit card receipt)

This process allows library systems to make sure that their professional librarians and director are keeping up with their legal responsibilities, and it provides concise records of the areas of development each year.

Addendum I

Phase-In Procedures for 2008 and 2009 Renewals

In FY2008, a new calculation for counting CEU's went into effect for this program. As a consequence, many certificate holders with renewal dates in 2008 and 2009 did not have enough CEU's to meet the 90 contact or clock hour requirement. For this reason, the following procedures were established to phase in the new requirements:

Professional Development activities can be used to make up required hours for FY2008 and FY2009. The 90 contact or clock hour requirements will be phased in by January 1, 2010.

2008 renewals

- Certificate holders need to produce 90 contact or clock hours of continuing education activity or at least 60 contact or clock hours and additional professional development activity hours to total 90.

2009 renewals

- Certificate holders need to produce 90 contact or clock hours or at least 75 contact or clock hours and additional professional development activity hours to total 90.

2010 renewals

- all renewals for this date and beyond must provide 90 contact or clock hours of continuing education activity

Professional development activity can include (but is not limited to):

- Attendance at conference program sessions that do not have continuing education credit attached to them (e.g., vendor presentations, author talks, exhibit attendance, etc.)
- Professional presentations (e.g., speaker at conference program, staff development day, library opening)
- Community outreach (e.g., emergent literacy presentations to daycare providers, school presentations, exhibiting at a community outreach forum)
- Committee or board work in the library profession (e.g., regional library boards, CLCM Human Resources Committee, LATI Advisory Board, library partnership meetings)
- Committee or board work in the community (e.g., Rotary Club, Local Management Board, community partnerships)
- Other activities approved by the library director and staff development coordinator for this purpose

(Please contact Susan Paznekas at 410-767-0440 or at spaznekas@msde.state.md.us if you require additional guidance.)

The professional development activities will be documented by the certificate holder and copies given to the staff development coordinator for the library system's records. These hours will be cumulated and entered as one line item on the "List of Continuing Education Activities" that is submitted for renewal.