

**Maryland  
Public Library Associate**

**Education and Training  
Requirements Guide**

**2008**

Maryland State Department of Education  
Division of Library Development and Services  
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# Maryland State Board of Education

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# Introduction

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This is a guide to the education and training requirements for public library associates in the state of Maryland. It also contains the procedures for maintaining records for ongoing continuing education to meet the legal requirements.

All guidelines and procedures in this guide are effective as of July 1, 2008. As of that date, the required number of continuing education units was changed from 6 to 9 to bring the library associate education and training requirement in line with standard academic practice that was established for public librarians. All library associates need to acquire 6 semester hours or 9 continuing education units or 90 contact or clock hours every 5 years to remain in the retirement system and stay employed in Maryland public libraries. Since this change needed to take effect immediately, a phase in procedure was established to help library associates meet the new requirement and is presented in Addendum I on page 14.

# Initial Education Requirements

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If you are a library associate and are: (1) employed by a county public library and (2) enrolled in the state retirement system, you are required by Maryland State Law (COMAR 13A.05.04.03) to meet specific education and training requirements. Public Library Associates are required to:

1. Have a bachelor's degree from an accredited institution.
2. Complete 90 clock (or contact) hours of approved in-service training through the Library Associate Training Institute (LATTI) or 9 hours of formal academic work in library science within 2 years of employment.
3. Upon completion of the initial training, complete 6 semester hours or their equivalent (90 contact or clock hours) in an accredited institution or in an in-service program in subjects that are relevant to the assignment of the library associate every 5 years.

There are two consequences of not obtaining and maintaining the educational requirements: (1) removal from state retirement system and/or (2) job loss.

Records of all of the training requirements must be kept by each library system and the individual library associate. The Staff Development Coordinator in each library system will be required to verify that each library associate is in compliance with the regulations.

If you have any questions, please contact Susan Paznekas, Public Library Consultant, at the Division of Library Development & Services, at 410-767-0440.

# Continuing Education Requirements

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According to the Maryland State Law, all public library associates must continue to meet training and education requirements after they finish the Library Associate Training Institute. Every 5 years, each library associate 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 library associate

All learning activities must fall in the areas specified above to count toward meeting the education and training requirements.

**Each public library associate is responsible for:**

- Completing and documenting their fulfillment of the initial education requirements as stated on page 5 of this guide
- Earning and keeping track of all of their required 90 contact or clock hours of continuing education for each 5 year period thereafter
- Keeping a complete record of all of the documentation for earning their 90 contact or clock hours during each 5 year period

# Continuing Education Requirements

## *Earning Continuing Education Units*

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### 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 certification period)
- Creating a workshop, seminar or class in accordance with page 6 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

# Continuing Education Requirements

## *Tracking Continuing Education Activity*

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 each 5 year 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>
<b>1</b>	<ul style="list-style-type: none"> <li>✓ Attend a continuing education activity.</li> </ul>	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.
<b>2</b>	<ul style="list-style-type: none"> <li>✓ Make sure that you have <b>formal documentation</b> from the sponsoring agency.</li> </ul> <p>If no <b>formal documentation</b> is available, complete the <b><i>Official Record of Earned Continuing Education Activity</i></b> form (provided on page 12)</p>	<b>Formal documentation</b> must have a description of the activity (date, sponsor, name of activity, number of contact or clock hours)
<b>3</b>	<ul style="list-style-type: none"> <li>✓ Record continuing education activity on the <b><i>Full Record of Continuing Education Activities</i></b> form (Provided on page 11).</li> <li>✓ Put the number of contact or clock hours that have been earned in the appropriate column.</li> <li>✓ Attach <b>formal documentation</b> for each learning activity.</li> </ul>	<p><b><i>Full Record of Continuing Education Activities</i></b> is used to maintain a record of all of the activities that you have attended during each 5 year period.</p> 
<b>4</b>	<ul style="list-style-type: none"> <li>✓ At the end of each 5 year period, turn in the <b><i>Full Record of Continuing Education Activities</i></b> and the <b>formal documentation</b> to your Staff Development Coordinator for review and final approval.</li> </ul>	<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 when each library associate's documentation must be submitted.</p>

# Compliance

## *Process for ensuring legal requirements are met*

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Every 5 years you will need to ensure that you have completed the library associate training requirements. Check with your Staff Development Coordinator to verify when you need to submit your Full Record of Continuing Education Activities and formal documentation for each learning activity.

### **It is each library associate's responsibility for:**

- Maintaining a copy of records documenting the completion of the Library Associate Training Institute or 9 hours of formal academic course work in library science
- Earning and keeping track of the 9 required continuing education units every 5 years
- Submitting appropriate documentation to the local Staff Development Coordinator for approval and updating of your records

**Reminder:**

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

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

- *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 earned for each 5 year period.

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

Library/Branch Address Street, City, State, Zip
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LATI certificate date:	5 year end date :	Page ____ of ____
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Provider and Activity	Activity Dates	No. of Contact/clock hours	For Staff Development Coordinator	
			Yes	No
<b>Total (Number of Contact Hours)</b>	N/A		N/A	

<b>Signature of Participant</b> <i>I HEREBY CERTIFY</i> that the information provided is true and correct to the best of my knowledge.
<input type="checkbox"/> _____ <b>Date:</b>

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

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 units. To meet the education and training requirements, library associates must 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.

<b>Name of Participant:</b>	
<b>Name of Activity:</b>	
<b>Date(s) of Activity:</b>	
<b>Sponsoring Agency:</b>	
<b>Number of Contact Hours:</b>	
<b>Description of Activity:</b>	

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

# Role of the Staff Development Coordinator

## *Description*

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The role of the Staff Development Coordinator for each library system is to make sure that public library associates complete their initial training and that they are completing the ongoing education requirements by earning the appropriate continuing education units. Staff Development Coordinators are also responsible for verifying that all public library associates are in compliance with the regulations.

### **New Public Library Associates**

The Staff Development Coordinator is responsible to:

- Ensure that new public library associates complete the Library Associate Training Institute program or 9 hours of formal academic course work in library science within 2 years of their employment
- Provide all new public library associates with a copy of the Maryland Public Library Associate Education and Training Requirements Guide
- Review the education and training requirements and processes with them

### **Continuing Education Units (CEU's)**

The Staff Development Coordinator will maintain a record of all public library associate education and training. By the end of each 5 year cycle, the Staff Development Coordinator will receive a copy of the *Full Record of Continuing Education Activities* form and the formal documentation from all public library associates. 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 education and training for each public library associate of the library system, and verifying that all of the training requirements are met. Records must contain:

- Documentation that validates that the public library associate has completed the Library Associate Training Institute or 9 hours of formal academic course work in library science.
- Full Record of Continuing Education Activities forms and formal documentation of each learning activity.

This process allows library systems to make sure that their public library associates 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 2009*

In FY2008, a new calculation for counting CEU's went into effect for this program. As a consequence, many library associates that needed to meet education and training requirements for 2009 may 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 FY2009. The 90 contact or clock hour requirements will be phased in by January 1, 2010.

### **2009 deadlines**

- Library associates 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 deadlines**

- Library associates 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](mailto:spaznekas@msde.state.md.us) if you require additional guidance.)

**The professional development activities will be documented by the library associate 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".**