

**SOUTH DAKOTA STATE LIBRARY  
CONTACT HOUR APPROVAL FORM**

**DATE RECEIVED:** \_\_\_\_\_

In addition to contact hour credit for activities sponsored by recognized library organizations, the South Dakota State Library may also grant credit for contact hours for continuing education activities (workshops, online webinars, conferences, etc.) sponsored by other organizations. To be approved for credit, these activities must take place in an organized continuing education experience, under responsible sponsorship, capable direction, and qualified instruction.

To request approval for an activity, please submit this form to the address below. SDSL's CE committee will render a decision within one week of receipt of this form and will notify the submitter accordingly.

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Employing Library: \_\_\_\_\_

Title of course: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_

**All five of the following criteria must be met.**

- \_\_\_\_ Organized Continuing Education Experience
- \_\_\_\_ Qualified Presenter
- \_\_\_\_ Responsible Sponsorship
- \_\_\_\_ Program content appropriate to participant's work experience
- \_\_\_\_ Description of course attached, including agenda or class times

**For SDSL Use Only**

**Approved for \_\_\_\_\_ contact hours** (A contact hour measures the actual instructional time a participant spends in a training activity.)

Date: \_\_\_\_\_ Continuing Education Coordinator: \_\_\_\_\_

If you have questions, please contact:

Continuing Education Coordinator  
Kathleen Slocum [Kathleen.Slocum@state.sd.us](mailto:Kathleen.Slocum@state.sd.us)  
SD State Library  
800 Governors Dr  
Pierre, SD 57501  
800-423-6665 (SD only)  
605-773-3131