

Voluntary Library Director/Staff Certification Application

Name _____ Library Name _____
Phone _____ Email _____
Address _____

What is your *current* certification status? (Check one.)

Staff:	Grade 1	Grade 2	Grade 3
Director:	Grade 1	Grade 2	Grade 3

I am not currently certified.

Which year were you last awarded certification?

NA: This is my first time seeking certification

Completed application and supporting documentation should be scanned and emailed to:

Shawn.Behrends@state.sd.us

Indicate the documentation you are sending with this application under the status and grade level for which you are applying. (Check one.)

Renewal applicants (director or staff / all grade levels): You do not need to send education information. If you are renewing, SDSL has it on file already.

Renewal (all levels)

- Proof of completion of 30 continuing education contact hours (CECH) earned during the 3-year period leading up to this renewal application. (See the *South Dakota Voluntary Certification Program Guidelines* for acceptable activities).*

New Applicants

Library Director (new applicant): See *SD Voluntary Certification Program Guidelines* document for certification grade level requirements for directors. Send scans of the required documents.

Grade 1

- Master of Library Science graduate diploma or transcripts
- Master's diploma or transcripts and documentation of five years of library experience
- Master's diploma or transcripts and documentation of 30 hours of qualifying CE activities*

Grade 2

- Bachelor's transcripts showing at least 18 credit hours of library coursework
- Bachelor's diploma or transcripts and documentation of 30 hours of qualifying CE activities*

Grade 3

- Associate degree transcripts showing at least 18 credit hours of library coursework
- HS diploma or GED certificate and documentation of five years library experience
- HS diploma or GED certificate and documentation of 30 hours of qualifying CE activities*

Library Staff (new applicant): Send scans of the required documents.

Grade 1

- Master of Library Science graduate diploma or transcripts
- Bachelor's diploma or transcripts and documentation of five years of library experience
- Bachelor's transcripts showing at least 18 credit hours of library coursework
- Bachelor's diploma or transcripts and documentation of 30 hours of qualifying CE activities*

Grade 2

- Associate diploma or transcripts and documentation of five years of library experience
- Associate diploma or transcripts showing at least 18 credit hours of library coursework
- Associate diploma or transcripts and documentation of 30 hours of qualifying CE activities*

Grade 3

- High school diploma or GED certificate and documentation of 15 hours of qualifying CE activities*

*Acceptable documentation for continuing education contact hours (CECH):

- Certificates of completion from training sessions sponsored by recognized library organizations.
- Conference schedule indicating programs attended from library/technology/education conferences if an attendance certificate is not awarded.
- Transcripts for library courses taken through a college or university (1 semester hour = 15 contact hours).
- Proof of completion for other workshops, seminars, or conferences that have been pre-approved by the SD State Library. Complete and submit a contact hours approval form (found on the SDSL Certification webpage) to have these activities approved by the SDSL.

Do not send more than 30 hours of certificates.

*I hereby certify that the above information is true to the best of my knowledge.
I understand that any false statement may result in denial or revocation of the certificate.*

Signature:

Date: