

## 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](mailto: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 at [https://libguides.library.sd.gov/services/cert\\_accred](https://libguides.library.sd.gov/services/cert_accred)) to have these activities approved by the SDSL.

Do not send more than 30 hours of certificates.

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*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: