

INITIAL CERTIFICATION PROCEDURES

An initial certificate will be granted to all applicants. The initial certificate may be granted at Level 1, Level 2, Level 3 or Level 4.

Documentation that confirms the required credential must be sent with the Certification Application. The initial certificate will be valid for three years from the date it is issued.

The Certification Application and documentation should be mailed to:

Certification Program
State Library of Kansas
Room 343N, State Capitol
300 SW Tenth Ave.
Topeka, Kansas 66612-1593

The State Library staff will review application materials and award the requested certification. Any concerns, disputes or requested exceptions will be referred to an Advisory Certification Board which includes the State Librarian and three members of the State Library of Kansas Board.

LEVELS OF CERTIFICATION

Level 1

Library administrator holding one of the following:

- High school degree or a GED (General Educational Development) certificate; or
- Five years of library experience

Level 2

Library administrator holding one of the following:

- 24 semester hours of college credit from an accredited college or university, or
- 200 documented contact hours of library training that support the *Core Competencies for Kansas Public Library Directors*

Level 3

Library administrator holding one of the following:

- An undergraduate degree from an accredited college or university, or
- Graduation certificate from the three year KPLACE Institute – 1991 through 2007, or

- 400 documented contact hours of library training that support the *Core Competencies for Kansas Public Library Directors*

Level 4

- Library administrator holding a master's degree from a library school or information program that is accredited by the American Library Association

PROCEDURE FOR CERTIFICATE RENEWAL

The Kansas Library Administrator Certificate is valid for three years and may be renewed if the training requirement is met and documented. The training requirement for all levels is 45 contact hours within a three year period.

The Application for Re-Certification and required documentation should be mailed to:

Certification Program
State Library of Kansas
Room 343N, State Capitol
300 SW Tenth Ave.
Topeka, Kansas 66612-1593

State Library staff will review application materials and renew the certificate or award the new level of certification.

Any concerns, disputes or requested exceptions will be referred to the Advisory Certification Board.

TRAINING GUIDELINES

The primary emphasis of the certification program will be on the continuing education of Kansas librarians at all stages of their library careers. All training events used for certificate renewal must have documentation confirming participation.

Training accepted for certification renewal includes:

- Workshops sponsored by regional systems, library organizations or libraries
- College courses in librarianship, information science or major academic disciplines
- Leadership programs
- A statewide library conference or pre-conference
- A national library conference or pre-conference
- A commercial training seminar that is connected to professional skills

- A workshop sponsored by a unit of government, if related to needed job skills or area of knowledge covered in the core competencies
- Online or desktop training events with a confirmation of completion from the provider
- Training credit will also be given for teaching a workshop or online event but that credit will be limited to presentation time.

Activities that will not be accepted for library certificate training include:

- Programs that last for less than one hour
- Parts of programs
- Staff meetings, board meetings or committee meetings
- Individual on-the-job training sessions
- College courses designed for hobbies and personal skills rather than major academic disciplines

GETTING STARTED

If you have questions or concerns about the Certification Program, please call Shannon Roy at 785-296-2148 or send email to shanroy@kslib.info.

Please contact your regional library system about coming training events.