

For Board Use Only

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For Board Use Only

Provider No. _____

Date Issued _____

Applicant No. _____

GEORGIA STATE BOARD FOR THE CERTIFICATION OF LIBRARIANS
Post Office Box 13446 • Macon, Georgia 31208 • (478) 207-2440
www.sos.state.ga.us/plb/librarians/

**APPLICATION FOR BOARD APPROVED PROVIDER
of Continuing Education Activities
Non-refundable Fee \$50.00**

Name: _____

Address: _____

Telephone: _____ E-mail: _____

If this application is for an organization, please give the name of the person responsible for coordinating continuing education activities.

Please list the topic areas in which you plan to offer continuing education activities. (Please note: Board-approved providers may offer only programs in the topic areas for which they have been approved. If, after approval, providers wish to offer programs in additional topic areas, they must submit an additional application.) Approval of these courses will be valid until substantial changes are made to the course. At that time, a new application must be submitted for approval.

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

Please list the names of all instructors currently offering continuing education activities, and after each name, identify the topic areas in which this instructor is qualified to teach. (Identify topic areas by using the letters a), b), c), etc., from the list in the question above.

For each of the instructors listed, please attach a vita, along with any additional information necessary to demonstrate that each instructor is qualified to teach in the identified topic areas.

Please enclose with this application program outlines for continuing education activities (courses, workshops, programs) which you have presented or plan to present. Each program outline must include the following:

- a) the names of the instructors;
- b) the program objectives;
- c) the program schedule; and
- d) any instructional materials that are included as part of the program.

Submit this application with attachments and fee to:

Continuing Education Committee
Georgia State Board for the Certification of Librarians
Post Office Box 13446
Macon, GA 31208

GEORGIA STATE BOARD OF REGISTRATION FOR LIBRARIANS

Approved programs:

(1) Professional Associations. Continuing library education hours may be obtained by participating in activities sponsored or approved by the American Library Association or other professional associations. A properly authorized official of the professional organization shall certify the number of contact hours of educational content of each sponsored or approved activity. Programs offered by these providers do not require prior Board approval.

(2) Educational Institutions. Continuing library education hours may be obtained by completing non-degree or graduate level course work or by participating in continuing education programs sponsored by or approved by educational institutions accredited by a regional body, e.g., Southern Association of Colleges and Schools. The educational institution shall certify the number of contact hours of educational content in each sponsored or approved program. Programs offered by these providers do not require prior Board approval.

(3) Government Agencies and Bibliographic Utilities. Continuing library education hours may be obtained by participating in in-service training, courses, or workshops sponsored by federal, state or local agencies or bibliographic utilities. The provider shall certify the number of contact hours of educational content in each sponsored activity. Programs offered by these providers do not require prior Board approval.

(4) Board-approved Programs. All other programs must receive official Board approval. Application for Board approval must be made to allow adequate time for Board review prior to each quarterly meeting. Meeting schedules are available from the Board office or at the Board's website www.sos.state.ga.us/plb/librarians.

Attachment: Librarian Board Continuing Education Rules

The Georgia State Board of Certification for Librarians reserves the right to withdraw approval of any program at its discretion.

**CHAPTER 320-5
RENEWAL AND CONTINUING EDUCATION
TABLE OF CONTENTS**

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320-5-.01 Biennial Renewal

320-5-.01 Biennial Renewal. Amended.

Certificates will expire every two (2) years on the 30th day of June, beginning in 1984, and shall become renewable at least sixty (60) days prior to expiration date.

320-5-.02 Reporting Requirements.

(1) Beginning with applications for renewal of licenses which expire on June 30, 2004, a certified librarian must have completed ten (10) hours of acceptable continuing education during the two year period immediately preceding each biennial renewal date as a condition for license renewal.

(2) An applicant for license renewal who has been initially licensed in Georgia as a certified librarian for one year but less than two, at the date of license expiration must have completed five (5) hours of acceptable continuing education during the period between initial licensure and the expiration date as a condition for license renewal.

(3) An applicant for license renewal who has been initially licensed in Georgia as a certified librarian for less than one year at the date of license expiration will not be required to complete any hours of continuing education prior to that first license expiration date as a condition for license renewal.

(4) All applicants for biennial license renewal will report having completed the continuing education requirement as part of the application for license renewal.

(5) Failure to comply with the provision of this section will result in non-renewal of the certified librarian's license. Certified librarians whose licenses have expired for non-renewal are prohibited from identifying themselves as certified librarians.

320-5-.03 Record Maintenance and Verification

(1) Responsibility for documenting the fulfillment of the continuing education requirements rests with the licensee, and the licensee must retain for a period of four years the evidence of completion of each course or program, a description of the contents of each course or program and verification of the number of hours of each course or program, or, for other activities which meet the requirements, such documentation as to ascertain their content and completion.

(2) The Board may verify, on a test basis, satisfactory completion of the continuing education requirements. In doing so, the Board may require licensees to submit copies of the documentation described in paragraph (1) above to the Board and may require other information as it deems necessary to decide upon the acceptability of a course or program. In cases where the Board determines that the requirements have not been met, the Board may grant an additional period of time in which the deficiencies may be corrected.

Rule 320-5-.04 Exemptions. The Board may waive all or some of the requirements of continuing education for reasons of individual hardship or health of the licensee based on the licensee's written request and accompanying supporting documentation.

Rule 320-5-.05 Definitions.

(1) Credit Hours. Credit accrues at a rate of one hour for each hour of actual contact. This shall be known as a contact hour or clock hour. Credit will not be allowed for any program which in its entirety, including question and answer periods, lasts less than thirty minutes. Credit will not be given for time spent in introductory remarks, coffee and luncheon breaks, meals, or business meetings where no organized course work is presented.

(2) Categories. There are two (2) categories of continuing library education which cover the various activities for which credit may be granted.

(a) Category 1. Organized course work or programs in library science or professional ethics. Included are seminars, short courses and workshops conducted or sponsored by public or private organizations, and sessions of professional library associations or conferences. A Category 1 activity must satisfy all of the following conditions.

1. It constitutes an organized program of learning (including a meeting, workshop or symposium) which contributes directly to the professional competency of librarians.

2. It deals primarily with matters directly related to the practice of librarianship, professional responsibility, or ethical obligations of librarians.

3. It is conducted by librarians or individuals who have special education, training and experience by reason of which they can be considered experts in the subject matter of the program.

(b) Category 2. Other organized course work or programs not specifically library or library-related but which are professionally enriching or directly benefiting the individual

in his or her present position. Examples include general sessions of librarianship or other professional meetings or course work in areas such as computer science, business management, public relations, etc.

(3) Correspondence courses and distance learning courses. Correspondence courses and independent study programs are permitted under Categories 1 and 2, if the course provides for interaction between the participant and the course administrator. This usually takes the form of periodic examinations and must be documented. Contact hours are assigned on the basis of the credits granted by the sponsoring organization.

(4) Academic Programs. University and college taught courses taken in pursuit of a degree may be counted as Category 1 or 2, as long as that degree is not being obtained to meet the qualifications for certification up to the grade 5(b).

Rule 320-5-.06 Approved Programs

(1) Professional Associations. Continuing library education hours may be obtained by participating in activities sponsored by or approved by the American Library Association or other professional associations. A properly authorized official of the professional organization shall certify the number of contact hours of educational content of each sponsored or approved activity. Programs offered by these providers do not require prior Board approval.

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