

## Montana Certification Program For Library Directors, Staff And Trustees - Application Form

Please provide all of the information requested below and **submit the application form and your continuing education documentation** to the Montana Certification Program, PO Box 201800, Helena MT 59620-1800. For continuing education earned before January 1, 2010, you can send ce forms with presenter signatures verifying your attendance. For continuing education earned following January 1, 2010, you can submit your CE Tracking Form listing training events you attended; these credits are verified by your supervisor's signature on this application.

Name \_\_\_\_\_

Street Address (home) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Library \_\_\_\_\_

Email address \_\_\_\_\_

NOTE: All continuing education credits must be earned within a 4-year period prior to applying for certification. Certificates are valid for four years.

A. There are 3 certification tracks available. Please indicate the track you are applying for:

- Administrator Track – required for public library directors  
(minimum of 60 credits: 20 credits in Library Administration, 10 credits in each of the other CE categories)
- Staff Track  
(minimum of 60 credits: 10 credits in each CE category)
- Trustee Track  
(minimum of 15 credits: 10 credits in Library Administration)

B. Specializations are available to recognize individuals for earning continuing education credits in a given category above and beyond the basic certification requirement. Specializations can be earned in one or more CE categories by accumulating a minimum of 20 credits in that category. Because there is a Library Administrator Track, there is not a specialization in the Library Administration continuing education category. Individuals interested in Library Administration as a specialization are encouraged to pursue the Library Administrator Track.

If you are applying for a specialization, please indicate which specialization you have earned:

- Library Services to the Public
- Collection Management & Technical Services
- Technology
- None

C. Montana State Library is committed to increasing recognition for librarians, support staff and trustees who achieve certification. To meet this goal, all individuals achieving certification will be announced at the Montana Library Association annual conference. Please indicate below what other form(s) of recognition you would like us to do: (check all that apply)

Letter to your director

Letter to your Board

Letter to local government officials

Please tell us who would be appropriate: \_\_\_\_\_

Press release to your local newspaper

Please don't do any notification

D. Verification of participation in continuing education activities during the certification period is required. Please sign and date this form. A signature from your library director (for library staff applications) or library administrator (for library directors) is also required. The library administrator could be the Board chair, school principal or superintendent, or corporate executive.

I hereby certify that the list of continuing education activities attended and credits earned is true and correct to the best of my knowledge. I understand that misrepresentation of this data may result in denial or revocation of the certificate.

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Applicant's Signature

Date

My signature verifies the applicant's participation in the continuing education events listed on the ce tracking form submitted with this application.

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Supervisor Signature

Date

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Supervisor Name (printed) and Title