

# CERTIFICATION PROCESS

The following steps should be followed for certification. Certification Application Forms are available from the Certification Specialist at the Oklahoma Department of Libraries or from <https://libraries.ok.gov/librarians/library-development/public-librarian-certification/>.

For more information contact [wendy.gabrielson@libraries.ok.gov](mailto:wendy.gabrielson@libraries.ok.gov) 405-522-3322

1. Complete the Certification Application Form.
2. A \$20.00 fee is charged to those applying for initial certification (no fee is charged for renewal). Checks should be payable to the Oklahoma Library Association.
3. Mail fee and completed Certification Application Form, along with an official transcript, confirmations of attendance at Institute in Public Librarianship classes, and/or a letter which details your qualifying library employment or experience, to:

Wendy Gabrielson, Certification Specialist  
Office of Library Development  
Oklahoma Department of Libraries  
200 N.E. 18th St.  
Oklahoma City, OK 73105-3298

4. ODL will review and send the appropriate certificate to you.
5. Certificate will expire **three years from the date of issue**, unless renewal process is completed.

Please note: Employment in a public library is not required to receive certification.

