

## CERTIFICATION PROCESS

The following steps should be followed for certification. Certification Application Form attached here (see below) or can be found at: [//libraries.ok.gov/librarians/library-development/public-librarian-certification/](http://libraries.ok.gov/librarians/library-development/public-librarian-certification/).

1. Once you have completed all 8 certification courses, 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 a copy of official transcript, confirmations of attendance at the Public Library Academy classes, and/or a letter which details your qualifying library employment or experience, to:

Wendy J. Noerdlinger, Continuing Education Coordinator  
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 **3 years from the date of issue**, unless renewal processes are successfully completed.

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

