

## PROGRAM APPLICATION FORM

Instructions: Complete form and submit at least 10 weeks prior to date of program to:  
Certification Specialist  
Office of Library Development  
Oklahoma Department of Libraries  
200 N.E. 18<sup>th</sup> Street  
Oklahoma City, OK 73105-3298

1. Organization Offering Program:

2. Program Contact Person:

3. Library Address:

4. Telephone:

E-mail:

5. Program Title:

6. Date of Program

Time

Location (city and facility)

7. Instructional Hours:

8. Target Group:

9. Charge to Each Participant: \$

10. Goal/Purpose of the Program:

11. Learning Objectives: At the end of the program, participants will be able to:

12. Subject Matter and Methods to be Used:  
Attach an agenda/outline which includes specific times, topics and methods.

13. Instructional Staff: (names and rationale for choice)

14. Evaluation:  
Attach a copy of your evaluation and/or describe the process you plan to use.

15. Signature of Contact Person:

16. Date of Application: