

RENEWAL OF CERTIFICATE

All certification levels must be renewed using this standard renewal procedure:

1. 4.0 CEU's or 3 hours of approved college course work is required for certificate renewal. One CEU equals 10 hours (500 minutes) of instruction.
2. Certificates must be renewed every three years.
3. No fee is assessed for timely certificate renewal.
4. 30 days before the expiration date of the certificate, the Certification Renewal Form should be completed and sent to the Certification Specialist at ODL. A new application form should not be filled out.
5. Attach originals of appropriate official transcripts or confirmations of attendance to prove completion of the requirements for renewal. It is the applicant's responsibility to retain all confirmations of attendance. The confirmation should have the name of the class, the number of CEU's, date and name of the provider. The following confirmations are valid and verify attendance at a continuing education event:

Program	Validation
Formal courses/programs awarded academic credit or CEUs which have received prior approval by the Certification Specialist.	Transcript or confirmation of attendance provided to each participant.
Formal courses/programs awarded academic credit or CEUs which have <u>not</u> received prior approval by the Certification Specialist.	Submission of the Request Form for CEU Approval to the Certification Specialist by the individual librarian <u>and</u> a transcript or confirmation of attendance which will be provided to each participant within 30 days.
Informal programs with prior approval by the Certification Specialist.	Confirmation of attendance by the provider.
Informal programs <u>not</u> receiving prior approval by the Certification Specialist.	Submission of the Request Form for CEU Approval to the Certification Specialist by the individual librarian <u>and</u> a confirmation of attendance by the provider within 30 days.

6. Basic classes in the Institute in Public Librarianship are not normally part of the renewal process, but upon approval may be used to renew Levels IV, V, VI or VII.

CERTIFICATION RENEWAL FORM

Complete the following form and submit along with copy of transcripts, if applicable, and confirmations of attendance (totaling 4 CEUs) to:

Sadie Bruce, Continuing Education Coordinator
Office of Library Development
Oklahoma Department of Libraries
200 N.E. 18th St.
OKC, OK 73105

OR Email Renewal Form and copies of the CEUs to: education@libraries.ok.gov

OR Fax Renewal Form and CEUs with your name and library to: **405-522-3326**

Name: _____

Last

First

MI

Name change from certification or last renewal? Yes No Prior name: _____

E-mail Address: _____

Library & Address: _____

Current Position: _____

Date of this application: _____

C. Current Certification Level: _____

D. Requested Change in Certification Level: _____

(enclose copy of transcript or a record of additional work experience signed by applicant's employer)

E. Total Years of Library Experience _____

F. Total Number of CEUs or Credit Hours: _____ CEUs _____ Hours

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate.

Applicant Signature

Date signed