

**Certification Manual  
for  
Wisconsin Public Library Directors  
2011**



**Wisconsin Department of Public Instruction  
Tony Evers, PhD, State Superintendent  
Madison, Wisconsin**



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# Introduction

# 1

The Wisconsin Legislature has declared that it is the policy of the state to provide laws for the development and improvement of public libraries. Librarian certification has been part of Wisconsin law since 1921 when the legislature, at the urging of the Wisconsin Library Association, passed the first comprehensive state public librarian certification law. The concern was that the public libraries of the state be headed by qualified library personnel, assuring a high level of professional management and administration of Wisconsin's library resources, programs and services.

Wisconsin's public librarian certification law reflects a continuing interest in ensuring that qualified personnel direct Wisconsin's public libraries. The law requires a broad educational background, as well as coursework designed to focus on the issues and concerns relevant in a public library setting. The law also recognizes the need for public librarians to continually update their skills and knowledge and be prepared for new challenges and responsibilities.

This manual is intended to serve as a guide for public library directors and boards of trustees in meeting the requirements of Wisconsin's public librarian certification law. The guidelines and procedures outlined in the manual are effective as of the date of the corresponding changes in the *Wisconsin Administrative Code*, June 2011.

## Summary of Changes Effective June 2011

Subchapter I of Ch. PI 6, Wis. Admin. Code, pertains to public librarian certification and specifies certification requirements for administrators who serve in municipal, joint, and county public libraries based on their populations. The revised rules:

- Allow grade II certificates to be issued to applicants holding a bachelor's degree along with a minor in library science if the minor includes or is supplemented by 3 semester credits of coursework, or the equivalent, in advanced public library administration.
- Update public librarian certification requirements for grade II and III certification. Some of the areas of coursework have been changed to reflect the changes in the nature of public library operation. The total number of credits required to be completed will still be a total of 12; however, the rule will provide flexibility as to how those 12 credits may be earned.
- Require certification renewal to include at least 10 hours of technology-related training.
- Modify the temporary certification requirements for grade II and III certification to reflect the new coursework required to get a public librarian

certification and require at least one course to be completed annually until the certification requirements are complete.

### **Impact of June 2011 Changes on Current Certificates**

The new rules apply to individuals applying for initial *temporary* grade II and grade III certification on or after June 1, 2011. The new rules apply to individuals applying for initial *regular* grade II or III certification on or after July 1, 2014.

The new rules apply to individuals applying to renew regular grade I, II, or III certification on or after July 1, 2014.

# Applying for Certification

# 2

## Who Should Apply

Administrators of public library systems, county libraries, county library services, and municipal public libraries except Milwaukee Public Library must hold certification as described in this manual. An “administrator” of a library or system is, according to administrative rules, the head librarian or other person appointed by the board of the library or system to direct and administer the library or system. Often the terms “library administrator,” “library director,” and “head librarian” are used interchangeably.

Directors of public libraries and library systems must hold certification (s. 43.09(1) Wis. Stats. and PI 6.03(2) Wis. Admin. Code). Having a properly certified library director also is one of the statutory membership requirements for belonging to a public library system (s. 43.15(4)(c)(6) Wis. Stats.).

## When to Apply

Directors must be appropriately certified or eligible for certification upon employment. The types of certification considered appropriate for new employment include regular certification and temporary certification as described in this manual. In order for a library to be in compliance with system membership requirements, directors eligible for regular certification must apply immediately upon employment if they are not already certified. Directors *must* apply within three months of employment to be eligible for temporary certification. **Temporary certification will not be issued to directors after they have served three months in their position.**

Certification is not required by law for library personnel other than directors. Assistant directors and others, such as department heads and reference librarians, are not considered library directors. The educational and library coursework requirements outlined in this manual and in the *Wisconsin Administrative Code* were designed for library directors, not for those with other positions in libraries. Although it is not required, persons other than library directors may apply for any grade level and type of certification for which they are eligible. Voluntary certification will be in accordance with the principles and procedures that apply to required certification as set forth in the *Wisconsin Statutes* and the *Wisconsin Administrative Code*, including the requirement that certification be maintained on a continuing basis. Individuals considering applying for voluntary certification are strongly encouraged to consult with the public library system continuing education validator for their area or the Division for Libraries & Technology before submitting their application to the Division.

## How to Apply

The Division for Libraries & Technology is responsible for approving and issuing public librarian certificates. To obtain a Public Librarian Certification Application form, download the certification application form from the web at <https://dpi.wi.gov/pld/certification>, contact us at (608) 266-7270, or email [shannon.schultz@dpi.wi.gov](mailto:shannon.schultz@dpi.wi.gov).

Send the completed application form, the applicable fee, and supporting documents to:

Wisconsin Department of Public Instruction  
Attn: Accounts Receivable  
125 South Webster Street  
P.O. Box 7841  
Madison, WI 53707-7841

# Types of Certification Available

# 3

There are three types of certification currently available in Wisconsin: regular, temporary, and provisional. The following descriptions of the grade levels and educational requirements for public librarian certification are taken from the *Wisconsin Administrative Code*. See Appendix A for the complete text of the code. Permanent certificates issued under certification rules in effect prior to May 1, 1979, continue to be valid.

## Regular Certification

A regular certificate is issued for a five-year period. It may be renewed upon evidence which satisfies the Division for Libraries & Technology that the holder has participated in continuing education in librarianship which is directly related to the position held or will permit advancement in the profession. A certificate is valid through the last day of the month in which it expires.

The requirement for certification renewal is participation in 100 contact hours of continuing education as defined in this manual (see Chapter 4). Relevant municipal, joint municipal, and county populations are those reported by the U.S. Department of Commerce, Bureau of the Census, in the most recent federal decennial census.

### Regular Grade I Certification

Administrators of municipal, joint, and county public libraries with a municipal, joint municipal, or county population of 6,000 or more, and administrators of public library systems, are required to hold grade I certificates.

The educational requirements for initial grade I certification are a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing and a master's degree from a library school program accredited by the American Library Association.

Individuals certified at grade I must participate in 100 contact hours of continuing education in the five-year period prior to recertification (see Chapter 4 for details).

### Regular Grade II Certification

Administrators of municipal, joint, and county libraries with a municipal, joint municipal, or county population between 3,000 and 5,999 are required to hold at least grade II certificates.

The educational requirements for grade II certification are a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by 12 semester credits of

coursework or the equivalent, approved by the division, in each of the following areas:

- Basic public library administration
- Advanced public library administration
- Organization and management of collections
- Public and community services

OR

- Individuals who obtain a bachelor's degree with a minor in library science may be certified at the grade II level upon completion of the advanced public library administration course.\*

Individuals certified at grade II must participate in 100 contact hours of continuing education, including at least 10 hours of technology training, in the five-year period prior to recertification.

### Regular Grade III Certification

Administrators of municipal, joint, and county libraries with a municipal, joint municipal, or county population under 3,000 are required to hold at least grade III certificates.

The educational requirements for grade III certification are 54 semester credits, half of which must be in the liberal arts and sciences, at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by 12 semester credits of coursework or the equivalent, approved by the division, in the following areas:

- Basic public library administration
- Advanced public library administration
- Organization and management of collections
- Public and community services

Individuals certified at grade III must participate in 100 contact hours of continuing education, including at least 10 hours of technology training, in the five-year period prior to recertification.

Courses in the liberal arts and sciences include the study of the behavioral and social sciences, fine arts, humanities, natural sciences, and mathematics.

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\* New option, added in 2011.

## Summary of Regular Certification Requirements

<b>Municipal Population</b>	6,000 or more	3,000 to 5,999	Fewer than 3,000
<b>Grade Level</b>	Grade I	Grade II	Grade III
<b>General Education Requirements</b>	Bachelor's degree	Bachelor's degree	54 semester credits, half of which shall be in the liberal arts and sciences
<b>Library Education Requirements</b>	Master's degree from American Library Association accredited program	12 Semester credits in the following areas: <ul style="list-style-type: none"> <li>• Basic public library administration</li> <li>• Advanced public library administration</li> <li>• Organization and management of collections</li> <li>• Public and community services</li> </ul> <b>Basic public library administration must be completed in the first year; thereafter, at least one course per year must be taken annually.</b> <b>OR</b> Bachelor's degree with a minor in Library Science AND Advanced public library administration course.	
<b>Continuing Education Requirements</b>	<ul style="list-style-type: none"> <li>• 100 hours in the five-year period prior to recertification</li> <li>• At least 10 hours of the 100 hours must be technology-related training</li> </ul>		

## Temporary Certification

The Division for Libraries & Technology may grant temporary certification at the appropriate grade level to enable the following applicants to complete the library education requirements. Temporary certificates are valid through the last day of the month in which they expire. Applicants must apply for temporary certification within **three months of employment as a library director** in order to be eligible for such certification. Temporary certificates **shall not be granted to allow applicants to complete the general education requirements** for the applicable grade level.

### Temporary Grade I Certification

An applicant for grade I certification who has a bachelor's degree and is currently enrolled in a library school accredited by the American Library Association but has not yet completed the master's degree. The applicant shall provide the division a written schedule for completing this requirement. The proposed schedule requires approval by the division. **The certificate is valid for up to one year and is not renewable.**

## Temporary Grade II Certification

A temporary Grade II certification can be earned in one of two ways.

1. An applicant for grade II certification who has a bachelor's degree but has not earned 12 semester credits of coursework or the equivalent, approved by the division, in the following areas:

- Basic public library administration (must be completed in the first year)
- Advanced public library administration
- Organization and management of collections
- Public and community services

The applicant shall provide the division a written schedule for completing this requirement, outlining the courses that will be taken and approximate dates. The proposed schedule requires approval by the division. The certificate may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, *provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years.* The certificate is not renewable a fourth time.

OR

2. An applicant for grade II certification who has a bachelor's degree with a minor in library science but has not earned 3 semester credits of coursework in advanced public library administration.

## Temporary Grade III Certification

An applicant for grade III certification who has 54 semester credits but has not earned 12 semester credits of coursework or the equivalent, approved by the division, in the following areas:

- Basic public library administration (must be completed in the first year)
- Advanced public library administration
- Organization and management of collections
- Public and community services

The applicant shall provide the division a written schedule for completing this requirement, outlining the courses that will be taken and approximate dates. The proposed schedule requires approval by the division. The certificate may be renewed on an annual basis up to three times for a total coverage not exceeding a period of four years, *provided the applicant has completed a basic public library administration course by the end of the first year and at least one course by the end of each subsequent year, not to exceed four years.* The certificate is not renewable a fourth time.



## Lapsed Certification

A temporary certificate may be awarded to an applicant for certification who was previously certified and whose certification has been expired for at least one year and who has not served as the administrator of a public library or public library system in Wisconsin during that period. The applicant must meet the basic requirements for initial regular certification at the appropriate grade level. An applicant who receives a temporary certificate under these conditions shall complete at least 20 contact hours of continuing education during the temporary certification period. The certificate is valid for up to one year and is not renewable. The applicant will be eligible for regular certification upon completion of the 20 contact hours of continuing education.

## Summary of Temporary Certification Requirements

Grade Level	Grade I Minimum education requirement is a bachelor's degree	Grade II Minimum education requirement is a bachelor's degree	Grade III Minimum education requirement is 54 semester credits
Required Library Courses	Master's degree in library science from ALA accredited library school	12 semester credits of coursework or the equivalent, approved by the division, in the following areas: <ul style="list-style-type: none"> <li>• Basic public library administration</li> <li>• Advanced public library administration</li> <li>• Organization and management of collections</li> <li>• Public and community services</li> </ul> OR Bachelor's degree with a minor in library science and 3 semester credit coursework in advanced public library administration.	
Required Timeframe	No specified courses or sequence for courses. Master's degree in library science must be completed within one year.	The four courses must be completed within four years. The basic public library administration course must be completed by the end of the first year and at least one of the other courses each subsequent year not to exceed four years.	

## Provisional Certification

The Division for Libraries & Technology may grant provisional certification at the appropriate grade level for a five-year period, and renewal every five years thereafter, to the following applicants, *provided they continue to work at the same library* and comply with continuing education requirements for recertification. Certificates are valid through the last day of the month in which they expire.

- a. An applicant who is employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but is no longer properly certified due to the population growth of the jurisdiction in which the public library is located. Administrators of public libraries affected by a population increase will be notified by the division when the new federal decennial census figures are available, and the upgrade will be effective at that time.

- b. An applicant who was already employed as the administrator for the public library in which he or she is currently employed at the time the library became a member or part of a public library system or a joint public library, or who was employed as the administrator for the public library.

## **Educational Equivalencies**

In several sections of the *Wisconsin Administrative Code*, the Division for Libraries & Technology is allowed discretion in determining equivalents for educational requirements. In general, judgment as to equivalencies will be handled on a case-by-case basis. The following guidelines will be used:

- a. Applicants with master's degrees from unaccredited library school programs and two years of successful library experience after graduation may be granted grade I certification at the discretion of the division.
- b. The following courses offered by the University of Wisconsin–Madison, School of Library and Information Studies, Continuing Education Services, although not offered for academic credit, are considered equivalent to comparable credit courses.
  - Basic public library administration
  - Advanced public library administration
  - Organization and management of collections
  - Public and community services
- c. Colleges, universities, and other agencies wishing to have noncredit courses considered as equivalents to credit courses should submit course outlines and information for consideration to the Division for Libraries & Technology. Courses should allow for discussion of topics and materials that are relevant in a public library setting. While the courses may focus on school library media programs, for example, students must have an opportunity to explore issues as they relate to public library services. In particular, library administration courses must include specific content related to the philosophy, governance, organization, and management of a public library.

# Certification Renewal

# 4

## Certification Renewal Requirements

Regular and provisional certificates are issued for five-year periods. They are valid through the last day of the month in which they expire. They may be renewed upon evidence which satisfies the Division for Libraries & Technology that the holder has participated in continuing education in librarianship which is either directly related to the position held or will permit advancement in the profession, and, in the case of provisional certificates, provided the applicant continues to work in the same library.

Requirements for certification renewal are based upon the accumulation of continuing education contact hours. Individuals holding regular and provisional certification at any grade level must accumulate 100 contact hours of continuing education in the five-year period prior to recertification. **At least 10 hours of technology-related training must be included in the 100 hours.** Contact hours may be granted for continuing education activities outside the fields of information, library, and media education (for example, management courses at a business school) if they are relevant to the present position or to career advancement in the library profession.

A contact hour is 60 minutes of continuous participation in a learning activity. A learning activity must be a minimum of one contact hour. For continuing programs, when individual segments are less than 60 minutes, the sum of the segments may be considered one total program; e.g., four 30-minute presentations would equal 120 minutes and be counted as two contact hours. After the initial minimum of one contact hour is met, credit is granted for contact hours for programs involving fractions of an hour by rounding up to the next quarter hour; e.g., a program lasting 1 hour and 50 minutes should be rounded to 2 hours.

To determine the number of contact hours for individual continuing education activities, consult the continuing education chart on page 16. Continuing education contact hours must be earned during the five-year period immediately preceding the renewal of the certificate. At least 70 hours must be earned in categories A and B; no more than 30 may be earned in category C.

## Certification Renewal Process

### Individuals

Individual certificate holders are responsible for keeping records of continuing education activities on individual Continuing Education Activity Report forms, submitting copies of the Continuing Education Activity Report forms and Annual Summation of Continuing Education Activities forms to public library system validators, and applying for recertification to the Division for Libraries & Technology every five (5) years. (See the appendices of this manual for samples of the certification forms referred to.)

Individuals are expected to submit the Continuing Education Activity Report forms and Annual Summation of Continuing Education Activities forms on an annual basis to the public library system validators.

### Public Library System Continuing Education Validators

Public library systems designate continuing education validators. Validators review and accept or reject the Continuing Education Activity forms and Annual Summation forms of continuing education participants. Validators may, because of conflict of interest, defer validation to the division. Validators keep copies of Annual Summation forms for their files and return the originals to the certificate holders.

### Division for Libraries & Technology

The Division for Libraries & Technology approves applications and issues individual public librarian certificates. Copies of the Annual Summation forms, approved by the public library system validators, must accompany the application.

## Continuing Education Activities for Recertification

Learning takes place in a variety of situations and circumstances, and librarians have many opportunities for formal and informal involvement in learning activities throughout their professional careers. **For the purposes of public librarian recertification, however, only those learning activities that are planned, coordinated, administered, and evaluated in terms of learning objectives qualify for recertification.**

Continuing library education for Wisconsin public librarian certification renewal is interpreted as education of the individual beyond the initial certification requirements. Continuing library education is required to

- Keep librarians abreast of new knowledge and developments within their field,
- Update their basic library-oriented education,
- Enhance their job competence, or
- Lead to specialization in a new area of librarianship.

Continuing education opportunities include both formal and informal learning situations and need not be limited to library subjects or the offerings of library education programs but must be related to the present position or to career advancement in the library profession.

Continuing library education must have all of the following:

- Learning objectives
- Activities that are used to meet the objectives
- A process for evaluation to determine whether the learning objectives were met
- An instructor or learning consultant

### Continuing Education Categories

Eligible continuing education activities typically fall into three categories as follows. Activities in these categories may be offered onsite or in a variety of other ways, such as via the Internet (online) or satellite. At least 70 of the 100 contact hours required for recertification must be earned in categories A and B. No more than 30 of the 100 contact hours required for recertification can be earned in category C. At least 10 contact hours required for recertification must be technology-related (see page 15).

#### *Category A: Credit Continuing Education Activities*

This category includes all continuing education courses for which academic credit is awarded by a college or university approved by an accrediting association of more than statewide standing. In addition, courses determined by the division to be equivalent to courses offered for academic credit should be included in this category. These include the onsite and online courses offered by the University of Wisconsin–Madison, School of Library and Information Studies, Continuing Education Services and listed on page 10 of this manual.

Contact hours earned in Category A must be submitted with formal documentation from the sponsoring agency.

#### *Category B: Noncredit Continuing Education Activities*

This category includes activities for which no academic credit is awarded but which are preplanned continuing education activities on specific topics offered by agencies, organizations, and professional associations and are planned, coordinated, administered, and evaluated in terms of learning objectives.

Participants in activities in Category B must document their participation by submitting a Continuing Education Activity Report form to validators that includes provider, title and description of program, date(s), location, and number of contact hours. Category B includes activities such as

- Workshops, seminars, institutes, lectures
- State or national library association programs

### *Category C: Self-Directed Continuing Education Activities*

This category includes self-directed continuing education activities for which no academic credit or equivalencies are awarded and which are not preplanned continuing education activities on specific topics offered by agencies, organizations, and professional associations. The learning activities, however, must be planned, coordinated, administered, and evaluated in terms of learning objectives.

Determination of the number of contact hours to be awarded for activities in this category will be made by the participant's validator, based on actual hours of continuing education activities, but not to exceed 10 contact hours awarded per learning activity (each bulleted item signifies a single learning activity). Certification participants are advised to consult with the certification validator prior to participation in a self-directed learning activity, particularly if they aren't sure whether an activity qualifies. Participants in activities in Category C must document their participation by submitting a Continuing Education Activity Report form to validators. Among the learning activities that may qualify if they meet the above conditions are:

- Reviews of books in the field of library science or related to librarianship authored and published in the library/media-related field and read primarily by those in the profession.
- Instruction (courses, workshops, seminars, presentations, poster sessions, conferences, programs) given to information, library, or media-related groups.
- Participation in professional library association activities of a significant nature, such as serving as chair or member of a major committee or as an officer in the association; e.g., serving on the WLA literary awards committee or as president.
- Listening to and/or viewing a webinar or other form of media providing a workshop presentation or conference program. (If this is done as part of a group situation sponsored by an agency or organization and with organized discussion, it may qualify under category B above.)
- Exchange-of-position programs (learning in another library for a specified period).
- Internships for which no academic credit is awarded.
- Consultation or one-on-one instruction received.
- Publications (a book or a chapter thereof, a paper, or an article) authored and published in the library/media-related field and read primarily by those in the profession.

### *Technology Education Activities Eligible for Certification Requirements*

Technology-related learning activities are planned, coordinated, administered, and evaluated in terms of learning objectives. A qualifying technology-related activity may fall into any one of the three broad categories above as a distinct activity or it may be included as a component of a course, workshop, or program. The applicant must work with the CE validator to determine how much of the activity is technology-related. Certification applicants are advised to consult with the certification validator prior to participation in a self-directed learning activity, particularly if they aren't sure whether an activity qualifies. Participants in technology-related activities must document their participation by submitting a Continuing Education Activity Report form to validators. At least 10 hours of technology-related training must be included in the five-year period prior to recertification. Among the learning activities that may qualify if they meet the above conditions are:

- Training on newly-installed modules or major upgrades of an automated integrated library system (ILS)
- Application training in the redesign of websites

### *Learning Activities Not Eligible as Continuing Education Activities*

Learning activities for which no academic credit is given, which are not planned, coordinated, administered, and evaluated in terms of learning objectives, and which are not designed to keep librarians abreast of new knowledge and developments within their field, update their basic library-oriented education, enhance their job competence, or lead to specialization in a new area of librarianship do not qualify as continuing education activities for purposes of public librarian recertification. Among the activities not likely to meet those criteria are the following:

- Business, committee, planning, and advisory meetings at the local library, system or state level
- Training on *regular* library operations or procedures
- Program planning meetings
- Regular staff meetings
- Orientation of new staff
- Preparation of internal manuals and guides or other internal documents
- Professional association activities which are routine in nature; e.g., serving on the WLA elections committee
- Published reviews of books not in the field of library science and not related to librarianship
- Reading professional journals

### Contact Hours for Continuing Education Activities

Category	Type of Activity	Unit of Measure	Contact Hours*
<p>A</p> <p>At least 70 contact hours must be earned in categories A and B.</p>	<p>Credit Continuing Education Activities (Require formal documentation from sponsoring agency)</p> <p>Academic Courses</p>		
	Semester Credit	1 credit	15
	Trimester Credit	1 credit	14
	Quarter Credit	1 credit	10
	Approved Credit Equivalency Courses (see page 10)	60 minutes	1
<p>B</p> <p>At least 70 contact hours must be earned in categories A and B.</p>	<p>Noncredit Continuing Education Activities (Require written summaries)</p>		
	Workshops, Seminars, Institutes, Lecture Series, Technology Training	60 minutes	1
	State or National Library Association Conferences	1 day 1/2 day	6 3
	Semester Audit	1 credit equivalent	15
	Trimester Audit	1 credit equivalent	14
Quarter Audit	1 credit equivalent	10	
<p>C</p> <p>No more than 30 contact hours, not to exceed 10 per learning activity, from category C can be applied to recertification requirements.</p>	<p>Self-Directed Continuing Education Activities</p>		
	Other Learning Experiences (See explanatory notes above)	60 minutes	1

\*A portion or all of the contact hours may be technology-related for purposes of re-certification.



# Certification and Compliance with System Membership Requirements

# 5

Having a properly certified library director is one of the statutory membership requirements for belonging to a public library system (s. 43.15(4)(c)(6) Wis. Stats.). Annually, each public library files with the Division for Libraries & Technology, its public library system, and its governing body a completed *Public Library Annual Report*. This report includes within it a listing of membership requirements and will request that compliance with the requirements be certified. The *Public Library System Annual Report* requires systems to certify public library member compliance with membership requirements. Certification of member county compliance is also required from the system. In addition, public librarian certification records are maintained by the Division for Libraries & Technology. Notices of noncompliance are sent out to library directors and board members throughout the year as certificates of directors expire.

In order for counties and public libraries to participate in, and receive the benefits of, the public library system state aid program, they must meet the membership requirements of s. 43.15(4) Wis. Stats. It is primarily the responsibility of the system to monitor membership and enforce compliance with statutory membership requirements. Systems, as well as librarians, are notified of necessary certification or recertification. If at any time a library does not have a certified library director, it is a non-complying library, but it will be shown consideration if it is actively involved in the recruitment process for a director. A non-complying library is not eligible to apply for or receive federal Library Services and Technology Act (LSTA) funds.

In cases where member libraries or counties are not in compliance, public library systems must file a plan with the Division for Libraries & Technology for correcting the noncompliance problem and notify each non-complying library or county of the steps that will need to be taken to bring the library into compliance, along with a timetable for their implementation. System boards may withhold grant payments, reduce or eliminate system services, or expel non-complying libraries or counties from the system. Before any formal system board action is taken, the library system must receive approval for the action from the Division for Libraries & Technology.



# Certification Appeals

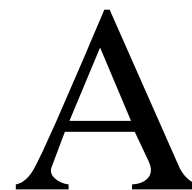
# 6

Applicants to the Division for Libraries & Technology for public librarian certification or certification renewal who are denied certification or recertification at the requested grade level may appeal the division's decision by filing a written request for a hearing with the Department of Public Instruction under the authority of § 227.01(3)(a) and 227.42 Wis. Stats.

System validators may seek the division's opinion for an interpretation of the certification manual regarding the validity of specific learning activities. Applicants for certification renewal may also request assistance from the division's continuing education consultant if questions arise over the validity of specific learning activities.



# Wisconsin Administrative Code



## Unofficial Text of Wisconsin Administrative Code

See printed volume for official text.

Effective date: June 1, 2011

### Chapter PI 6 PUBLIC LIBRARIES

#### Subchapter I — General Provisions

**PI 6.01 Purpose.** This chapter sets forth requirements and grades of certification an individual must hold in order to be an administrator of a municipal, joint and county public library. In addition, this chapter sets requirements for public library systems and determines reimbursement rates for the costs of providing interlibrary borrowing services.

**History:** Cr. Register, September, 1992, No. 441, eff. 10-1-92.

**PI 6.02 Definitions.** In this chapter:

(1) “Division” has the meaning given under s. 43.01 (2), Stats.

(2) “Public library system” has the meaning given under s.43.01 (5), Stats.

**History:** Cr. Register, October, 1990, No. 418, eff. 11-1-90; renum. from PI 6.01, Register, September, 1992, No. 441, eff. 10-1-92.

#### Subchapter II — Public Librarian Certification

**PI 6.03 Public librarian certification.**

(1) **DEFINITIONS.** In this section:

(a) “Administrator” means the head librarian or other person appointed by a library board under s. 43.58 (4), Stats, or by a library system board under s. 43.17 (4), Stats., to direct and administer the library or system.

(am) “Contact hour” means 60 minutes of continuous participation in a learning activity.

(b) “County library” means a library created under s. 43.57, Stats.

(c) “Joint library” means a library created under s. 43.53, Stats.

(d) “Municipal library” means a library created under s. 43.52, Stats.

(e) “Population” means the population reported by the U.S. department of commerce, bureau of the census in the last federal decennial census.

(2) **GENERAL.** Administrators employed by a public library system, county library system or any municipal public library, except a library in a city of the first class, supported in whole or in part by public funds, shall hold certification as described in this section. Applications for librarian certificates under this section shall be made in writing to the division. Certificates are effective on the date of approval by the department through the last day of the expiration month indicated on the certificate.

(3) **REGULAR CERTIFICATION.** The following requirements and grades of certification are established:

(a) *Grade I.* 1. Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county population of 6,000 or more and administrators of public library systems shall hold grade I certification.

2. Grade I certificates under this paragraph shall be granted for a 5-year period to applicants holding both a bachelor’s degree from a college or university approved by an accrediting association of more than statewide standing and a master’s degree from a library school program accredited by the American library association.

3. Grade I certificates under this paragraph may be granted to an applicant holding a master’s degree from an unaccredited library school program if the division is satisfied that the program leading to that degree is substantially equivalent and the applicant’s professional experience is demonstrative of the ability to provide professional library services.

(b) *Grade II*. 1. Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county public library population of between 3,000 and 5,999 persons shall hold at least grade II certification.

2. Grade II certificates shall be granted to applicants meeting the requirements under this subdivision or subd. 3. Grade II certificates under this subdivision shall be granted for a 5-year period to applicants holding a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by earning 12 semester credits of coursework or the equivalent, approved by the division, in the following areas:

- a. Public library administration.
- b. Advanced public library administration.
- c. Organization and management of library collections.
- d. Public and community services

3. Grade II certificates under this subdivision shall be granted for a 5-year period to applicants holding a bachelor's degree along with a minor in library science from a college or university approved by an accrediting association of more than statewide standing, including or supplemented by earning 3 semester credits of coursework or the equivalent, approved by the division, in advanced public library administration.

(c). *Grade III* 1. Administrators of municipal, joint and county public libraries with a municipal, joint municipal or county public library population under 3,000 persons shall hold at least grade III certification.

2. Grade III certificates under this paragraph shall be granted for a 5-year period to applicants having earned 54 semester credits, half of which shall be in the liberal arts and sciences, at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by earning 12 semester credits of coursework or the equivalent, approved by the division, in the following areas:

- a. Public library administration.
- b. Advanced public library administration.
- c. Organization and management of library collections.
- d. Public and community services.

**(4) PERMANENT CERTIFICATES ISSUED PRIOR TO MAY 1, 1979.** Permanent certificates issued under certification rules in effect prior to May 1, 1979, shall continue to be valid.

**(5) CERTIFICATION RENEWAL.** (a) Certificates under sub. (3) may be renewed upon evidence which satisfies the division that in the 5-year period prior to recertification the holder has participated in 100 contact hours, at least 10 hours of which must be technology related, of continuing education in librarianship which is either directly related to the position held or will permit advancement in the profession

(b) The public library system to which the library belongs or the division, when a public library does not belong to a public library system, shall assist in determination of requirements for continuing education and validate records submitted evidencing a renewal applicant's participation in continuing education under this subsection.

**(6) TEMPORARY CERTIFICATION.** The division may grant temporary certification at the appropriate grade levels. An applicant shall apply for temporary certification within 3 months of employment in order to be eligible for such certification. Temporary certification for a one-year time period may be issued as follows:

(a) 1. To an applicant for grade I certification who meets the requirements under sub. (3) (a) 2. but who has not completed a master's degree.

2. The applicant shall provide the division a written schedule for completing the requirements under subd. 1.

3. The division shall approve the proposed schedule before the certificate may be granted under this paragraph.

4. The certificate under this paragraph may be renewed on an annual basis up to 3 times, for a total coverage not exceeding a period of 4 years, provided the applicant has completed the public library administration course by the end of the first year and at least one of the remaining courses specified under subd. 1. annually thereafter. The certificate is not renewable a fourth time.

(c) 1. To an applicant for grade III certification who meets the requirements under sub. (3) (c) 2., but who has not earned 12 semester credits of coursework or the equivalent, approved by the division, in the following areas:

- a. Public library administration.
- b. Advanced public library administration.
- c. Organization and management of library collections.
- d. Public and community services.

2. The applicant shall provide the division a written schedule for completing the requirements under subd. 1.

3. The division shall approve the proposed schedule before the certificate may be granted under this paragraph.

4. The certificate under this paragraph may be renewed on an annual basis up to 3 times, for a total coverage not exceeding a period of 4 years, provided the applicant has completed the public library administration course by the end of the first year and at least one of the remaining courses specified under subd. 1. Annually thereafter. The certificate is not renewable a fourth time.

(c) 1. To an applicant for grade III certification who meets the requirements under sub. (3) (c) 2., but who has not earned 12 semester credits of coursework or the equivalent, approved by the division, in each of the following areas:

- a. Public library administration
- b. Advanced public library administration
- c. Organization and Management of Collections
- d. Public and Community Services

2. The applicant shall provide the division a written schedule for completing the requirements under subd. 1.

3. The division shall approve the proposed schedule before the certificate may be granted under this paragraph.

4. The certificate under this paragraph may be renewed on an annual basis up to 3 times, for a total coverage not exceeding a period of 4 years, provided the applicant has completed the public library administration course by the end of the first year and at least one of the remaining courses specified under subd. 1. annually thereafter. The certificate is not renewable a fourth time.

(d) 1. To an applicant for certification who was previously certified and whose certification has been expired for at least one year and who has not served as the administrator of a public library or public library system in Wisconsin during that period.

2. The applicant shall meet the basic requirements for initial certification under sub. (3) at the appropriate grade level.

3. An applicant who receives a temporary certificate under this paragraph shall complete at least 20 contact hours of continuing education under sub. (5) during the temporary certification period.

4. The certificate under this paragraph is applicable for up to one year and is not renewable.

5. The applicant will be eligible for certification under sub. (3) upon completion of the 20 contact hours of continuing education as described under sub. (5).

**(7) PROVISIONAL CERTIFICATION.** The division may grant provisional certification at the appropriate grade level for a 5-year period to the following applicants provided they continue to work at the same library and comply with sub. (5):

(a) An applicant who was employed as the administrator for a public library in which he or she was originally certified at the appropriate grade level but is no longer properly certified due to the population growth of the jurisdiction in which the public library he or she is employed at is located.

Note: Administrators of public libraries affected by a population increase will be notified by the division when the new population figures are available and certification at the appropriate grade level will be effective at that time.

(b) An applicant who was employed as the administrator for the public library in which he or she is currently employed at the time the library became a member or part of the public library system or a joint public library.

**History:** Emerg. cr. eff. 1-26-72; r. emerg. rule and cr. Register, April, 1972, No. 196, eff. 5-1-72; am. (2), Register, August, 1973, No. 212, eff. 9-1-73; r. and recr., Register, April, 1979, No. 280, eff. 5-1-79; r. (1) (b), cr. (1) (b) to (d), am. (3) (a) to (d) and (5), r. and recr. (6), Register, October, 1990, No. 418, eff. 11-1-90; cr. (1) (e) and (7), am. (3) (a) to (d), (4), (5) (intro.), (b), (d) and (6) (b), r. and recr. (6) (a), Register, January, 1994, No. 457, eff. 2-1-94; am. (2), (4), (5) (intro.), (a) and (b), r. (3) (a) 1., (b) 1., (c) 1., (d) and (5) (c) to (e), renum. (3) (a) 2. to 4. to be (3) (a) 1. to 3. and am., renum. (3) (b) 2. and 3. to be (3) (b) 1. and 2. and am., renum. (3) (c) 2. to be (3) (c) 1. and am., renum. (5) (f) to be (5) (c), r. and recr. (6) and (7), Register, May, 2000, No. 533, eff. 6-1-00; CR 04-027: cr. (1) (am), am. (2), (3) (c) 2., (4), (5) (intro.), (a) and (b), (6) (intro.), (b) 4., (c) 1. and 4., renum. (5) (c) to be (5) (b) Register October 2004 No. 586, eff. 11-1-04; corrections in (6) (d) 3. and 5. made under s. 13.93 (2m) (b) 7., Stats., Register October 2004 No. 586; **CR 10-140: am. (3) (b) 2., (c) 2., (5) (a), (6) (b) 4., (c) 1., 4., cr. (3) (b) 3., renum. (6) (b) 1. (intro.) to be 1. and am., r. (6) (b) 1. a. to d. Register May 2011 No. 665, eff. 6-1-11.**





# Historical Highlights of Wisconsin Public Librarian Certification

# B

## 1921

With the active support of the Wisconsin Library Association, the Wisconsin legislature passes the first public librarian certification law in the nation.

## 1923

The new certification law goes into effect. It is administered by an independent State Library Certification Board.

## 1965

The Wisconsin Library Commission becomes a part of the Department of Instruction. Public librarian certification becomes a responsibility of the new Division for Library Services, with the assistance of an advisory council.

## 1979

All new public librarian certificates are granted for a five-year period. Recertification requires continuing education. All certificates issued before 1979 are considered permanent certificates.

## 1980

The *Wisconsin Recertification Manual for Public Librarians* is published. It provides guidelines for acceptable continuing education activities based on the recommendations of a committee.

The Council on Library and Network Development is established, with the responsibility to advise the State Superintendent of Public Instruction on public librarian certification.

## 1982

Administrators of public libraries located in communities with a population of less than 2,000 are required to hold a grade IV certificate.

## **1986**

Employment of a properly certified administrator becomes a requirement for a public library to participate in a public library system.

## **1995**

Grade IV certificates are eliminated. Administrators of public libraries located in communities with a population of less than 3,000 are required to hold a grade III certificate.

## **2000**

A distinction is established between provisional and temporary certification, and provisional certificates become renewable every five years instead of annually. The required number of contact hours for continuing education is made the same for all grade levels. Library directors eligible for temporary certification must apply within three months of employment.

## **2004**

Temporary grade II and grade III certification is available for up to four years for individuals to complete the four library courses required for regular grade II and grade III certification.

## **2011**

A bachelor's degree minor in Library Science will be accepted for grade II certification with the addition of coursework in advanced public library administration. Coursework changes were made to reflect updated public library director's responsibilities. At least one course must be completed annually until certification requirements are complete for grades II and III. At least 10 hours of continuing education in technology every five years are required upon recertification.

# Library Board Responsibilities and Certification

# C

Public library boards are required to hire administrators who are currently either appropriately certified or eligible for certification. An “administrator” of a library or system is, according to administrative rules, the head librarian or other person appointed by the board of the library or system to direct and administer the library or system. Often the terms “library administrator,” “library director,” and “head librarian” are used interchangeably.

Library boards recruiting for directors should specify as required qualification eligibility for a Wisconsin regular or temporary public librarian certificate appropriate to the library’s municipal, joint municipal, or county population. The employment contract and/or letter of appointment should specify that as a condition of employment the director employed will obtain and maintain the appropriate certification.

A regular certificate signifies that the holder meets all of the general education and library education requirements for the grade level. A temporary certificate signifies that the holder meets all of the general education requirements, but not all of the library education requirements for the grade level. Temporary certificates are valid for only a limited time period before they must be replaced with regular certificates. An uncertified new library director must apply for a temporary certificate within three months of the date of hire.

It is not the intent of the certification law that the various grade levels of certification be used by individual library boards either as conditions of employment for positions other than the library director or as requirements for advancement within an organization.

The Division for Libraries & Technology recommends that libraries budget sufficient annual funds for the continuing education needed to maintain the library director’s certification and improve his/her knowledge. Not only is payment of certification fees recommended, but also paid leave time and payment for other expenses to pursue needed continuing education.



# Guidelines for Content / Topics for Library Courses Required for Certification

# D

## Basic Public Library Administration

### Governance, Structure, and Legalities

- Roles and responsibilities of director, staff, and trustees
- Working with elected and municipal officials
- Roles of library systems and networks
- Open meeting laws

### Professional Philosophy

- History and mission of public libraries
- Role of professional organizations
- Intellectual Freedom
- Privacy and Confidentiality

### Financial Management

- Develop, present, and implement a budget
- Resource allocation
- Financial reports and record keeping
- Role of board in budgeting
- Fundraising and grant writing

### Organization of Library Services

- Customer service
- Programming
- Organization of library materials
- Selection of materials
- Reference and information services

- Interlibrary loan
- Delivery of materials
- Shared systems

## **Advanced Public Library Administration**

### Governance, Structure, and Legalities

- State and federal roles
- Public records law
- Working with the library board (includes conflict resolution and effective communication)

### Personnel Management

- Policies
- Leadership
- Recruit, select, and train new staff
- Supervision
- Performance reviews
- Discipline and termination
- Volunteers
- State and federal employment laws

### Facilities Management

- Policies
- Relationship with municipalities
- Space planning
- Safety/OSHA
- Maintenance, repairs, capital improvements
- Building codes
- ADA compliance

## Marketing/Advocacy

- Advocacy strategies
- Marketing plans
- Media relations
- Networking

## **Organization and Management of Library Collections**

- Planning and policies
- Collection assessment
- Budgeting
- Collection standards
- Selection of various formats
- Materials for special populations
- Gifts
- Weeding
- Resource sharing agreements
- Methods of organization
- MARC format
- Understanding catalog records
- Shared catalogs
- Role of technology and networking in a shared environment
- Processing and repair

## **Public and Community Services**

- Community needs assessment
- Outreach to the community
- Programming
- Readers' advisory
- Reference interview
- Searching strategies
- Evaluating resources
- Legal/ethical issues in reference
- Training others to use resources
- Role of technology in service
- Networking with other institutions



# Public Librarian Certification Forms

# E

## Form PI-2450 Public Librarian Certification Application

The facsimile of the application form shown below is for reference only. The current version of this form is located at [dpi.wi.gov/forms/doc/f2450.doc](http://dpi.wi.gov/forms/doc/f2450.doc).



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARIAN CERTIFICATION APPLICATION**  
PI-2450 (Rev. 08-11)

**INSTRUCTIONS:** Complete this form, enclose the necessary attachments, and submit to:

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**  
ATTN: DEBRA ANKLAM  
125 SOUTH WEBSTER STREET  
P.O. BOX 7841  
MADISON, WI 53707-7841

I. GENERAL				
Last Name		First Name	Middle Name	Other Last Name(s) Previously Used
Mailing Address <i>Choose one</i> <input type="checkbox"/> Use public library address <input type="checkbox"/> Use alternate address provided		Alternate Mailing Address Street / PO Box	City	State ZIP
Email Address			Phone Area/No.	
Current Position <input type="checkbox"/> Director <input type="checkbox"/> Other <i>Specify</i>	Date Hired <i>If New Director</i> Mo./Day/Yr.	Library Where Currently Employed		
		Public Library System		
II. TYPE OF CERTIFICATION REQUESTED				
Grade Level Requested <i>Choose one</i> <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III	Type of Certification <i>Choose one</i> <input type="checkbox"/> First Regular <input type="checkbox"/> Renewal of Regular <input type="checkbox"/> Provisional <input type="checkbox"/> First Temporary <input type="checkbox"/> Renewal of Temporary		Expiration Date of Current Certification <i>Renewal or Provisional, Mo./Yr.</i>	
III. ENCLOSURES				
<i>It is not necessary to resubmit documents already sent.</i>				
<b>First Regular Certification</b> General Education Requirements Official documentation <i>Choose one</i> <input type="checkbox"/> Master's (or higher degree) in library science <input type="checkbox"/> Bachelor's degree with a minor in library science * <input type="checkbox"/> Bachelor's degree ** <input type="checkbox"/> At least 54 semester credits ** <small>* Requires Advanced Public Library Administration ** Requires coursework in four designated subject areas</small>		Library Course Requirements <i>Except for applicants with master's degree in library science</i> <input type="checkbox"/> Official documentation of required library courses	<b>First Temporary Certification</b> General Education Requirements Official documentation <i>Choose one</i> <input type="checkbox"/> Bachelor's (or higher degree) <input type="checkbox"/> Bachelor's degree with a minor in library science <input type="checkbox"/> At least 54 semester credits	
			Library Course Requirements <input type="checkbox"/> Official documentation of required library courses already completed <input type="checkbox"/> Schedule for completion of certification course requirements <i>Required</i>	
<b>Renewal of Regular Certification</b> <input type="checkbox"/> Validated Annual Summations of Continuing Education Activities (Form PI-2454)	<b>Renewal of Temporary Certification</b> <input type="checkbox"/> Official documentation of library courses completed since last certification	<b>Certification Fee</b> <i>Nonrefundable fee to defray handling costs. Make check payable to DPI. Choose one</i> <input type="checkbox"/> \$50 Regular or Provisional Certification <input type="checkbox"/> \$10 Temporary or Lapsed Certification		
IV. SIGNATURE				
<b>I HEREBY CERTIFY</b> 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.				Date Signed Mo./Day/Yr.
Applicant Signature				
➤				
V. FOR DPI USE				
Recommendation for Approval <input type="checkbox"/> Grade 1 <input type="checkbox"/> Regular Certification <input type="checkbox"/> Grade 2 <input type="checkbox"/> Temporary <input type="checkbox"/> First <input type="checkbox"/> Grade 3 <input type="checkbox"/> Provisional <input type="checkbox"/> Renewal	To Expire on the Last Day of Mo./Yr.	Signature of Certification Coordinator	Date Signed Mo./Day/Yr.	
		➤		

# Form PI-2453

## Continuing Educational Activity Report

The facsimile of the activity report form shown below is for reference only. The current version of this form is located at [dpi.wi.gov/forms/doc/f2453.doc](http://dpi.wi.gov/forms/doc/f2453.doc).



Wisconsin Department of Public Instruction  
**CONTINUING EDUCATION ACTIVITY REPORT**  
 PI-2453 (Rev. 08-11)

**INSTRUCTIONS:** Complete and submit annually to your library system validator along with the Annual Summation of Continuing Education Activities, Form PI-2454. Refer to the *Certification Manual for Wisconsin Public Library Directors* for assistance.

Name Last, First, Middle

Mailing Address Street / PO Box, City, State, ZIP

### I. CONTINUING EDUCATION ACTIVITY DESCRIPTION

Title of Program

Description of Program

Relationship of Program to Present Position or Career Advancement

Activity Dates		Location	Number of Contact Hours	
From Mo./Day/Yr.	To Mo./Day/Yr.		Technology If any	Total
:	:		:	:
:	:		:	:

Provider If applicable

Category Check one, attach written summary if applicable

- A. Credit Continuing Education Attach formal documentation from the sponsoring agency.
- B. Noncredit Continuing Education
- C. Self-directed Continuing Education

### II. SIGNATURE

I HEREBY CERTIFY that the information provided is true and correct to the best of my knowledge.

Signature of Participant

Date Signed Mo./Day/Yr.



A Continuing Education Activity Report (form PI-2453) is completed for individual activities throughout the year. These report forms are then submitted to library system validators in addition to the annual summation of continuing education activities (form PI-2454). The components of the activity report include the title of the program, a description of the program contents, and the relationship of the program to your present library position or library career advancement. The form is a record for the library director and the validator that a workshop session, webinar, conference, etc. was attended. It is also intended to be a reflection of an activity's usefulness to a director's current or future library position. In other words, what information was gained that helps you provide better library service?

Below is an example of a Continuing Education Activity Report contents:

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Title of Program

Technology Training Skills for 21st Century Library Staff

---

Description of Program

You know that phrase in your job description: "other duties as required"? This often means helping patrons learn to use technology. Every tech question presents an opportunity for instruction, but it takes the right skills and knowledge to provide a true learning experience for library staff and patrons. Trainers shared the competencies for tech trainers and gave practical advice about how to use competencies to support training in your library.

---

Relationship of Program to Present Position or Career Advancement

Up until now I assisted library staff maintain their workstations by checking for windows updates and keeping virus protections up to date. In addition, file management, basic word processing, and spreadsheet skills were part of their office training. As a director of a small library with few staff, I need to develop technology skills to assist patrons find the information that they need through computer use. Small group assistance to a few patrons will be required at a couple levels. There are a number of unemployed persons in the community who come to the library and who need assistance accessing the Internet, completing forms, and updating resumes. In addition, a youth group wants to use the library to create a blog for young adults. So, attending this session gave me presentation ideas that I could use to structure sessions and provide programs for those with different skill levels.

---

## Technology and Total

Program content may be completely about technology, while others may focus only a portion of the time on tech. Please complete *both* boxes to maintain a total for the ten (10) hour requirement of technology hours within 5 years.

# Form PI-2454

## Annual Summation of Continuing Education Activities

The facsimile of the activity summation form shown below is for reference only. The current version of this form is located at [dpi.wi.gov/forms/doc/f2454.doc](http://dpi.wi.gov/forms/doc/f2454.doc).



Wisconsin Department of Public Instruction  
**ANNUAL SUMMATION OF CONTINUING EDUCATION ACTIVITIES**  
 PI-2454 (Rev. 08-11)

**INSTRUCTIONS:** Complete and submit annually to your library system validator. Retain form as evidence of continuing education for five-year recertification.

Name Last, First, Middle

Mailing Address Street / PO Box, City, State, ZIP

Certification Expiration Date Mo./Yr.

### I. CONTINUING EDUCATION ACTIVITY LIST

Provider and Title of Program	Inclusive Dates	Category A, B, or C	Number of Contact Hours		Validator Use Only		
			Technology	Total	Validated Yes	No	Pending
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Contact Hours</b>			0.00	0.00			

### II. SIGNATURE

I HEREBY CERTIFY that the information provided has been validated as shown and is true and correct to the best of my knowledge.

Signature of Validator

Date Signed Mo./Day/Yr.