

**Official Record of Earned Contact Hours  
Public Librarian/Library Associate**

The Maryland State Library monitors the certification of Maryland public librarians and public library associates.

Each public librarian and library associate are required to earn **90 contact hours** to renew their certification every five (5) years. To renew their certification, each public librarian/public library associate must submit a record of their earned contact hours.

This form serves as a record for a training activity when no formal documentation is available, such as a Certificate of Completion. The Staff Development Coordinator is required to sign to verify the validity of the learning activity.

<b>Name of Participant:</b>	
<b>Name of Activity:</b>	
<b>Description of Activity:</b>	
<b>Learning Objectives:</b>	
<b>Date(s) of Activity:</b>	
<b>Sponsoring Agency:</b>	Maryland State Library
<b>Number of Contact Hours:</b>	

<b>Signature of Staff Development Coordinator</b> <i>I HEREBY CERTIFY</i> that the information provided is true and correct to the best of my knowledge.	
<b>Name:</b>	<b>Date:</b>