

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

The Division of Library Development and Services of the Maryland State Department of Education 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.

Name of Participant:	
Name of Activity:	
Date(s) of Activity:	
Sponsoring Agency:	Division of Library Development & Services
Number of Contact Hours:	
Learning Objectives:	

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