

Please note: This is an interactive form. It can be downloaded and completed online. Click on any boxes to enter date.

## Official Record of Earned Continuing Education Activity 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 the education and training requirements of public library associates.

Each public librarian and library associate is required to earn 6 semester hours of credit or 90 clock/contact hours every five 5 years. To renew their certification, each public librarian must submit a record of their earned continuing education activity. To meet the education and training requirements, public library associates need to do the same.

This form serves as a record for a training activity when *no formal documentation is available*. 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>Date(s) of Activity:</b>	
<b>Sponsoring Agency:</b>	
<b>Number of Contact Hours:</b>	
<b>Description of Activity:</b>	

Signature of Staff Development Coordinator \_\_\_\_\_  
I HEREBY CERTIFY that the information provided is true and correct to the best of my knowledge.



Date: