**Pennsylvania Department of Education**

**Office of Commonwealth Libraries**

**Public Librarian Certification: Extension Request**

**Introduction**

The Public Library Code provides that a library that receives state aid must be administered by a library director who has been granted appropriate public librarian certification from the Pennsylvania Department of Education. The level of library director certification is based on the number of persons in the direct service area of the local library determined by the most recent United States Census report.

| **Certification** | **Local Library**  **(Non–system Member):**  **Direct Service Area Population** | **Member of Library System: Direct Service Area Population** |
| --- | --- | --- |
| Library Assistant | 0 – 9,999 | 0 – 14,999 |
| Provisional Librarian | 10,000-19,999 | 15,000-19.999 |
| Professional Librarian | 20,000 and more | 20,000 and more |

The educational requirements for public librarian certification are provided for in 22 Pa. Code §133.

| **Certification** | **Minimum educational requirements** |
| --- | --- |
| **Library Assistant** | 2 academic years of college education (60 credits) including 9 credits in library science from an accredited institution  OR  2 academic years of college education (60 credits) with no credits in library science **and** 9 college credits in library science from an accredited institution |
| **Provisional Librarian** | Bachelor’s degree including 12 credits in library science from a 4-year accredited college or university  OR  Bachelor’s degree with no credits in library science from a 4-year accredited college or university **and** 12 college credits in library science |
| **Professional Librarian** | Bachelor’s degree from a 4-year accredited college or university and a masters in library science in an ALA accredited program from an accredited college or university |

In order to maintain eligibility for state aid, a library which does not employ an appropriately certified library director must develop an educational plan and timeline for the director to obtain the Public Librarian Certification. Extensions of time to complete the certification requirements will be considered by the State Library on a case-by-case basis.

This form is intended to facilitate the submission of information by libraries if they become out-of-compliance with the certification standards and, if approved, provide for an extension of time for the director to become certified and the library to maintain eligibility for state-aid.

**Instructions**

1. Please review the Public Library Code Title 24 PA C.S. §§ 9301 to 9376 and The Pennsylvania Code, Title 22 Pa. Code §§ 131 to 143 on our website: [www.statelibrary.pa.gov](http://www.statelibrary.pa.gov).
2. An application for an extension of time to achieve certification must be complete before it will be considered by the State Library. Please withhold submission of an application until it is completed in its entirety.
3. Retain a copy of all application materials for your records.
4. **Submit the completed application for extension form, with signatures, to**[**ra-stateaid@pa.gov**](mailto:ra-stateaid@pa.gov) **or to the following address**:

State Aid Office

Office of Commonwealth Libraries

Bureau of Library Development

607 South Drive, Room 220

Forum Building

Harrisburg, PA 17120-0600

**Pennsylvania Department of Education**

**Office of Commonwealth Libraries**

**Bureau of Library Development**

**Public Librarian Certification: Extension Request**

***Please provide the following information about the person completing this form:***

Name: Click here to enter text. Date: Click here to enter text.

Title: Click here to enter text. Current Certification Level: Click here to enter text.

Telephone Number (with area code): Click here to enter text. E-mail address: Click here to enter text.

**A. Information about the Library**

Name of Library: Click here to enter text.

Street address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip Code: Click here to enter text.

County: Click here to enter text. District: Click here to enter text.

Mailing address (if different):

City: Click here to enter text. State: Click here to enter text. Zip Code: Click here to enter text.

Telephone number (with area code): Click here to enter text.

Website address: Click here to enter text.

Name of President, Board of Directors: Click here to enter text.

Name of Library Director: Click here to enter text.

Director’s Email: Click here to enter text.

Date Library Director was hired: Click here to enter a date.

Library System: Click here to enter text.

Service Area Population: Click here to enter text.

Required Certification Level:Click here to enter text.

**B. Selection of Library Director**

Describe the hiring process that led to the selection of the current library director? Please include a justification for selecting a library director that did not meet the public librarian certification requirements for your library.

**C. Library Director’s Educational Background**

Educational attainment refers to the number of years of education a person has attended and completed, or the highest degree earned. This includes the number of elementary and high school years completed, participation in college prior to graduation, and varying levels of degree attainment (i.e. Associate’s, Bachelor’s, Master’s, professional, and doctoral degrees). Select the highest educational attainment of the library director from the list below, as well as any credits earned that did not lead to a degree.

High School Diploma

Associate Degree, Degree Conferred: Click here to enter text.

Program: Click here to enter text.

College or University Click here to enter text.

Bachelor’s Degree, Degree Conferred: Click here to enter text.

Program: Click here to enter text.

College or University Click here to enter text.

Master’s Degree, Degree Conferred: Click here to enter text.

Program: Click here to enter text.

College or University: Click here to enter text.

Doctoral Degree , Degree Conferred: Click here to enter text.

Program: Click here to enter text.

College or University: Click here to enter text.

Credits earned from a college or university that did not lead to a degree

Number of total non-degree credits earned: Click here to enter text.

Number of library science credits earned: Click here to enter text.

College or University: Click here to enter text.

**D. Educational Plan**

An educational plan provides a road map for the completion of the educational requirements for certification, including courses, credits to be earned and expected date of completion. Please complete the table below by listing each course you plan to complete to achieve the educational requirements for the certification required by your library. Add additional rows to the table using the *Tab* key.

| **Course** | **Number of Credits** | **College** | **Expected date of completion** |
| --- | --- | --- | --- |
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**E. Verification**

On behalf of the above named library, and with the authorization of its Board of Directors, we the undersigned, hereby submit this request and certify that to the best of our knowledge the responses herein provided as part of this application are correct and truthful. We understand the library will not be eligible for consideration for State Aid if the request is not approved by the State Librarian.

President, Board of Library Directors Library Director

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Signature Signature

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Print Name Print Name

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Date Date