



Library of Michigan

CERTIFICATION OFFICE
702 WEST KALAMAZOO STREET
P.O. BOX 30007
LANSING, MI 48909
Phone 517-335-1516 Fax 517-335-1522



MICHIGAN LIBRARY STAFF CERTIFICATION INSTRUCTIONS

Complete the following application form if you wish to obtain Michigan library staff certification. Requirements for the four certification levels are as follows:

Level 1: The Library of Michigan shall grant a Level 1 permanent professional certificate to a person possessing all of the following qualifications:

- (a) A master's degree from a library school accredited by the American Library Association.
- (b) Four years of full-time employment, or an equivalent time period (7,280 hours), consisting of paid professional library work experience in a library approved by the department following the completion of educational requirements, verified by official letter from the employer.

Level 2: The Library of Michigan shall grant a Level 2 professional certificate to a person possessing a master's of library science degree from a library school accredited by the American Library Association.

Level 3: The Library of Michigan shall grant a Level 3 limited professional certificate to a person possessing all of the following qualifications:

- (a) A bachelor's degree from an accredited college or university.
- (b) Completion of the Beginning Workshop offered by the Library of Michigan each spring.

Level 4: The Library of Michigan shall grant a Level 4 paraprofessional certificate to a person possessing all of the following qualifications:

- (a) A high school diploma or its equivalent.
- (b) Completion of the Beginning Workshop offered by the library of Michigan each spring.
- (c) One year of full-time employment or its equivalent (1,820 hours) consisting of library work experience following the completion of educational requirements, verified by official letter from the employer.

Notes:

All supporting documentation whether electronic or in print form (e.g., Transcripts, Letters of Employment) must be sent directly from the issuing agency to the Library of Michigan's Certification Office.

The content above is available in its entirety on the [Library of Michigan Certification page](http://www.michigan.gov/librarycertification) www.michigan.gov/librarycertification

More information regarding Beginning Workshop can be found at our [Beginning Workshop page](http://www.michigan.gov/beginningworkshop) www.michigan.gov/beginningworkshop

Personnel seeking certification, who are also Library Directors, will need to attend New Directors Workshop and may need to attend Advanced Directors workshop depending on library class size, for their libraries to be eligible for state aid. More information on these workshops can be found on our [website](http://www.michigan.gov/libraryce) www.michigan.gov/libraryce.



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Complete this application form if you wish to obtain Michigan library staff certification.
 Levels 3 and 4 also require completion of the Beginning Workshop offered by the Library of Michigan.

GENERAL INSTRUCTIONS:

Complete all sections of the application form. **PLEASE PRINT OR TYPE.**
 Mail the completed application form to the address indicated above. The form may also be faxed to (517) 335-1522 or emailed to Hamlinj2@Michigan.gov.
 Direct questions regarding this form to the Certification Office at (517) 335-1516.

Certification Level Requested (Please **circle** the level you are applying for)

Level 1 Permanent Professional

Level 2 Professional

Level 3 Limited Professional

Level 4 Paraprofessional

For Level 3 & 4 Certification please provide your Beginning Workshop Attendance Date _____

APPLICANT INFORMATION

LAST 4 DIGITS SOCIAL SECURITY NUMBER		APPLICATION TYPE, INITIAL OR UPGRADE		HOME PHONE NUMBER	
NAME	Last	First	Middle	EMAIL ADDRESS	
MAIDEN/FORMER NAMES					
HOME ADDRESS		Street	City	State	Zip Code
CURRENT LIBRARY EMPLOYER		Street	City	State	Zip Code

EDUCATION

HIGHSCHOOL:		CITY and STATE		YEAR OF GRADUATION	
COLLEGE/UNIVERSITY NAME:		CITY and STATE		DEGREE	YEAR GRANTED
COLLEGE/UNIVERSITY NAME:		CITY and STATE		DEGREE	YEAR GRANTED
COLLEGE/UNIVERSITY NAME:		CITY and STATE		DEGREE	YEAR GRANTED

NOTE: Applicant is responsible for requesting college or university OFFICIAL transcript of highest academic degree to be sent DIRECTLY to the Certification Office, at the address listed on the top of this form.

EMPLOYER

LIBRARY EMPLOYER:	ADDRESS	NUMBER OF HOURS PER WEEK	BEGINNING DATE	EMPLOYMENT END DATE
LIBRARY EMPLOYER:	ADDRESS	NUMBER OF HOURS PER WEEK	BEGINNING DATE	EMPLOYMENT END DATE
LIBRARY EMPLOYER:	ADDRESS	NUMBER OF HOURS PER WEEK	BEGINNING DATE	EMPLOYMENT END DATE

NOTE: Applicants eligible for permanent professional certification must also document four years of professional experience following receipt of their MLS degrees. Applicant is responsible for requesting current or previous employers to verify by letter dates of employment, job title and professional responsibilities. Letter(s) must be sent DIRECTLY from the employers to the Certification Office, at the address listed on the top of this form.

APPLICANT'S SIGNATURE _____ DATE _____

Send all application materials to: LIBRARY OF MICHIGAN
CERTIFICATION OFFICE 702 WEST
KALAMAZOO STREET P.O. BOX 30007
LANSING, MI 48909
Phone: 517-335-1516 Fax: 517-335-1522
Email: Hamlinj2@Michigan.gov

THE FOLLOWING FIELDS ARE FOR OFFICIAL USE NOT TO BE COMPLETED BY THE APPLICANT

APPLICATION TYPE ISSUED INITIAL UPGRADE

Date Application Received _____

Date Transcript(s) Received _____

Date Employment Verification Letter(s) Received (for Level 1 only) _____

Date of Beginning Workshop Attendance (to be verified with LM records) _____

Certificate Level Issued _____

Approved By _____ Date Approved _____

Level 1 PERMANENT PROFESSIONAL certification qualifications:

- (a) A master's degree or its equivalent from a library school accredited by the American Library Association.
- (b) Four years of full-time employment, or an equivalent time period, consisting of paid professional library work experience in a library approved by the department following the completion of a MLS degree from a library school accredited by the ALA verified by letter from the employer/s showing total hours earned.

Level 2 PROFESSIONAL certification qualifications:

A master's degree or its equivalent from a library school accredited by the American Library Association.

Level 3 LIMITED PROFESSIONAL certification qualifications:

- (a) A bachelor's degree from an accredited college or university.
- (b) Completion of the beginning workshop offered by the Library of Michigan.

Level 4 PARAPROFESSIONAL certification qualifications:

- (a) A high school diploma or its equivalent.
- (b) Completion of the beginning workshop offered by the Library of Michigan.
- (c) One year of full-time employment or its equivalent consisting of library work experience following the completion of educational requirements verified by the employer in a letter showing total hours earned.

Rev. 02/14

AUTHORITY: Administrative Rules SOAHR 2006-058, Part 7, R 397.71