

New York State Library Assistants' Association



Certificate of Achievement Program

Guidelines

In 1992, the New York State Library Assistants' Association (NYSLAA) conducted a membership survey which included questions about certification for library assistants. Seventy-eight percent of those responding indicated that they favored a voluntary program. As the professional association of library assistants in New York State, NYSLAA is the appropriate body to administer such a program.

In 1993, a majority of library assistants attending the NYSLAA Annual Conference indicated that NYSLAA should work on a voluntary program similar to the one developed by the Utah Library Association. A draft of the program was presented to focus groups of library assistants and library administrators for their input. A two-year pilot program was approved by the NYSLAA Executive Council and implemented in January 1995. The first eight applicants received their certificates at the 1995 NYSLAA Annual Conference held in Buffalo, New York.

In 1999, NYLA (New York Library Association) endorsed the Certificate of Achievement Program. In 2000, Level IV was implemented. To date, 62 participants have received their certificates.

The New York State Library Assistants' Association would like to thank the Utah Library Association for their assistance in the development of this program.

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Statement of Purpose

This program is designed to recognize the involvement and contributions of career-oriented library assistants and to acknowledge their support of libraries and the library profession. For the purposes of this program, a library assistant is defined as a library worker who does not hold a position as a librarian. Library assistants support the mission of libraries by providing important patron and support services. They promote personal development through professional involvement. They share concerns about issues facing the library profession and work with others in addressing them. Through this program, library assistants demonstrate a continuing commitment to their work. Library assistant service is recognized by library professionals and administrators as a valid career choice.

The Certificate of Achievement is not a substitute for the Master of Library Science degree, the New York Library Media Specialist Certificate, any other library degree, or other professional credentials.

Achievement Levels

Participants register for one of four increasingly demanding achievement levels. Each level is reached by accumulating a minimum number of points based on experience, education, and professional activities. A lower level certificate may be upgraded. Each certificate candidate must meet specified basic requirements and be able to document knowledge from within the four areas of library service:

- Public Services
- Technical Services
- Automation
- Administration/Management

Full details of the program are contained in the attached appendices.

Review Board

All claims for points must be documented and verified by the participant to the satisfaction of the Review Board. A candidate who disagrees with the final decision of the Review Board may appeal the decision (**Appendix K**).

Issuance of Certificate

Once requirements are met, a certificate, signed by the President and Certificate of Achievement Review Board Coordinator of the New York State Library Assistants' Association, and NYLA (New York Library Association) is either mailed to the participant or presented to the participant at the Annual NYSLAA Conference.

Amendments

Recommendations for amendments or revisions to the Certificate of Achievement Program are given to the Review Board. Following approval from this group, the recommendation for change is brought before the NYSLAA Executive Council by the Review Board. The NYSLAA Executive Council must approve any amendment or revision prior to its implementation.

Appendix A - Registering for the Program

The participant must submit the registration form (Form A) with the full registration fee and completed materials to the address listed on Form A.

Payment of the non-refundable fee is in no way a guarantee of the final awarding of a certificate of any level.

A confirmation letter will be sent within 45 days of receipt of materials and registration fee.

Fee Schedule:

- NYSLAA member . . . \$20.00
- Non-member. \$40.00

A non-member who qualifies for NYSLAA membership may register at the member rate if they join NYSLAA at the time of registering for the program. They may then claim the points granted for association membership.

The Certificate Level must be designated. If no level is chosen, the Board will register the participant for Level I. The Area of Specialization is optional and, if chosen, any certificate awarded will specify that optional specialty.

The participant should notify the Review Board of changes in business or mailing address. These changes are made without charge to the participant.

Appendix B - Primary Requirements

Each participant registers for one of four increasingly demanding achievement levels. Through accumulation of points, the participant identifies some breadth of knowledge among the four areas of library service:

- Public Services
- Technical Services
- Automation
- Administration/Management

A fifth area, General, is available to allow the participant to claim other skills, such as public speaking, assertiveness, stress management, and interpersonal relations.

A participant also has an opportunity to show, through accumulated points, specialization in one of the four areas of library service or a specialization in General Library Service.

A level of achievement is reached by accumulating a minimum number of points based on experience and education. Credit is assigned to Sources of Expertise:

- Experience: accumulated progressive library related experience assessed by Full Time Equivalency (FTE)
- Education: accredited higher education course work assessed by credit hours
- Other: activities of the participant which are demonstrably library related or supportive of the library profession assessed by evaluated contact hours and/or competency statements.

A conversion chart for estimating points is listed in **Appendix G**. A fuller discussion of Sources of Expertise appears in **Appendix D**.

Appendix C gives the details of point requirements for each level. Some of the principles of these point requirements are:

- Each level requires an increased breadth of knowledge, demonstrated by earning points in the library service areas. Level I requires two areas; Level II requires three areas; Level III and Level IV requires four areas. Choosing to specialize in a library service area does not exempt the participant from showing the required breadth of knowledge.
- The total points required for a level cannot be earned from only one Source of Expertise. For example, Experience cannot be used for all the points needed for a certificate.
- All points from Experience must be library-related and at least half the points from Education or Other must also be library related to the satisfaction of the Review Board.
- At least half the points needed for any level must have been earned within the last five years immediately preceding the awarding of the certificate.

Appendix C - Levels of Achievement

The outline below shows the minimum or maximum number of points which a participant must accumulate for each level and how those points are spread. The participant receives only the certificate for which (s)he applies.

LEVEL I: 200 points minimum.

No more than 150 of the 200 points may be earned from any one of the Sources of Expertise: Education, Experience or Other. 100 points **MINIMUM** must be earned within the 5 years preceding the awarding of the certificate. 120 points **MINIMUM** must be demonstrably library related. These points must come from at least **TWO** of the library service areas: Public Service, Technical Service, Automation, Administration/Management or General.

Library Service Area Specialization selected:

The 120 library-related points must be spread as follows:

- 72 points **MINIMUM** earned in the selected area of specialization.
- 30 points **MINIMUM** earned in one or more of the other areas to demonstrate breadth of knowledge.

General No Library Service Area Specialization Selected:

The 120 library-related points must include at least **TWO** of the four library service areas or general. Of these, 20 points **MINIMUM** must be earned in each of the two areas to demonstrate breadth of knowledge.

LEVEL II: 350 points minimum.

No more than 262 of the 350 points may be earned from any one of the Sources of Expertise: Education, Experience or Other. 175 points **MINIMUM** must be earned within the 5 years preceding the awarding of the certificate. 210 points **MINIMUM** must be demonstrably library related. These points must come from at least **THREE** of the library service areas: Public Service, Technical Service, Automation, Administration/Management or General.

Library Service Area Specialization Selected:

The 210 library-related points must be spread as follows:

- 126 points **MINIMUM** earned in the selected area of specialization.
- 53 points **MINIMUM** earned which are spread in at least **TWO** of the other areas to demonstrate breadth of knowledge. Of these, at least 10 points must be shown in an area.

General No Library Service Area Specialization Selected:

The 210 library-related points must include at least **THREE** of the four library service areas. Of these, 25 points **MINIMUM** must be in each area to demonstrate breadth of knowledge.

APPENDIX C - continued...

LEVEL III: 500 points minimum.

No more than 375 of the 500 points may be earned from any one of the Sources of Expertise: Education, Experience or Other. 250 points **MINIMUM** must be earned within the 5 years preceding the awarding of the certificate. 300 points **MINIMUM** must be demonstrably library related. These points must come from each of the library service areas: Public Service, Technical Service, Automation, Administration/Management or General.

Library Service Area Specialization Selected:

The 300 library-related points must be spread as follows.

- 180 points **MINIMUM** earned in the selected area of specialization.
- 75 points **MINIMUM** earned which are spread among the **THREE** remaining service areas to demonstrate breadth of knowledge. Of these, at least 15 points **MINIMUM** must be shown in each area.

General No Library Service Area Specialization Selected:

The 300 library-related points must include 15 points **MINIMUM** in each of the **FOUR** library service areas to demonstrate breadth of knowledge.

LEVEL IV: 1000 points minimum.

No more than 500 of the 1000 points may be earned from any one of the Sources of Expertise, Education, Experience or Other. 325 points **MINIMUM** must be earned within the 5 years preceding the awarding of the certificate. 390 points **MINIMUM** must be demonstrably library related. These points must come from each of the library service areas: Public Service, Technical Service, Automation, Administration/Management or General.

Library Service Area Specialization Selected:

The 390 library-related points must be spread as follows:

- 234 points **MINIMUM** earned in the selected area of specialization.
- 96 points **MINIMUM** earned which are spread among the **FOUR** remaining service areas to demonstrate breath of knowledge. Of these, at least 20 points **MINIMUM** must be shown in each area.

General No Library Service Specialization Selected:

The 390 library-related points must include 35 points **MINIMUM** in each of the **FIVE** library service areas to demonstrate breath of knowledge.

Upgrades:

To upgrade a certificate from one level to the next, the participant must earn the difference in points between the two. The points must have been earned since the issuance of the first certificate. **See Appendix J.**

Appendix D - Sources of Expertise

All claims for points must be verified to the satisfaction of the Review Board, who may request more verification or disallow the participant's claims. In either case, the submission form (Form B) is returned to the participant. **The participant is encouraged to submit photocopies to the Review Board. Please keep all originals.**

Experience:

Points for experience are based on Full Time Equivalency (FTE) as defined by your institution, 12 months per year, paid employment or volunteer work. Related library experience includes work in media centers, special libraries, and other areas which the Review Board may allow. It does not refer to experience in which an individual may use a library as a patron.

Claim for points must have information showing the number of hours per week worked for the length of time the participant was employed. If the work was not on a 12-month basis, that difference must also be reported. The participant must provide letters from employers which fully verify this employment. Points are granted for time on the job and do not consider the level of difficulty of the job. Experience points can be applied to areas of library service by stating how many hours are spent in different areas, e.g. two hours a day on the computer, etc.

Education:

Points awarded are based on higher education credit hours received. Credits do not need to be part of a matriculated program. Credits are verified by transcripts from the institution or by official grade notification slips with the participant's name on the form. Credits transferred from one institution to another may be accepted on the transcript from the latter institution. Official transcripts are not required. If transcripts are not available, official letterhead signed by the appropriate administrator with course name and credit hours granted will be accepted.

Other:

This Source allows identification of expertise areas which do not fit into the other two Sources. Within this Source fall involvements in professional activities, expertise gained from special assignments beyond the job duties, and other experiences which broaden the participant's skills and knowledge.

Limitations on what applies in this area are defined by the Review Board. Points are awarded on an individual basis and are determined by evaluations of the participant's written competency statements or by point guidelines in Appendix G. All claims must be fully verified, including the claim that a work assignment is beyond routine job parameters for the participant.

Appendix E - Library Service Area Definitions

Each participant demonstrates knowledge of library skills in four library service areas or general. Examples of sources for points in each area are shown below. The lists are not inclusive.

Public Services	
Reference On-line Interlibrary loan Children's services Government documents	Collection Development Book talks AV use Young Adult services Circulation services
Technical Services	
Cataloging skills Authority files Data Entry Acquisitions Periodicals/Serials Processing	Selection Circulation functions Standing Orders Government documents
Automation	
Computer skills Word processing Data processing Computer electronics	Programming Computer use Systems analysis Library automation systems
Administration / Management	
Personnel Fund-raising Inventory control Supervision Association officer	Accounting/Bookkeeping Public Relations Decision-making Committee chair Training
General	
Public speaking Interpersonal relations Book reviews	Assertiveness Technical writing Personal computer use

The participant may claim points for a topic under a different library service area than is shown here by justifying that claim in her/his submitted paperwork. For instance, assertiveness skills for the purpose of dealing with problem patrons could be claimed under Public Service. The Review Board makes the final decision of application of a claim to a service area.

Appendix F - Submitting Claims for Points

The program is designed to identify the achievements of participants. This is reached by assigning point values to the various activities in the background of the participant. One aspect of the program is to identify achievements within the service areas of the library.

All library-related points should be assigned to a library service area or the general area. The participant must clearly identify how many points are requested for each library service area. The identification must occur on the Claims for Points Submission Form (Form B) and on the supporting documentation itself. **Only one type of activity with verification may be submitted with one submission form (Form B).** For more information on types of verification required for each activity see pages 11 - 14 (Definitions of Achievement Activities and Competency Statements).

To identify the points in the supporting documentation, the participants may use abbreviations shown below:

- Public Services (PS)
- Technical Services (TS)
- Automation (AT)
- Administration/Management (AM)
- General (GN)
- Not Library Related (NL)

Not Library Related is an area that is available for requests for points that are not clearly defined as being part of the library service areas. Not library related can be those jobs or experiences that do not fit the existing categories. All claims for points must clearly demonstrate a relationship to your library career.

The number of points requested for each form submitted should equal the total number of points for all areas. When returning the submission form (**Form B**), the Review Board will indicate the number of points for each area and for the total granted. The Review Board will include comments for the participant's consideration if there is a disagreement between the claims of the participant and the decision of the Review Board. In any case, the only documentation returned to the participant is the submission form (**Form B**).

The participant is strongly encouraged to submit as much from her/his background as possible. Once the participant receives a certificate, any upgrade in the level must use newly earned points. The initial certificate has no limitations on how far into her/his background a participant may go to claim points. **The Review Board does not issue a certificate until the participant requests that, with all requirements of the program met, a certificate be issued.**

If a participant estimates that they have more than the necessary points for a level, they are encouraged to apply for the next higher level and work towards that goal.

Appendix G - Conversion Guidelines for Estimation of Points

More detailed definitions of these achievement activities follow this point conversion list.

<u>Category/Type of Activity</u>	<u>Unit of Measure</u>	<u>Points</u>
I. Library experience (FTE)	6 months	25
	12 months	50
II. Education		
These courses may be taken on-campus, through extended campus, by independent study, by correspondence or through continuing education units	1 Semester Credit	2.5
	1 Trimester Credit	2.4
	1 Quarter Credit	2.0
III. Other		
A. Workshops and Programs Institutes, seminars, workshops, NYSLAA conference programs	1 hour	1
B. Non-Credit Courses Short courses, adult education classes	3 hours	1
C. Presentations and Teaching Teaching courses, workshops, seminars, etc., given first time	1 hour	6
D. Publications, Research articles, first publication		
Single author	1 article	10
Senior author	1 article	8
Co-author	1 article	5
Book review - in recognized serial, first publication	1 review	5
Short article	1 article	1
E. Participation in Library Activities		
Officer/Director/President of an Association	1 year of service	8
Journal editor	1 year of service	8
Committee chair	1 year of service	6
National/Regional delegate	1 year of service	4
Committee member	1 year of service	4
Member of Library Association	1 year membership	2
F. Merit/Performance Award	1 award	5
G. Competency Statement for other experience or library related activities. Each competency statement is considered on an individual basis. The point value will be determined by the Review Board.		

Definitions of Achievement Activities

I. Library Experience

A. On-the-Job Experience

Points for experience are based on Full Time Equivalency (FTE) as defined by your institution, 12 months per year, paid employment or volunteer work. Library-related experience comes from work in media centers, special libraries, and other areas which the Review Board may allow. It does not generally refer to experience in which an individual may need to use a library as a patron.

With the claim for points must come information showing the number of hours per week worked and the length of time the participant was employed. If the work was not on a 12-month basis, that difference must also be reported.

The participant must provide letters from employers which fully verify employment claimed. Points are granted for time on the job and do not consider the level of difficulty of the job nor activities beyond the job requirements. Points for the latter are described in **Appendix H**.

B. Experience Earned Beyond the Job Parameters

This is credit earned for learning gained through experience beyond regular job duties. The number of points granted will depend on the competency statement submitted, with each claim considered on an individual basis. The participant must verify to the satisfaction of the Review Board that the claimed experience is truly beyond her/his required job duties. Further detail is available in **Appendix H**.

II. Education

These are higher education classes or courses in which academic credit is awarded. Classes may be either on campus or off campus. They may also include institutes, seminars, workshops, and lecture series which are planned, coordinated, administered and evaluated in terms of learning objectives and for which academic credit is awarded.

Credits are verified by transcripts or official statement from the institution or by official grade notification slips with the participant's name on the form. Official transcripts are not required.

Definitions of Achievement Activities (continued)

III. Other

A. Workshops and Programs

These are activities planned, coordinated, administered, and evaluated in terms of learning objectives for which academic credit is not offered. Instructional programs which bring library workers together for intensive training in current library techniques given under the auspices of a professional library organization, accredited college or university, or a state agency fall in this category. These activities may also include instruction on an audio-visual format.

To claim contact hours for this activity, the participant should summarize the important points of the presentation and identify the type of learning gained. A copy of the program description, including length, should also be submitted. A copy of any certificate of completion should be submitted.

B. Non-Credit Courses

Non-credit courses are offered to adults by local school districts, agencies, and colleges and do not lead to a degree.

To claim contact hours for this activity, the participant should summarize the important points of the course and identify the type of learning gained. A copy of the course description, including length, should also be submitted. A copy of any certificate of completion should be submitted.

C. Presentations and Teaching

Credit is given for first time presentations, exhibits or teaching in library, media-related, or educational programs. Each presentation must be for at least one hour. Credit may not be claimed by instructors for classes which are part of their regular required duties. For repeat presentations, the instructor will receive no credit unless it can be demonstrated that the subject matter involved was changed to require additional study or research.

Verification may include materials handed out to students, samples of concepts covered, examples of AV support used, etc. Verification that the class or workshop was held is necessary.

Definitions of Achievement Activities (continued)

D. Publications

Verification for publications include a print copy of the published piece with demonstration of when and in what publication it was published. If the participant wishes to claim points for a type of publication not identified here, (s)he is encouraged to discuss verification needs with the Review Board prior to formal submission.

1. Research Articles

Points may be claimed for an information, library, or media related article that is published in a recognized information, library, or media publication.

2. Book Reviews

Credit may be claimed for a review which is published in a recognized serial publication.

3. Short Articles

Points may be claimed for short publications (i.e. meeting and seminar reviews published in newsletters).

For all publications, credit may be claimed only for the first publication of the article, regardless of the format of the first or latter publications.

E. Participation or Membership in Library Activities

Credit may be claimed for holding elected association office, for serving as committee member or chair, or as a delegate to a regional or national activity.

To qualify for the points for the offices held, the individual should verify the position held.

Credit may be granted for membership within a library association upon verification of membership (i.e. photocopy of membership card).

F. Merit/Performance Awards

Merit/Performance Awards generally are given to recognize exemplary service and/or performance above and beyond the basic requirements of an employee's job description.

Verification of a Merit/Performance Award is a competency statement. See **Appendix H** for further details.

G. Competency Statements

Competency statements allow the participant to claim points for learning gained through experience beyond the participant's required job parameters. They may also be used to justify a claim that learning is library related when it is not readily apparent to the Review Board. Read **Appendix H** for more details on what is required.

Appendix H - Requirements for Competency Statements

Competency statements allow the participant to claim points for learning gained through experience beyond the participant's required job parameters. They may also be used to justify a claim that learning is library related when it is not readily apparent to the Review Board.

The participant must be able to verify the learning experience through documentation that can be gathered from various sources. Documentation may include the following: job descriptions, awards, letters of commendation, letters of corroboration from supervisors, samples of work produced, explanation of tasks performed, licenses, and newspaper or magazine clippings. The participant should remember that these are not all-inclusive and other documents which can verify the learning experience may be used. The Review Board will consider each statement on an individual basis.

The number of points given will be based upon the written statement of the participant or on conversion guidelines for points (**Appendix G**). A competency statement includes the following:

- Participant's name, address, library, library address
- Library service area(s) to which the activity applies
- Narrative
- Verification

The Review Board will view a request for points as only a recommendation but will not award more points than the number requested.

The narrative states how the learning experience benefits the participant in the library profession. Why this statement fulfills the indicated library service area(s) must be explained.

Competency statements must be typed, double-spaced on a single side of paper. Each sheet of submission must include the participant's name, address, and phone, placed at the head.

Appendix I - Review Board

The Review Board shall consist of four voting members who are representatives from NYSLAA and a voting representative from NYLA. Persons selected to serve as members of the Review Board must be members of NYSLAA. Voting members of the Review Board shall recommend new appointees to the NYSLAA Executive Council, who will make the appointments. In making appointments, every attempt shall be made to have representatives from various types of libraries (academic, public, special, school, etc.) and from the library service areas (Public, Technical, Automation, Administration / Management, and General).

The Review Board shall meet as necessary, but at least semi-annually, to review submissions and to conduct business related to Review Board matters.

Appendix J - Issuance & Upgrade of a Certificate Issuance

Issuance

Upon submission of the necessary forms, the Review Board will meet and approve or reject the statements, forms, and/or documents. Once the necessary requirements have been met for the participant's achievement level, the applicant requests that the Review Board issue a certificate. If the Board agrees that the requirements have been met, the participant is issued a certificate signed by the current President and Certificate of Achievement Review Board Coordinator of the New York State Library Assistants' Association and the New York Library Association. Certificates are awarded to the participant by, the Certificate of Achievement Review Board Coordinator, or a designee at the NYSLAA Annual Conference. Certificates will be mailed if requested. All recipients will be listed in the NYSLAA Annual Conference awards booklet.

Upgrade

To earn a certificate of a higher level, the participant must register for the new level certificate and pay the full registration fee. The participant uses points earned since submission of **Form C** (Request for Issuance of Certificate) for her/his latest certificate. The participant must demonstrate an increase in knowledge and skills appropriate to both the Level and any Library Service Area specialty chosen. Points earned and criteria met previously will be applied toward the higher level.

Appendix K - Procedure for Appeals

A Certificate of Achievement Program candidate who does not agree with a decision of the Review Board may appeal the decision by writing a letter to the Review Board within 30 working days of the decision. If the candidate wishes to state his/her position before the Review Board, he/she must schedule an appointment with the Review Board.

The Review Board will review its decision and the position statement and give the candidate a final decision. If the candidate is not satisfied with the Review Board's decision, they may write a letter to the Executive Council of the New York State Library Assistants' Association (NYSLAA) within 30 working days of the Review Board's final decision and appear at the next regularly scheduled meeting of the NYSLAA Executive Council to state a position. A member of the Review Board may present an opposing view at the same meeting, with the NYSLAA Executive Council deciding the matter.

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FORM A – REGISTRATION FORM

Please register me in the Certificate of Achievement Program for Library Assistants. My fee and my packet are enclosed. (Please print legibly in ink or type and fill out completely).

Name: _____

Title: _____

Institution: _____

Business Address: _____

Business City: _____ State: _____ Zip: _____

Business Phone: (____) _____ Ext: _____ Fax: (____) _____

Email Address: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home phone: (____) _____

_____ Have you ever attended a Certificate of Achievement Workshop?

_____ I am a member of NYSLAA. I have enclosed my \$20.00 registration fee.

_____ I wish to join NYSLAA (\$15.00 regular member, \$12.00 associate member)
I have enclosed the membership form and \$35.00/\$32.00 fee.

_____ I am not a member. I have enclosed my \$40.00 registration fee

Please register me for the Certificate at: (choose one below)

_____ Level I _____ Level II _____ Level III _____ Level IV

I choose to specialize in a Library Service Area (choose only one.):

_____ Public Services _____ Technical Services _____ Automation

_____ Administration/Management _____ General Library Services

Make checks or money order payable to:
New York State Library Assistants' Association

Mail check or money order **with packet** to:
Certificate of Achievement Review Board Coordinator

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FORM B – CLAIM FOR POINTS SUBMISSION FORM

Worksheet No. _____ (number should match with number on POINTS AWARDED WORKSHEET)

NOTE: you are urged to keep this blank form on file. Please make photocopies of this form as needed. A separate submission is required for each type of activity with one type of verification.

Name: _____

Home Address: _____

City: _____ STATE: _____ ZIP: _____

Daytime Phone: (____) _____ Ext. _____ FAX: (____) _____

Email: _____

SOURCE: Experience: _____ Education: _____ Other: _____

Please indicate a letter from Appendix G for all claimed points submitted for the OTHER category.

Type of Activity: _____

Type of Verification attached: _____

Library Service Areas

Indicate number of points requested for each area. Justification of the number for each area must be clearly indicated in the supporting documentation.

_____ **Automation (AT)**

_____ **Public Services (PS)**

_____ **Technical Services (TS)**

_____ **General Area (GN)**

_____ **Administration/Mgmt (A/M)**

_____ **Not Library Related (NL)**

Total Points Requested: _____

Explanation/Competency Statement: **(If attaching a separate sheet for statement, add the Worksheet No.)**

CAP REVIEW BOARD MEMBER INITIALS:

_____ APPROVED: Yes _____ NO _____

_____ Points Granted: _____

_____ Date: _____

Mail Packets to:

CAP Review Board Coordinator

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FORM C – REQUEST FOR ISSUANCE OF CERTIFICATE FORM

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Extension: _____ Fax: _____

Email: _____

I am registered for a certificate at Level:

I _____ II _____ III _____ IV _____

I am now requesting issuance of a certificate at Level:

_____ Yes, I would like my Library Director to be notified of my award.

Library Director's Name: _____

Library Director's Address: _____

_____ No, I would not like my Library Director to be notified of my award.

_____ I wish to be awarded my certificate at the NYSLAA Annual Conference.

or

_____ Please mail my certificate.

Mail form to: CAP Review Board Coordinator