

NYSLAA's Certificate of Achievement is a voluntary program that recognizes library assistants (library workers who do not hold the position of librarian) for their contributions to libraries and the library profession. The overall purpose of the program is to acknowledge the achievements of the library assistant. Once the requirements of this program are met, NYSLAA then awards a Certificate of Achievement along with a pin.

The NYSLAA Certificate of Achievement Review Board consists of a group of NYSLAA members. Representation is from Academic, Public and Special libraries. The Review Board meets regularly to review submissions. The Review Board's role is to mentor participants through the process.

Feel free to contact any member of the Review Board for information. The full list of Review Board members with contact information can be found at:

nyslaa.org/certificatereview.html

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**New York State
Library Assistants'
Association
(NYSLAA)**

**Certificate of
Achievement
Program**

nyslaa.org/certificateprog.html

HOW THIS PROGRAM WORKS

Library Assistants (library workers who do not hold positions as librarians) are the focus of this program. You may specialize in one of the library-related service areas listed here:

- Public Service
- Technical Service
- Automation
- General
- Administration/Management

REQUIREMENTS

Each Certificate requires a minimum number of points earned in library-related service areas at increasingly difficult levels. The areas of specialization are listed above. Points need to be spread across different Sources of Expertise. These are: Experience, Education, and Other.

Experience is full or part time employment.
Education is higher education credit hours.
Other includes workshops, presentations, participation in library association activities and more.

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 New York Library Association (NYLA) has endorsed NYSLAA's Certificate of Achievement Program. The NYS Legislature recognizes the program as "unique and innovative."

Certificate of Achievement Levels

Level I - 200 points required

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 your certificate. 120 points MINIMUM must be demonstrably library related. These points must come from at least two of the five library-related service areas.

Level II - 350 points required

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 your certificate. 210 points MINIMUM must be demonstrably library related. These points must come from at least three of the five library-related service areas.



Certificate of Achievement Levels

Level III - 500 points required

No more than 375 of the 500 points may be earned from any one of the Sources of Expertise: Education, Experience, or Other. 250 MINIMUM must be earned with the 5 years preceding the awarding of your certificate. 300 points MINIMUM must be demonstrably library related. These points must come from four of the five library-related service areas.

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 all of the five library-related service areas.

HOW DO I START?

Take a look at the program guidelines at:
nyslaa.org/certificateguide.html

Then contact any Review Board Member listed on the web site. (*See other side.*)

A registration fee must accompany your form:
\$20.00 for NYSLAA members
\$40.00 for non-members

Non-members may pay the member rate by joining NYSLAA. Complete a membership form found on our web site at:

nyslaa.org/pdf/membership_app1.pdf
Pay the appropriate dues along with your registration fee.