

Official Record of Earned Continuing Education Activities Public Librarian/Library Associate

The Maryland State Library Agency monitors the certification of Maryland public librarians and public library associates.

Each public librarian and library associate are required to earn **90 contact hours** to renew their certification every five (5) years. To renew their certification, each public librarian/public library associate must submit a record of their earned contact hours.

This form serves as a record for a training activity when no formal documentation is available, such as a Certificate of Completion. The Staff Development Coordinator is required to sign to verify the validity of the learning activity.

Information Requested	User Input Details
Name of Participant:	
Name of Activity:	Planning and Hosting Low-Stress, High-Quality Homeschool Enrichment
Description of Activity:	In this session, we'll dive into how to present engaging homeschool enrichment sessions that require low-stress planning. We'll talk about how to tailor classes to your homeschool population's needs, how to create connections with community educators, and how to use free tools to make everything run like clockwork.
Learning Objectives:	Attendees will walk away from this session with: 1. Simple organizational tools to make life easier when leading Homeschool events 2. Processes that aid in relationship building, which is key to maintaining and growing a dedicated homeschool group 3. Ideas for community partnerships to enrich homeschool programming without adding work to your plate
Date(s) of Activity:	October 12, 2026
Sponsoring Agency:	Washington County Free Library
Number of Contact Hours:	1.0

Signature of Staff Development Coordinator

I HEREBY CERTIFY that the information provided is true and correct to the best of my knowledge.

Name:	Date:
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