

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:	Verbal Judo
Description of Activity:	The essence of Verbal Judo is to influence others to come around to your way of thinking and is best defined as a gentle yet powerful way of persuasion that helps us to avoid, resolve and manage resistance by using presence and words, whether to resolve conflict or to close a deal with a customer.
Learning Objectives:	Participants in the Verbal Judo program will learn a new gentle approach to being in control of situations without creating stress, without frustration, and without continued conflict, whilst at all times treating everybody with dignity and respect, making sure that everybody wins.
Date(s) of Activity:	October 12, 2026
Sponsoring Agency:	Verbal Judo Institute
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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