

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

The **Division of Library Development and Services of the Maryland State Department of Education** monitors the certification of Maryland public librarians and the education and training requirements of public library associates.

Each public librarian and library associate is required to earn 6 semester hours of credit, 9 continuing education units (CEU's), or 90 clock or contact hours every five 5 years. To renew their certification, each public librarian must submit a record of their earned continuing education activity. To meet the education and training requirements, public library associates need to do the same.

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

Name of Participant:	
Name of Activity:	Library Market Training – Events webinar
Date(s) of Activity:	
Sponsoring Agency:	Western Maryland Regional Library
Number of Contact Hours:	2
Description of Activity: Library Market Webinar for Calendar Events	Learning Objectives: <ol style="list-style-type: none"> 1. Navigating Library Market Events calendar 2. Learn how to enter in Events in to the calendar 3. Learn how to duplicate calendar events, replace events, and remove conflict event dates. 4. Learn how to view Event reports

Signature of Staff Development Coordinator <i>I HEREBY CERTIFY</i> that the information provided is true and correct to the best of my knowledge.
<input type="checkbox"/> _____ Date: _____