

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 – General Staff webinar
Date(s) of Activity:	
Sponsoring Agency:	Western Maryland Regional Library
Number of Contact Hours:	1
Description of Activity: Library Market Webinar for General Staff overview	Learning Objectives: <ol style="list-style-type: none"> 1. Navigating Library Market calendar as a patron and as Staff 2. Understanding how patrons request Room Reservations 3. Understanding how patrons can view the calendar, and sign up for events

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: _____