

**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.

<b>Name of Participant:</b>	
<b>Name of Activity:</b>	Library Market Training – Room Reservations webinar
<b>Date(s) of Activity:</b>	
<b>Sponsoring Agency:</b>	Western Maryland Regional Library
<b>Number of Contact Hours:</b>	<b>1.25</b>
<b>Description of Activity:</b>  Library Market Webinar for Room Reservations	<b>Learning Objectives:</b> <ol style="list-style-type: none"> <li>1. Navigating Library Market Room Reservation calendar</li> <li>2. Learn how to enter in Room Reservations in the Library Market calendar</li> <li>3. Learn how to view Room reports to resolve Room conflicts and Pending Reservations.</li> <li>4. Learn how to search and find reservations</li> </ol>

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