

OKLAHOMA PROGRAM APPROVAL MANUAL FOR CERTIFICATION

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Approved by the Oklahoma Department of Libraries (February, 1996)

Revised Edition
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Oklahoma Library Association (July, 2006)

Adapted from the
Iowa Certification Manual for Public Librarians.

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PREFACE

This manual has been prepared by the Certification Implementation Committee of the Oklahoma Library Association and the Oklahoma Department of Libraries. The Certification Implementation Committee was appointed by the executive boards of the Oklahoma Library Association and the Oklahoma Department of Libraries and included the following people:

Marilyn Shackelford, Tulsa City-County Library, Chair
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Changes to this Revised Edition were developed and approved by the certification board. Certification board members were:

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Any changes to the Oklahoma Certification Manual for Public Librarians and the Oklahoma Program Approval Manual for Certification must be approved by the Oklahoma Library Association's and the Oklahoma Department of Libraries' boards.

If you have questions after reading this manual, please call or write:

Certification Specialist
Office of Library Development
Oklahoma Department of Libraries
200 N.E. 18 Street
Oklahoma City, OK 73105-3298
800-522-8116 or 522-3322 (in Oklahoma City)

DEFINITIONS

CERTIFICATION . . . a process to recognize attainment of prescribed levels of education, training and experience.

CERTIFICATION BOARD . . . a minimum five-member board (two Oklahoma Library Association appointees, two Oklahoma Department of Libraries appointees and the Certification Specialist) appointed to support the work of the Certification Specialist. The Board will report annually to the executive boards of the Oklahoma Department of Libraries and the Oklahoma Library Association on the current status of certification in Oklahoma.

CERTIFICATION SPECIALIST . . . ODL librarian who oversees the certification process. Working with the Certification Board, the Specialist will issue and renew certificates, implement the Institute in Public Librarianship and approve workshops for continuing education credit.

CEU . . . the National Task Force on the CEU (for Continuing Education Unit) defines it as the equivalent of ten contact hours (each contact hour equivalent to fifty minutes) of participation in an organized education activity under responsible sponsorship, capable direction and qualified instruction. Fractional CEU's are awarded if shorter programs meet criteria. CEU's or contact hours, by national definition, cannot be awarded for college credits or for programs which lead to high school equivalency.

CONFIRMATION OF ATTENDANCE . . . documentation issued by continuing education providers and verifying attendance at a continuing education program. Confirmation will include the name and dates of the program, the number of CEUs awarded, and the name and signature of the provider. The Certification Specialist will provide a model confirmation to providers receiving prior approval of programs. It is the responsibility of the individual librarian to obtain and keep the confirmations to renew certification.

CONTINUING EDUCATION . . . a lifelong learning process which builds on and modifies previously acquired knowledge, skills and attitudes of the individual.

EDUCATIONAL . . . programs are considered "educational" if they are planned learning experiences designed to bring about changes in knowledge, skills, or attitudes which contribute directly to the competent practice of librarianship. Continuing education credit may be obtained for educational programs by applying to the Certification Specialist.

INFORMATIONAL . . . programs are considered "informational" if they are

- business meetings
- reports
- informal/unstructured exchanges of information
- "how-to's" on filling out forms
- announcements/news releases
- tours
- orientation sessions

Continuing education credit is not given for these types of programs.

PROVIDER . . . the sponsor that plans and/or delivers a program. Decisions about "approved" providers will be made by the Certification Specialist at ODL with input from the Certification Board.

CRITERIA FOR APPROVAL OF PROGRAMS

Recognizing the broad range of continuing education needs, this process will strive to be inclusive and diverse in the programs approved. The following criteria will be used by the Certification Specialist to review applications:

1. The specific needs of the client group have been assessed.
2. Specific, measurable, and/or observable learning objectives have been stated in at least one of these areas: (a) changes in attitude and approach to the solution of problems; (b) acquisition (or mastery) of new knowledge or (c) the revision of outdated knowledge in specific skills, techniques and procedures.
3. The program is systematically designed and delivered to meet the stated objectives.

Guideline for the Use of Demonstrations: A demonstration is one learning method that can be used when the learning objectives include skill acquisition on the part of participants. If a demonstration is chosen as a learning method, time for hands on practice must be included in the outline. If practice time is not included, written justification must be provided.

4. The instructional staff is qualified by education or experience to provide quality instruction on the relevant subject matter area.
5. Evaluation is an on-going and integral part of the education offering.
6. Individual participant registration is provided which includes information required for record keeping and reporting (such as a transcript or a confirmation of attendance).

PROGRAM EVALUATION FORM

The Certification Specialist will use this form to evaluate applications for program approval.

	Yes	No	Comments
Has a target group been identified and is the program designed for the target group?			
Does the stated goal describe what the program will accomplish?			
Are the program objectives specific accomplishments that the participants shall be able to perform at the end of the program?			
Are the objectives measurable?			
Is the subject matter/content of the program described?			
Are the described instructional methods appropriate for the subject and the program objectives?			
Are the described instructional methods appropriate for the expected number of participants?			
Is the time allowed adequate for the number of participants?			
Does the number of CEU's requested match actual instructional time?			
Do the qualifications listed for the instructor relate to the subject that will be covered?			
Is an evaluation instrument included in the application?			

APPLICATION PROCEDURE

Applicants should submit a completed Program Application Form to the:

Certification Specialist
Office of Library Development
Oklahoma Department of Libraries
200 N.E. 18 Street
Oklahoma City, OK 73105-3298

The Form, fully completed and with all attachments, should be submitted no later than twelve weeks prior to the program to be approved. The Certification Specialist cannot guarantee timely approval if the Form is incomplete or submitted less than twelve weeks (3 months) before the program.

Groups planning workshops sponsored by the Oklahoma Library Association may submit the OLA Workshop Program Planning Form in lieu of the Program Application Form to the Certification Specialist. The OLA Form should be submitted sixteen weeks (4 months) prior to the proposed program to allow adequate time for approval.

Screening Action

When reviewing an application for program approval, the Certification Specialist considers three possible decisions for the application:

1. Approved
2. Pending
3. Disapproved

Approved: An application is approved if the Criteria for Approval are met.

Pending: An application is pending if it is basically sound, but clarification is needed in certain areas. The areas of weakness that could result in a pending application are: (a) objectives - either objectives have not been written from the participant's perspective or the objectives are not measurable; (b) content - description is too general; (c) qualifications of instructors - either qualifications are omitted, are out of date, or are not related to the program; or (d) an outline with times and/or an evaluation instrument are not included in this application.

Disapproved: An application is disapproved if (a) information presented is generally inadequate and (b) it is evident that the program's content is questionable and that the program would not meet the criteria in its objectives, content, instructors and evaluation even when properly presented.

Applicant Notification

Written notification will be sent within 12 working days of receipt of the Program Application Form by the Certification Specialist.

Applicants Whose Applications are Approved: Applicants will be advised of approval status by letter and will receive a master copy of the confirmation of attendance with the number of CEU's indicated.

Applicants Whose Applications are Pending: The applicant will be asked to submit additional information so that the Certification Specialist can make a final decision on the status of the application. The Certification Specialist will reach a decision at the earliest possible date after receipt of the requested information. The applicant will then be notified of the final status of the application. If the application is approved, the routine will be followed as noted under approved status.

Applicants Whose Applications are Not Approved: The applicant may resubmit a new application to be considered by the Certification Specialist or may appeal the decision of the Certification Specialist to the Certification Board.

Appeals

Appeals will be handled by the Certification Board.

Repeat Programs

Identical Repeat Programs: If a sponsor decides to repeat a program with the same instructor, same outline, etc., the sponsor should inform the Certification Specialist in writing. The letter should include the title of the program, the dates and the location.

Repeat Programs with Modifications: If a sponsor is repeating a program that involves changes such as a different instructor or using an outline from a different sponsor, a new Program Application Form should be submitted to the Certification Specialist. The Application should note that this is a repeat of a program.

PROGRAM APPLICATION FORM

Instructions: Complete (type or print only) and submit at least twelve weeks prior to date of program to:

Certification Specialist
Office of Library Development
Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, OK 73105-3298

1. Organization Offering Program:

2. Program Contact Person:

3. Library Address:

4. Telephone: E-mail:

5. Program Title:

6. Date of Program

Time

Location (city and facility)

7. Instructional Hours:

8. Target Group:

9. Charge to Each Participant: \$

10. Goal/Purpose of the Program:

11. Learning Objectives: At the end of the program, participants will be able to:

12. Subject Matter and Methods to be Used:
Attach an agenda/outline which includes specific times, topics and methods.

13. Instructional Staff: (names and rationale for choice)

14. Evaluation:
Attach a copy of your evaluation and/or describe the process you plan to use.

15. Signature of Contact Person:

16. Date of Application:

PROGRAM APPLICATION FORM INSTRUCTIONS

NOTE: Instruction numbers correspond to line numbers on the application form. Use additional sheets as needed throughout the application form.

1. **ORGANIZATION:** The name of the organization or group sponsoring or administering the program. Include division, section, round table, chapter, etc. when applicable.
2. **PROGRAM CONTACT PERSON:** The name of the organizational person directly responsible for this particular program. This is the person who will be notified of the Certification Specialist's decision on the application or who will be contacted if additional information is needed about the program.
3. **ADDRESS:** The complete library address of the Program Contact Person is to be included.
4. **TELEPHONE:** The telephone number of the Program Contact Person. Be sure to include area code and extension (if applicable). State e-mail of contact person.
5. **PROGRAM TITLE:** The complete name of the program. Title should be as descriptive of the program as possible.
6. **DATE OF PROGRAM/TIME/LOCATION:** The month, day, year and time when this program will take place. Also complete the city, the facility and the specific room where the program will be offered. Use the additional space for repeat programs.
7. **INSTRUCTIONAL HOURS (or contact hours):** Instructional hours are based on the number of clock hours (50 minutes) of actual instructional activity provided in the program. Do not include registration time, meal time, free time, coffee breaks, etc. Only the complete instructional hours should be considered.
8. **TARGET GROUP:** Identify the type of participants for whom the program is planned. Also include the level of experience of the audience if this is significant to the program content.
9. **CHARGE:** Indicate what the cost will be to an individual librarian. Due to limited continuing education budgets, sponsors are encouraged to keep the charges as low as possible.

10. **GOAL/PURPOSE OF THE PROGRAM:** This can be a one or two sentence description of the goal of the program as a whole and should be written from the participant's point of view. (Example: Participants will be introduced to major classes of reference tools used in small public libraries.)
11. **LEARNING OBJECTIVES:** Objectives are specific, measurable accomplishments that the participants shall be able to perform by the end of the program. (Example: The participants shall be able to identify (1) four major types of reference tools and give an example of each; (2) one function for each reference tool; (3) the main difference between indexes and abstracts and (4) the type of reference tools that would most likely be used to answer a given set of reference questions.)
12. **SUBJECT MATTER AND METHODS TO BE USED:** Attach an agenda/outline with specific times. Describe the subject matter/content of the program. (Example: Four major types of reference tools will be described including distinguishing characteristics and functions of each type. Sample questions demonstrating use of each type of tool will be included.) Describe the instructional methods which will be employed: lecture, discussion group, group activity, practice sessions, etc. Use of multimedia as well as types of exercises should be included.
13. **INSTRUCTIONAL STAFF:** Include names, rationale for choice, and appropriate credentials for each instructor.
14. **EVALUATION:** Include a copy of the evaluation form. The evaluation should be related to the objectives of the program. The success of the program at meeting its objectives is being evaluated and should be stated in terms of anticipated behavioral changes.
15. **PROGRAM CONTACT PERSON'S SIGNATURE:** The signature of the Program Contact Person is entered here.
16. **DATE OF APPLICATION:** Enter the month, day and year of the date the application is submitted to the Certification Specialist.