



# CONTINUING EDUCATION

RULES, PROCEDURES, ADVICE AND GUIDANCE

WV PUBLIC LIBRARY DIRECTORS BOOT  
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# WVLC ADMINISTRATIVE RULE

- ◎ 2.8. “Continuing Education” means activities, including attendance at workshops and conferences, for the purpose of maintaining and increasing job-related competence.
  
- ◎ 3.13. The library director completes no fewer than eight (8) hours of continuing education per year. All other full time library support staff complete no fewer than three (3) hours of continuing education per year.
  
- ◎ 3.13.a. Continuing education hours must be approved in advance by the Library Commission.

# OFFICIAL GUIDANCE

- ◎ WVLC CE PAGE
- ◎ WVLC GUIDANCE STATEMENT ON CONTINUING EDUCATION

# GENERAL REQUIREMENTS (I)

- Requirements

In addition to the 8 hours of CE annually for directors and 3 hours of CE annually for support staff, the following are requirements of libraries and library workers:

- Every year before July 30th, each library is required to send the Library Commission a list of currently employed full time support staff. These lists will be used in official recordkeeping to insure that CE requirements are being met.
- Failure to submit staff lists to the Commission in a timely manner or the failure of any library director or full-time support employee to meet CE requirements may result in a delay in payment and/or reduction of grants-in-aid to the library the following fiscal year.
- Full time support staff may earn up to three hours of continuing education credit at one event. Library Directors may earn up to 4 hours of credit per event.
- **Directors must attend at least two types of events, for example, one workshop and one conference to meet state requirements. Multiple events may be attended to meet the state requirements, however, the conference requirement must be met by in-person attendance at a conference sponsored by an appropriate professional organization.**

# GENERAL REQUIREMENTS (II)

- ⦿ Unless announced beforehand or unless the training opportunity is offered by a provider on the WVLC CE Pre-Approved Provider List, all CE opportunities must be pre-approved for credit by the Library Development Division of the Commission. Pre-approval can be obtained by submitting the Continuing Education Request for Approval form to the Commission not less than two (2) weeks prior to the event.
- ⦿ Educational opportunities provided by accredited technical or community colleges, colleges and universities might be used to meet CE credit requirements. The course of study must be pre-approved by the Library Development Division of the Commission. Such coursework would need to be applicable to the particular position held by the attendee and/or be of benefit to the library.
- ⦿ Any coursework in library science from a regionally accredited institution of higher education at the sophomore/200 level or above, which may culminate in an Associate's degree in library technology or a Bachelor's degree in Library Science or Library Informatics may be used to meet CE requirements. Pre-approval of such courses by WVLC is not required.
- ⦿ Any graduate-level education in library science provided by an ALA-accredited institution of higher learning may be used to meet CE requirements. Pre-approval of such courses by WVLC is not required.

# GENERAL REQUIREMENTS (III)

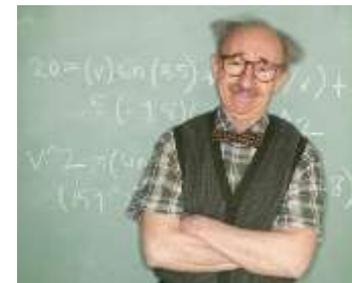
- ◉ Training programs offered by library consortia offered independently or in conjunction with regular/annual business meetings of such consortia must be pre-approved by WVLC. Generally, re-certifications in specific competencies and business meetings of consortia are not allowable for credit.
- ◉ Verification of completion/proof of attendance is required to be submitted to WVLC as soon as possible upon completion of any approved CE opportunity. Verification/Proof of attendance must be provided in the form of a registration receipt, attendance sheet, certificate, etc. Upon approval, WVLC may then award credit.
- ◉ Generally, one hour of contact time will be awarded one hour of credit. Credit will only be awarded up to the maximums required by the Administrative Rules and these requirements.
- ◉ It is the responsibility of the employee and/or the library to insure that all training is reported to the Commission appropriately.
- ◉ CE Credit rules, requirements and guidelines do not circumvent or negate any rules/agreements between service center libraries and affiliates regarding continuing education.

# PROCESS

- ⦿ Apply for credit if a course is not already approved. Please complete the Continuing Education Request for Approval form and submit it to the Library Development Division of the Commission. Requests for approval must be submitted not less than two weeks prior to an event.
- ⦿ Upon receipt of the request, the appropriate WVLC staff person will approve training for credit. The staff person may ask for additional clarifying information.
- ⦿ Once approval is received, attend the training event.
- ⦿ **As soon as possible** upon completion of the event, submit verification of training/proof of attendance to the Library Development Division.
- ⦿ The Library Development Division will then award credit, record hours, and notify the requestor.

# PRE-APPROVED CE PROVIDERS

- ◉ West Virginia Library Commission
- ◉ West Virginia Library Association
- ◉ Other state library associations
- ◉ Service Center Libraries in-service programs
- ◉ Staff Development Programs developed in conjunction with the Library Commission
- ◉ American Library Association and it's subdivisions
- ◉ Public Library Association.



# CHECK YOUR LIST!

- ◉ WVLC now sends a quarterly list of CE Credits obtained to each library director and (if affiliated) each Service Center director.
- ◉ We're human too. Errors can/do happen. If you notice something astray, DO NOT hesitate to call us!



# PET PEEVES!!

- ⦿ Submit your documents in a timely manner.
- ⦿ Submit proof of attendance in a timely manner.
- ⦿ **DO NOT WAIT UNTIL THE END OF THE YEAR!!!**

# CE OPPORTUNITIES

- ◉ WVLC Provided or sponsored activities
- ◉ CE Digest / CE Calendar
- ◉ Library Lookout
- ◉ ALA webpage
- ◉ PLA webpage
- ◉ Booklist webpage
- ◉ Local community college CE/Community Ed. Programs.

# IT NEVER HURTS TO ASK

- ◎ If you question whether a training opportunity is applicable/appropriate for CE, don't hesitate to ask us.
- ◎ Sometimes training is applicable for particular positions (accounting, business training). If in doubt, ask
- ◎ General, if it will make the library run better, its appropriate.



## “ABOVE AND BEYOND!”

- ◉ WVLC’s “Above and Beyond” program recognizes the hard work put forth by those each year who go above the minimum requirements of the “AR”
- ◉ Any library worker who obtains 20 hours of CE credit in a fiscal year will be awarded an “**ABOVE AND BEYOND**” Certificate from the Commission.
- ◉ Any library worker who obtains 40 hours of CE credit in a year will be awarded an “EXTRA MILE” certificate, and a collection of children’s books will be awarded to his library.
- ◉ There is NO LIMIT on the number of collections that will be awarded to a library in a given fiscal year.
- ◉ Be Brave - challenge your neighboring libraries and fight for bragging rights!

# **ABLE**

ALTERNATIVE BASIC  
LIBRARY EDUCATION

**&**

# **SABLE**

SUPPLEMENTAL ALTERNATIVE BASIC  
LIBRARY EDUCATION

- Basic-training program created by the Idaho Library Commission, and shared by many states.
- Provides online, 24/7 training in Public Services & Reference, Youth Services, Technical Services, Collection Development, Merchandising and more.
- Persons can take the courses at their leisure from anywhere with a high-speed Internet connection.
- Not limited to library staff - free and open to anyone.
- Eligible for up to 35.5 hours of WVLC CE Credit

# QUESTIONS?



*It's what you learn after you know it all that counts.*                      ~attributed to Harry S Truman

*I am learning all the time. The tombstone will be my diploma.*                      ~Eartha Kitt

**THANK  
YOU!**