# Library of Michigan

**CERTIFICATION OFFICE**
**LMLibCertification@Michigan.gov**
**702 WEST KALAMAZOO STREET**
**P.O. BOX 30007**
**LANSING, MI 48909**
**Phone 517-335-1516**

## MICHIGAN LIBRARY STAFF CERTIFICATION INSTRUCTIONS

Complete the following application form if you wish to obtain Michigan library staff certification. Requirements for the four certification levels are as follows:

**Level 1: The Library of Michigan shall grant a Level 1 permanent professional certificate to a person possessing all of the following qualifications:**

(a) A master's degree from a library school accredited by the American Library Association.

(b) Four years of full-time employment, or an equivalent time period (7,280 hours), consisting of paid professional library work experience in a library approved by the department following the completion of educational requirements, verified by official letter from the employer.

**Level 2: The Library of Michigan shall grant a Level 2 professional certificate to a person possessing a master's of library science degree from a library school accredited by the American Library Association.**

**Level 3: The Library of Michigan shall grant a Level 3 limited professional certificate to a person possessing all of the following qualifications:**

(a) A bachelor's degree from an accredited college or university.

(b) Completion of the Beginning Workshop offered by the Library of Michigan each spring.

**Level 4: The Library of Michigan shall grant a Level 4 paraprofessional certificate to a person possessing all of the following qualifications:**

(a) A high school diploma or its equivalent.

(b) Completion of the Beginning Workshop offered by the library of Michigan each spring.

(c) One year of full-time employment or its equivalent (1,820 hours) consisting of library work experience following the completion of educational requirements, verified by official letter from the employer.

**Notes:**

All supporting documentation whether electronic or in print form (e.g., Transcripts, Letters of Employment) must be sent directly from the issuing agency to the Library of Michigan's Certification Office.

The content above is available in its entirety on the **Library of Michigan Certification page**
www.michigan.gov/librarycertification

More information regarding Beginning Workshop can be found at our **Beginning Workshop page**
www.michigan.gov/beginningworkshop

Personnel seeking certification, who are also Library Directors, will need to attend New Directors Workshop and may need to attend Advanced Directors workshop depending on library class size, for their libraries to be eligible for state aid. More information on these workshops can be found on our **website** www.michigan.gov/libraryce.

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**Phone 517-335-1516**

Complete this application form if you wish to obtain Michigan library staff certification.
Levels 3 and 4 also require completion of the Beginning Workshop offered by the Library of Michigan.

## GENERAL INSTRUCTIONS:

Complete all sections of the application form. ***PLEASE TYPE using the fillable fields.***
eMail the completed application form to LMLibCertification@michigan.gov . If you are unable to email this application it may be sent to the address indicated above.

For questions regarding this form contact the Certification Office at (517) 335-1516 or LMLibCertification@michigan.gov.

**Certification Level Requested** (Please **check** the level you are applying for)

- ☐ Level 1 Permanent Professional
- ☐ Level 2 Professional
- ☐ Level 3 Limited Professional
- ☐ Level 4 Paraprofessional

For Level 3 & 4 Certification please provide your Beginning Workshop Completion Date

## APPLICANT INFORMATION

| LAST 4 DIGITS SOCIAL SECURITY NUMBER | APPLICATION TYPE, INITIAL OR UPGRADE | HOME PHONE NUMBER |
|---|---|---|
| | | |

| NAME Last | First | Middle | EMAIL ADDRESS |
|---|---|---|---|
| | | | |

| MAIDEN/FORMERNAMES | PREFERRED PRONOUNS |
|---|---|
| | |

| HOME ADDRESS Street | City | State | Zip Code |
|---|---|---|---|
| | | | |

| CURRENT LIBRARY EMPLOYER Street | City | State | Zip Code |
|---|---|---|---|
| | | | |

## EDUCATION

| HIGH SCHOOL: | CITY and STATE | YEAR OF GRADUATION | |
|---|---|---|---|
| | | | |
| **COLLEGE/UNIVERSITY NAME:** | **CITY and STATE** | **DEGREE** | **YEAR GRANTED** |
| | | | |
| **COLLEGE/UNIVERSITY NAME:** | **CITY and STATE** | **DEGREE** | **YEAR GRANTED** |
| | | | |
| **COLLEGE/UNIVERSITY NAME:** | **CITY and STATE** | **DEGREE** | **YEAR GRANTED** |
| | | | |

**NOTE: Applicant is responsible for requesting college or university OFFICIAL transcript of highest academic degree to be sent DIRECTLY to the Certification Office, at the address listed on the top of this form.**

**EMPLOYER**

| LIBRARY EMPLOYER: | ADDRESS | NUMBER OF HOURS PER WEEK | BEGINNING DATE | EMPLOYMENT END DATE |
|---|---|---|---|---|
| LIBRARY EMPLOYER: | ADDRESS | NUMBER OF HOURS PER WEEK | BEGINNING DATE | EMPLOYMENT END DATE |
| LIBRARY EMPLOYER: | ADDRESS | NUMBER OF HOURS PER WEEK | BEGINNING DATE | EMPLOYMENT END DATE |

**NOTE: Applicants eligible for permanent professional certification must also document four years of professional experience following receipt of their MLS degrees. Applicant is responsible forrequesting current or previous employers to verify by letter dates of employment, job title and professional responsibilities. Letter(s) must be sent DIRECTLY from the employers to the Certification Office, at the address listed on the top of this form.**

**APPLICANT'S SIGNATURE_____ DATE _____**

## Send all application materials to: LIBRARY OF MICHIGAN

**CERTIFICATION OFFICE 702 WEST**
**KALAMAZOO STREET P.O. BOX 30007**
**LANSING, MI 48909**
**Phone: 517-335-1516**
**Email: LMLibCertification@michigan.gov**

**Level 1 PERMANENT PROFESSIONAL certification qualifications:**
(a) A master's degree or its equivalent from a library school accredited by the American Library Association.
(b) Four years of full-time employment, or an equivalent time period, consisting of paid professional library work experience in a library approved by the department following the completion of a MLS degree from a library school accredited by the ALA verified by letter from the employer/s showing total hours earned.

**Level 2 PROFESSIONAL certification qualifications:**
A master's degree or its equivalent from a library school accredited by the American Library Association.

**Level 3 LIMITED PROFESSIONAL certification qualifications:**
(a) A bachelor's degree from an accredited college or university.
(b) Completion of the beginning workshop offered by the Library of Michigan.

**Level 4 PARAPROFESSIONAL certification qualifications:**
(a) A high school diploma or its equivalent.
(b) Completion of the beginning workshop offered by the Library of Michigan.
(c) One year of full-time employment or its equivalent consisting of library work experience following the completion of educational requirements verified by the employer in a letter showing total hours earned.