

# CONTINUING EDUCATION REQUIREMENTS

**Important Notice: Continuing Education must be reported for Renewal in 2004**

**Beginning with applications for renewal of licenses that expire on 6/30/04, certified librarians must report having completed ten (10) hours of acceptable continuing education during the period 7/1/02-6/30/04 as a condition for license renewal. Rule Chapter 320-5 describes the continuing education requirements. The complete text of Rule Chapter 320-5 is as follows:**

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## **RULES OF STATE BOARD FOR THE CERTIFICATION OF LIBRARIANS**

### **CHAPTER 320-5 RENEWAL AND CONTINUING EDUCATION**

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**320-1-.01 Administration of Board.** All rules and regulations pertaining to the administration of the State Board for the Certification of Librarians shall be administered by the Professional Licensing Boards Division of the Office of the Secretary of State.

Authority O.C.G.A. § 43-1-3 and 43-24-3

#### **320-5-.02 Reporting Requirements.**

(1) Beginning with applications for renewal of licenses which expire on June 30, 2004, a certified librarian must have completed ten (10) hours of acceptable continuing education during the two year period immediately preceding each biennial renewal date as a condition for license renewal.

(2) An applicant for license renewal who has been initially licensed in Georgia as a certified librarian for one year but less than two, at the date of license expiration must have completed five (5) hours of acceptable continuing education during the period between initial licensure and the expiration date as a condition for license renewal.

(3) An applicant for license renewal who has been initially licensed in Georgia as a certified librarian for less than one year at the date of license expiration will not be required to complete any hours of continuing education prior to that first license expiration date as a condition for license renewal.

(4) All applicants for biennial license renewal will report having completed the continuing education requirement as part of the application for license renewal.

(5) Failure to comply with the provision of this section will result in non-renewal of the certified librarian's license. Certified librarians whose licenses have expired for non-renewal are prohibited from identifying themselves as certified librarians.

Authority O.C.G.A. § 43-24-7

### **320-5-.03 Record Maintenance and Verification**

(1) Responsibility for documenting the fulfillment of the continuing education requirements rests with the licensee, and the licensee must retain for a period of four years the evidence of completion of each course or program, a description of the contents of each course or program and verification of the number of hours of each course or program, or, for other activities which meet the requirements, such documentation as to ascertain their content and completion.

(2) The Board may verify, on a test basis, satisfactory completion of the continuing education requirements. In doing so, the Board may require licensees to submit copies of the documentation described in paragraph (1) above to the Board and may require other information as it deems necessary to decide upon the acceptability of a course or program. In cases where the Board determines that the requirements have not been met, the Board may grant an addition period of time in which the deficiencies may be corrected.

Authority O.C.G.A. § 43-24-7

**Rule 320-5-.04 Exemptions.** The Board may waive all or some of the requirements of continuing education for reasons of individual hardship or health of the licensee based on the licensee's written request and accompanying supporting documentation.

Authority O.C.G.A. § 43-24-7

### **Rule 320-5-.05 Definitions.**

(1) Credit Hours. Credit accrues at a rate of one hour for each hour of actual contact. This shall be known as a contact hour or clock hour. Credit will not be allowed for any program which in its entirety, including question and answer periods, lasts less than thirty minutes. Credit will not be given for time spent in introductory remarks, coffee and

luncheon breaks, meals, or business meetings where no organized course work is presented.

(2) Categories. There are two (2) categories of continuing library education which cover the various activities for which credit may be granted.

(a) Category 1. Organized course work or programs in library science or professional ethics. Included are seminars, short courses and workshops conducted or sponsored by public or private organizations, and sessions of professional library associations or conferences. A Category 1 activity must satisfy all of the following conditions.

1. It constitutes an organized program of learning (including a meeting, workshop or symposium) which contributes directly to the professional competency of librarians.

2. It deals primarily with matters directly related to the practice of librarianship, professional responsibility, or ethical obligations of librarians.

3. It is conducted by librarians or individuals who have special education, training and experience by reason of which they can be considered experts in the subject matter of the program.

(b) Category 2. Other organized course work or programs not specifically library or library-related but which are professionally enriching or directly benefiting the individual in his or her present position. Examples include general sessions of librarianship or other professional meetings or course work in areas such as computer science, business management, public relations, etc.

(3) Correspondence courses and distance learning courses. Correspondence courses and independent study programs are permitted under Categories 1 and 2, if the course provides for interaction between the participant and the course administrator. This usually takes the form of periodic examinations and must be documented. Contact hours are assigned on the basis of the credits granted by the sponsoring organization.

(4) Academic Programs. University and college taught courses taken in pursuit of a degree may be counted as Category 1 or 2, as long as that degree is not being obtained to meet the qualifications for certification up to the grade 5(b).

Authority O.C.G.A. § 43-24-7

### **Rule 320-5-.06 Approved Programs**

(1) Professional Associations. Continuing library education hours may be obtained by participating in activities sponsored by or approved by the American Library Association or other professional associations. A properly authorized official of the professional organization shall certify the number of contact hours of educational content of each

sponsored or approved activity. Programs offered by these providers do not require prior Board approval.

(2) Educational Institutions. Continuing library education hours may be obtained by completing non-library degree or graduate level course work or by participating in continuing educational programs sponsored by or approved by educational institutions accredited by a regional body, e.g., Southern Association of Colleges and Schools. The educational institution shall certify the number of contact hours of educational content in each sponsored or approved program. Programs offered by these providers do not require prior Board approval.

(3) Government Agencies and Bibliographic Utilities. Continuing library education hours may be obtained by participating in in-service training, courses, or workshops sponsored by federal, state or local agencies or bibliographic utilities. The provider shall certify the number of contact hours of educational content in each sponsored activity. Programs offered by these providers do not require prior Board approval.

(4) Board Approved Programs. All other programs must receive official Board approval . Application for Board approval must be made to allow adequate time for Board review prior to each quarterly meeting. Meeting schedules are available from the Board.

Authority O.C.G.A. § 43-24-7