Introduction
In fall 2013, the READS section of the NH Library Association presented a program describing the Massachusetts Paralibrarian Certification system. A small group of interested library staff met in January and April 2014. It was determined that the effort would be best served by forming a new section of the NH Library Association. The Executive Board approved the trial section in June 2014, and the Paralibrarian section became official in November 2014. With their gracious permission, our program was modeled after the Massachusetts Paralibrarian Certification program, which was in turn modeled after the State of New York Program.

Purpose
The Paralibrarian Certification is a voluntary program designed to recognize the involvement and contributions of paralibrarians in New Hampshire. Paralibrarians (non-MLS staff) support the missions of school, public, academic, and special libraries throughout the state by providing important services, being involved in professional development activities, and demonstrating commitment to their work. The certification is not a substitute for a Master of Library Science degree or any other degree or certificate.

Overview
This program is designed to identify the achievements of participants by assigning point values to various activities. Applicants register for one of four increasingly challenging achievement levels. Each level is reached by accumulating a minimum number of points from within six Categories of Library Service (Public Services, Reference and Information Services, Technical Services, Technology, Administration/Management, and General) based on three Sources of Expertise in these broad categories (Experience, Education, and Professional Activities). The points needed for certification levels two through four must be earned within the three years immediately preceding the application.

Members of the Paralibrarian Certification Review Board are available to answer questions about the certification program. See www.nhlibrarians.org/paralibrarian for contact information.
Application and Fees

Each participant must submit a complete application with the full non-refundable registration fee, made payable to NHLA-Paralibrarians.

NHLA member . . . . $20
Non-member . . . . . $50

Applicants are encouraged to apply for a Level 1 followed by a Level 2. Applicants wishing to combine Levels 3 and 4 are encouraged to organize each level separately but may submit the levels simultaneously if they wish.

It is strongly preferred that the completed forms, fee, and all supporting materials are sent together in the same packet.

All claims for points must be documented and verified by the applicant to the satisfaction of the Paralibrarian Certification Review Board. The application must include three copies (double-sided and black & white is okay). Please also send a digital copy which will be uploaded to the Paralibrarian Certification Review Board digital archives. The three copies will not be returned to applicant as they will be the working copies of the Review Board.

For continuing applicants to apply for the next level:

If the application for the next level is:
  ● Within the three years following the most recent level achieved, the application fee will be waived.
  ● Outside of the three years following the most recent level achieved, a new application fee must be paid.

Documentation must include a copy of the previously earned Paralibrarian certificate or award letter, a copy of the corresponding Point Summary for each level achieved, and new documentation for all additional points.

Certification Levels

Each level requires an increased breadth of knowledge, demonstrated by earning points from the six Categories of Library Service. Level I requires points from at least three Categories; Level II requires points from at least four categories; Levels III and IV require points from at least five categories. Choosing to specialize in an area does not exempt the participant from showing the required breadth of knowledge. In addition, the total points required for a level must be earned from more than one Source of Expertise with the exception of workshops and conferences, which are not capped.

Once a Paralibrarian certification level has been earned, that level is considered "locked" for the purpose of any future applications; therefore a Paralibrarian certification level 1 applicant who wishes to apply for Paralibrarian certification level 2 needs to submit documentation for the 150 point difference between the two levels and the previous Point Summary and the Paralibrarian Certificate for the previous level(s).
Certification Review Board
The Certification Review Board consists of three to four voting members of the NHLA Paralibrarian section, one of whom is a section officer. The President of the Paralibrarian Section, in consultation with the other officers, appoints the review board members. The Paralibrarian Certification Review Board meets quarterly to review submissions. See the NHLA website for a schedule and submission deadlines. Members of the Paralibrarian Certification Review Board are available to answer questions about the program. See www.nhlibrarians.org/Paralibrarian for contact information.

Application Review Process
1. Applicant submits application packet to the Chairperson of the Paralibrarian Certification Review Board. Applicant notifies Review Board Chair to expect packet via email. Applicant may submit the digital version at this time.

2. Chair notifies Applicant of receipt of application and expected review date.

3. Following the Review Board’s review of the application, the applicant is contacted with status or questions from the Review Board. If there are questions, once the applicant has submitted a follow up, the Board will reconvene.

4. Upon approval from the Review Board, the application is presented to the full Paralibrarian Board for approval.

5. Approved applicants will be issued a Paralibrarian Certification certificate signed by the President of the New Hampshire Library Association and issued an award letter from the Review Board Chair recognizing the level achieved.

6. Applications not approved at the Level requested: Candidate may appeal the decision to the Paralibrarian Certification Review Board in writing within 10 business days of the decision. All decisions of the Paralibrarian Certification Review Board are final. All candidates are encouraged to re-apply.

Feedback
Successful candidates are invited to make suggestions to the Paralibrarian Certification Review Board about the Certification process.
Categories of Library Service

There are SIX categories of library service, as follows:
These lists are not all-inclusive but serve to demonstrate the types of knowledge considered appropriate for each type of library service.

PUBLIC SERVICES
- Adult services
- Children’s services
- Community Outreach
- Customer service
- Information literacy
- Programs and activities
- Readers’ advisory
- Young adult services

REFERENCE/INFORMATION SERVICES
- Collection development
- Community resources
- Copyright law
- Database use/access
- Genealogy/special collections
- Information access
- Interlibrary loan
- Local history
- Medical/legal research assistance
- Online learning resources

TECHNICAL SERVICES
- Acquisitions/De-accessions
- BISAC/Dewey
- Digitization
- MARC/RDA
- Metadata/Linked data
- Periodicals/serials
- Preservation
- Processing

ADMINISTRATION AND MANAGEMENT
- Accounting/budgeting
- ADA compliance
- Fundraising
- Library marketing
- Policy development
- Public/Staff/Workplace safety
- Staff supervision and training
- Strategic/disaster planning
- Volunteer supervision and training

TECHNOLOGY
- Assistive/adaptive technology
- Digital Media
- Internet/computer security
- Library automation
- Maker spaces
- Mobile computing
- Networking
- Office software
- Social media
- Technology troubleshooting
- UX / User Experience
- Web design

GENERAL
- Association/committee membership
- Other library topics not covered elsewhere
- Professional reading (i.e. library professional development books and library textbooks)
- Professional writing
- Public speaking
Sources of Expertise

Work Experience (Form B - Work Experience)

Points for work experience are based on Full-Time Equivalency (FTE) as defined by your institution, 12 months per year, paid employment. Related library experience includes work in school media centers and public, academic, and special libraries. Points granted for experience are intended to reward the completion and mastery of regular work tasks, as defined by the role and situation in which the applicant served.

Claims for points must have verification for both number of hours worked per week and the length of time employed. Utilize Form B for each employer completed with the signature of the Director verifying employment. Points are granted for tenure only and not for job responsibilities.

This is the formula for work experience:
I worked (a) ____ hours per week. (b)__________ number of hours considered full time at my library.
    Year of employment _____, ____ hours / week
    Year of employment _____, ____ hours / week
    Year of employment _____, ____ hours / week

So (a) divided by (b) = (c) ___% of FTE
FTE earns 60 points per year and (c) % of 60= (d) ________.
Therefore, I am requesting _________ points for experience.

Volunteer Experience (Form B - Volunteer Experience)

Points for volunteer experience in direct library services shall be awarded at half the rate for points earned as an employed applicant’s experience. Volunteer work shall follow the same form as the Work Experience using the following ratio in place of the work experience ratio.

This is the formula for volunteer experience:
I volunteered (a) ____ hours per week. (b)__________ number of hours considered full time employment at my library.
    So (a) divided by (b) = (c) ____% of FTE
    FTE earns 30 points per year and (c) % of 30= (d) ________
Therefore, I am requesting _________ points for volunteer experience

Education (Form C)

Points are awarded for completed degrees or certificates from an accredited college or university. These may include a non-MLS graduate degree, bachelor’s degree, associate’s degree or professional certificate. Verification options include a copy of a diploma, transcript, or certificate from the institution.
Professional Development Activities (Form D)
Included within this category is participation in workshops and programs, expertise gained from special projects and assignments, and other experiences that broaden the participant’s skills and knowledge as outlined below. The applicant should provide a summary of the learning experience and clearly relate how this is applicable to the applicant’s broadening of knowledge and how they intend to use that knowledge. Applicant is expected to briefly summarize the training topic and its value.

All points requested on each Form D must be assigned to the appropriate Category of Library Service and be accompanied by a certificate of attendance or the completion of a Verification of Attendance form which may be signed by the presenter or the applicant’s Director.

College Course: Classes taken, either in person or online, in a non-matriculating capacity. Courses taken must be directly related to library training and are at the discretion of the Review Board. A copy of the course description or syllabus and final grade statement must be submitted. Undergraduate and graduate level courses qualify for different point values.

Conference: Applicant may request points for each session attended at a conference (this includes NHLA, READS, CHILIS, ITS, etc.) under the correct subject area.

Library e-course: Multi-week online classes in specific library-related areas. Examples: Classes offered by the American Library Association, InfoPeople, Techsoup, Webjunction, ABLE & SABLE courses (provided by Idaho Commission for Libraries). Additional resources can be found at http://nhlibrarians.org/paralibrarian/.

Library Workshops and Programs: Instructional programs which bring library workers together for intensive training and for which academic credit is not offered (45 minutes or longer).

Webinars: Single session web conference learning on library specific topics. Examples include but are not limited to: webinars from the New Hampshire State Library for resource training, American Library Association, InfoPeople, Techsoup, Webjunction. Additional resources can be found at http://nhlibrarians.org/paralibrarian/.
Professional Activities (Form E)

Participation/Membership in a Library Organization: Credit may be claimed for holding an association office, for serving as an active committee member, or a committee chair at any time in the previous ten years.

Credit will also be granted for membership in a library association (examples: NHLA, NELA, ALA, MLA, VLA). Verification of membership or office held is required.

Membership in subsections of a library association are not considered for credit, unless applicant is an active committee member.

Presentations and Teaching: Credit is given for first-time presentations, exhibits, or teaching of library, media-related, or educational workshops. Credit may not be claimed for events which are part of the regular required duties.

For repeat presentations, subject matter presented requires proof of additional study, research, or preparation. Documentation should include materials used/presented and verification that the class or workshop was held.

Professional reading: 15 points maximum may be claimed for professional reading. Resources for professional reading include library textbooks and professional development books related to the library profession. Verification should include a written narrative summarizing what was learned from the reading and how it will be applied to the applicant’s current position and/or career goals.

Programs and Services: This section is intended to provide applicants with a way to document, and receive credit toward certification, for library-related activities that fall outside the scope of the applicant’s day-to-day work duties.

Applicant must include a detailed narrative of the learning experience and how it relates to library services outside current job responsibilities. Examples include: program planning, implementation and evaluation, training, or other experiences.

Verification may include, but is not limited to, one or more of the following: letter of commendation, letter of verification, samples of work produced, explanations of tasks performed, and newspaper or journal-excerpts.

Publications: Points may be claimed for an article or review published in a recognized professional resource. Such resources include a library or media publication, as a contributing author on a recognized professional blog. Publications may be in either print or electronic format. Length and breadth of article determines point value. Points may only be claimed for the first publication of the article. Verification should include a copy of the published piece showing publication name and date.
Details of Certification Levels and Requirements

**Paralibrarian Level 1**
- 200 points minimum
- 100 points maximum from any one of the Sources of Expertise, with the exception of workshops and conferences which are unlimited. (Pages 5-7)
- Professional development activities in a minimum of 3 of the 6 Categories of Library Service (Page 4)
- All points earned within ten years preceding the application.

**Paralibrarian Level 2**
- Completion of Paralibrarian Level 1 certification
- 150 points minimum
- 75 points maximum from any one of the Sources of Expertise, with the exception of workshops and conferences which are unlimited. (Pages 5-7)
- Professional development activities in a minimum of 4 of the 6 Categories of Library Service (Page 4)
- All points earned within the three years preceding the application.

**Paralibrarian Level 3**
- Completion of Paralibrarian Level 2 certification
- 250 points minimum
- 125 points maximum from any one of the Sources of Expertise, with the exception of workshops and conferences which are unlimited. (Pages 5-7)
- Professional development activities in a minimum of 5 of the 6 Categories of Library Service (Page 4)
- All points earned within the three years preceding the application.

**Paralibrarian Level 4**
- Completion of Paralibrarian Level 3 certification
- 350 points minimum
- 175 points maximum from any one of the Sources of Expertise, with the exception of workshops and conferences which are unlimited. (Pages 5-7)
- Professional development activities in a minimum of 5 of the 6 Categories of Library Service (Page 4)
- All points earned within the three years preceding the application.

*Levels 3 & 4 may be submitted together but should be organized as individual levels.*
Preparing your Paralibrarian application

When preparing your documentation:

Determine the *Source of Expertise*, whether from

a. Experience (Form B)

b. Education (Form C) – A separate form is required for each degree or certification. Include a copy of diploma, transcript or certification.

c. Professional development activity (Form D or Form E)
   
   Form D:
   Hosting organization examples: NHLA, Paralibrarian, CHILIS, READS, NELA, NELA ITS, ALA, WebJunction…
   Description of program from the hosting organization.
   Summary of content learned and how you will apply the information you learned at your home library or how it relates to library service at large.

   Form E:
   Description of the Activity outlined on Page 7.
   Summary of the activity and how you will apply the information you learned at your home library or how it relates to library service at large.

2. Refer to the *Conversion Guidelines for Points* to determine point value

   a. Experience (Form B): see above
   
   b. Education (Form C): see above
   
   c. Professional development activity (Form D)
      i. Assign points to one of the *Categories of Library Service*
      ii. Include a brief narrative describing content and value
      iii. Attach a certificate of attendance or Attendance Verification form
   
   d. Presentation of publication (Form E)
      i. Assign points to one of the *Categories of Library Service*
      ii. Include a detailed narrative of your presentation, or a copy of your publication, or a detailed narrative of your professional reading,

3. If an activity/training does not clearly fit into one of the listed Professional Activities:

   a. Complete a Competency Statement (Form E)
      i. Assign points to one of the *Categories of Library Service*
      ii. Include a detailed narrative of the event/training/experience and how it relates to your current job or career goals
      iii. Include a signature of verification

4. The application must include three copies and one digital copy. These will not be returned to you as they are working copies for the Review Board.
## Conversion Guidelines for Points

<table>
<thead>
<tr>
<th>Source of Expertise</th>
<th>Unit of Measure</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library experience (FTE) <em>Form B</em></td>
<td>12 months</td>
<td>60</td>
</tr>
<tr>
<td><strong>Education <em>Form C</em></strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library experience (FTE) <em>Form B</em></td>
<td>12 months</td>
<td>60</td>
</tr>
<tr>
<td>Library related workshop/program</td>
<td>per hour</td>
<td>4</td>
</tr>
<tr>
<td>Library related undergraduate college course</td>
<td>per credit/CEU</td>
<td>5</td>
</tr>
<tr>
<td>Library related graduate college course</td>
<td>per credit or SEU</td>
<td>6</td>
</tr>
<tr>
<td>Library webinar</td>
<td>per hour</td>
<td>4</td>
</tr>
<tr>
<td>Self-paced library related online courses or other non-credit library e-course (ex. ALA, Webjunction, ABLE/SABLE, Lynda.com)</td>
<td>per hour</td>
<td>2</td>
</tr>
<tr>
<td>Conference sessions</td>
<td>per session</td>
<td>3</td>
</tr>
<tr>
<td><strong>Professional Activities <em>Form D</em></strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library related workshop/program</td>
<td>per hour</td>
<td>4</td>
</tr>
<tr>
<td>Library related undergraduate college course</td>
<td>per credit/CEU</td>
<td>5</td>
</tr>
<tr>
<td>Library related graduate college course</td>
<td>per credit or SEU</td>
<td>6</td>
</tr>
<tr>
<td>Library webinar</td>
<td>per hour</td>
<td>4</td>
</tr>
<tr>
<td>Self-paced library related online courses or other non-credit library e-course (ex. ALA, Webjunction, ABLE/SABLE, Lynda.com)</td>
<td>per hour</td>
<td>2</td>
</tr>
<tr>
<td>Conference sessions</td>
<td>per session</td>
<td>3</td>
</tr>
<tr>
<td><strong>Competency Statement <em>Form E</em></strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library organization:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officer/Director/President of association</td>
<td>1 year</td>
<td>16</td>
</tr>
<tr>
<td>Committee chair</td>
<td>1 year</td>
<td>16</td>
</tr>
<tr>
<td>Committee member</td>
<td>1 year</td>
<td>8</td>
</tr>
<tr>
<td>Member of a library association</td>
<td>1 year</td>
<td>4</td>
</tr>
<tr>
<td>Presentation and teaching</td>
<td>Based on written narrative and documentation provided.</td>
<td>5-20</td>
</tr>
<tr>
<td>Publications</td>
<td>Based on written narrative and documentation provided.</td>
<td>5-20</td>
</tr>
<tr>
<td>Professional reading</td>
<td>Based on written narrative and documentation provided.</td>
<td>15</td>
</tr>
<tr>
<td>Other learning experiences</td>
<td>Based on written narrative and documentation provided.</td>
<td>5-20</td>
</tr>
</tbody>
</table>
NHLA Paralibrarian Certification
Forms Appendix: Table of Contents

Form A – Registration/Application
Form B – Work Experience
Form B – Volunteer Experience
Form C – Education
Form D – Professional Development
Form E – Presenting, Teaching, Writing, Other Learning Experiences
Form F - Verification of Attendance
Form G: Points Listing
Form G: Points Summary Page
Form H: Certification Checklist

Review Board Calendar and Submission deadlines:
Visit www.nhlibrarians.org
NHLA Paralibrarian Certification
Form A – Registration/Application
Please print legibly in ink or type. Fill out completely.

Name__________________________________________________________

Title/position________________________________________________________

Library Institution _______________________________________________________

Address (Library or Home)

______________________________________________________________

City________________________________________ State_________ Zip ___

Email__________________________________________________________

Phone__________________________________________________________

Type of Library  Academic________ Public _______School _______Special____

I am applying for
PARA Level I ________ PARA Level II ______ PARA Level III ______ PARA Level IV____

___ I am a member of NH Library Association. I have enclosed my $20.00 registration fee.
___ I am not a member of NH Library Association. I have enclosed my $50.00 registration fee.
___ I am applying for Certification for the next level within the three year window
   (last level dated ________ ) therefore the fee is waived.

Date submitted: ______________________

Make check payable to NHLA-Paralibrarians and mail check to:

New Hampshire Library Association Paralibrarian Section
  c/o Carla Ferreira, cferreira@amherstlibrary.org
  Amherst Town Library
  14 Main St, Amherst, NH 03031
  Van Stop: Amherst/Amherst Town Library

Please submit a pdf file of your application, via email, to Carla Ferreira at
mailto:cferreira@amherstlibrary.org. You will receive an email back from Carla, confirming
receipt of your file, within 7 days.
NHLA Paralibrarian Certification
Form B – Work Experience

Name:______________________________________________________________

If multiple employers, complete an individual Form B for each.

The following formula is offered to help you determine your points (if part time) based on FTE (full
time equivalency).

I worked (a)______ hours per week. (b)______number of hours considered full time at my library.

Year of employment ____ , _____ hours / week
Year of employment _____, ____ hours / week
Year of employment _____, _____hours / week

So (a)_____ divided by (b)_____ = (c)_____ % of FTE
FTE earns 60 points per year and (c)____ % of 60= (d)____________.
Therefore, I am requesting (d)____ points for experience

Library: __________________________________________________________

Director signature: ____________________ Date: ____________
NHLA Paralibrarian Certification  
Form B – Volunteer Experience  

Name: __________________________________________________________  

If volunteering at multiple libraries, complete an individual Form B for each.  

Points for volunteer experience in direct library services shall be awarded at half the rate for points earned as an employed applicant’s experience. Volunteer work shall follow the same form as the Work Experience using the following ratio in place of the work experience ratio.  

This is the formula for volunteer experience:  
I volunteered (a)____ hours per week. (b)____ number of hours considered full time employment at the library volunteered at.  
So (a)____ divided by (b)____ = (c) ____% of FTE  
FTE earns 30 points per year and (c)____% of 30= (d)____________.  
Therefore, I am requesting (d)_____points for volunteer experience  

Library: ___________________________________________________________________  

Director/Volunteer Coordinator signature: ______________________________  

Date: ___________
NHLA Paralibrarian Certification
Form C – Education

A separate form is required for each degree or certification with accompanying verification.

Name:__________________________________________________________

__________________________________________________________

Institution: _____________________________________________________

Date awarded: ________________________________

Non-MLS graduate degree  _____
Bachelor’s degree  _____
Associate’s degree  _____
Professional certification  _____

Types of verification attached (Only one required) (copies only please)
Diploma  _____
Transcript  _____
Certificate  _____

Total points requested___

Revision 201804 - Guidelines revision 15
NHLA Paralibrarian Certification
Form D – Professional Development

Please type this form or include an attached typed narrative.

Name: __________________________

Program title: ____________________________________________________________

Hosting organization: _______________________________________________________

Date: __________ Type of Professional Activity: ____________________________

Points requested: __________

Length of program (Sessions must be 45+ minutes):

________________________________

Category of Library Service: 
Subcategory (if applicable):

Verification Attach Certificate of Attendance or Attendance Verification Form

Presenter name: __________________________

Library / Organization: _____________________________________________________

________________________________

Description of program from hosting organization:

________________________________

Summary of content learned: Consider how you will apply the information you learned at your home library or how it relates to library service at large.

Approved _____ Needs Clarification _____ Denied _______

Comments:
NHLA Paralibrarian Certification
Form E – Presenting, Teaching, Writing, Other Learning Experiences

Please type this form or include an attached typed narrative.

A separate form is required for each request and documentation must be provided.

Name: ______________________________________
Event/Activity: __________________________________________
Date: __________
Points Requested: ____________

Category of Library Service:
Subcategory (if applicable):

Include narrative, also include published article if applying for credit for a publication:

Approved_____ Needs Clarification_______ Denied_______
Para Review board member ___________________________ Date ________

Comments:
Verification of Attendance
NHLA Paralibrarian Certification Form F

Name: Date:
Conference (if applicable)
Hosting Organization:
Workshop title:

Presenter name:
Library / Organization:
Signature of presenter:

Applicants: Complete form in entirety prior to requesting signature of presenter.
**NHLA Paralibrarian Certification**  
**Form G: Points Listing**  
**Professional Activity – Workshops/Classes**  

Category of Library Service: Public Service (P); Reference/Information Service (R); Technical Service (T); Technology (TX); Administrative/Management (A); General (G)

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Name of Workshop/Class</th>
<th>Points Req.</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Workshop/Class points
Form G: Points Listing

Professional Activity – Webinars

Category of Library Service: Public Service (P); Reference/Information Service (R); Technical Service (T); Technology (TX); Administrative/Management (A); General (G)

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Name of Webinar</th>
<th>Length of Webinar</th>
<th>Points Req.</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Webinar points

Point Caps

- Level I: 100 Points
- Level II: 75 Points
- Level III: 125 Points
- Level IV: 175 Points
Form G: Points Listing
Professional Activity – Conference Sessions

Category of Library Service: Public Service (P); Reference/Information Service (R); Technical Service (T); Technology (TX); Administrative/Management (A); General (G)

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Name of Conference Session</th>
<th>Length of Session</th>
<th>Points Req.</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Conference Session points
Form G: Points Listing
Professional Activity – Library Organization Membership

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Name of Library Organization Membership</th>
<th>Points Req.</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Library Organization Membership points

Point Caps
- Level I: 100 Points
- Level II: 75 Points
- Level III: 125 Points
- Level IV: 175 Points
Form G: Points Listing

Professional Activity – Presentations /Teaching / Publications / Professional Reading / Other Learning

Category of Library Service: Public Service (P); Reference/Information Service (R); Technical Service (T); Technology (TX); Administrative/Management (A); General (G)

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Name of Other Activity</th>
<th>Points Req.</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Other Activity points

Point Caps

<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>100 Points</td>
</tr>
<tr>
<td>Level II</td>
<td>75 Points</td>
</tr>
<tr>
<td>Level III</td>
<td>125 Points</td>
</tr>
<tr>
<td>Level IV</td>
<td>175 Points</td>
</tr>
<tr>
<td>Section</td>
<td>Total Points Requested</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Library Experience (Form B)</td>
<td></td>
</tr>
<tr>
<td>Education (Form C)</td>
<td></td>
</tr>
<tr>
<td>Workshops/Classes (Form D)</td>
<td></td>
</tr>
<tr>
<td>Webinars (Form D)</td>
<td></td>
</tr>
<tr>
<td>Conferences (Form D)</td>
<td></td>
</tr>
<tr>
<td>Presentations/Teaching (Form E)</td>
<td></td>
</tr>
<tr>
<td>Professional Reading (Form E)</td>
<td></td>
</tr>
<tr>
<td>Library Organization Memberships (Form E)</td>
<td></td>
</tr>
<tr>
<td>Other Activities (Form E)</td>
<td></td>
</tr>
<tr>
<td>Total All Points</td>
<td></td>
</tr>
</tbody>
</table>

**Points needed:**

<table>
<thead>
<tr>
<th>Level</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>200 Points</td>
</tr>
<tr>
<td>II</td>
<td>150 Points</td>
</tr>
<tr>
<td>III</td>
<td>250 Points</td>
</tr>
<tr>
<td>IV</td>
<td>350 Points</td>
</tr>
</tbody>
</table>
NHLA Paralibrarian Certification
Form H: Level Checklist

This form is to help organize your application and is not part of the application packet. Please keep for your records.

<table>
<thead>
<tr>
<th>Form A Registration/Application</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fee attached</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form B Experience (one form for each place of employment)</th>
<th>Completed</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Form C Education (if applicable)</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verification attached</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form D Professional Activities (one form for each request)</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Category of Library Service contains # of points requested</td>
<td></td>
</tr>
<tr>
<td>Verification attached or signature included for each form</td>
<td></td>
</tr>
<tr>
<td>Description from hosting organization included for each form</td>
<td></td>
</tr>
<tr>
<td>Short narrative included for each form</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form E Competency Statement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected Category of Library Service contains # of points requested</td>
<td></td>
</tr>
<tr>
<td>Verification attached or signature included for each form</td>
<td></td>
</tr>
<tr>
<td>Typed narrative included for each form</td>
<td></td>
</tr>
<tr>
<td>Paralibrarian Point Summary completely filled in</td>
<td></td>
</tr>
<tr>
<td>Prior Paralibrarian notification/certification earned (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Prior Paralibrarian Point Summary (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>