

APPLICATION Public Library Director Certification State Library of Iowa

Office Use
Valid through _____
Renew Date _____

Instructions

- Complete the General section and the section for the certification level requested.
- Sign and date. Send the application and required documentation to:
- State Library of Iowa, Director Certification, 1112 E. Grand Avenue, Des Moines, Iowa 50319 FAX 515-281-6191
- **Please keep copies of everything you send.**

General

Last Name _____ First _____ MI _____ Former Name _____

Library where employed _____ Are you the Director (Y/N) _____

Preferred Mailing Address: Library or Home E-mail Address: _____

Street _____ City _____ State _____ Zip _____

Certification Level Requested: I, II, III, IV, V, VI District _____ Library Size _____

Level I

- a) Attach photocopy of high school diploma or GED.
b) Attach photocopies of attendance certificates for Public Library Management 1 and 2.

Level II

- Option 1 Attach photocopy of high school diploma or GED **AND** Provide documentation of 5 years library work experience (attach extra sheet if needed):
Library Employer: _____
Beginning and ending dates of employment: ___/___/___ to ___/___/___
- Option 2 Attach photocopy of college transcript showing at least 30 semester hours (45 quarter hours) of college course work.
- All Level II applicants: Attach photocopies of attendance certificates for Public Library Management 1 and 2.

Level III

- Option 1 Attach photocopy of high school diploma or GED **AND** Provide documentation of 10 years of library work experience (attach extra sheet if needed):
Library Employer: _____
Beginning and ending dates of employment: ___/___/___ to ___/___/___
- Option 2 Attach photocopy of college transcript showing at least 60 semester hours (90 quarter hours) of college course work.
- All Level III applicants: Attach photocopies of attendance certificates for Public Library Management 1 and 2.

Level IV

- a) Attach photocopy of college diploma or transcript of Bachelor's degree.
b) Attach photocopies of attendance certificates for Public Library Management 1 and 2.

Level V

Attach photocopy of college transcript; circle the library science courses.

Level VI

Attach photocopy of diploma or college transcript indicating ALA accredited Master's degree in Library Science.

*I hereby certify that the above information is true and correct to the best of my knowledge.
I understand that any false statements may result in denial or revocation of the certificate.*

Signature

Date Signed