

Checklist for Submitting Librarian Certification Applications

For ALL Applications – DID YOU:

- List your current position and start date on the first line under “Professional Library Employment”?
- Sign and date the completed application form?
- Check the appropriate boxes?
- Ensure that your transcript, if you must submit one, will be considered official? A paper transcript must be sealed in its original, unopened envelope, while a digital or electronic transcript must be sent directly from the school to certification@library.in.gov. If ISL already has an official final transcript on file, you do not need to resubmit it!
- Include “Attn: Certification Program Director” in the mailing address? Send applications to:
Indiana State Library, Attn: Certification Program Director, 140 N. Senate Ave., Indianapolis, IN 46204

Payment:

- Sign and date your payment?
- Make it payable to the Indiana State Library?
- Submit correct amount?
 - \$10 for a temporary permit or to renew a temporary permit
 - \$50 for a 5-year certificate, to renew a 5-year certificate, or to upgrade from one level to another
 - Note: ISL does not offer shorter-term or prorated certificates. Full certification is always for 5 years.
- If paying with library check, include written statement from library director saying check was drawn from unrestricted gift fund? Required because SBOA doesn’t allow ISL to accept payment from a library’s general fund.

	First Temporary Permit	Second or Third Temporary Permit
Temporary Permit	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$10 	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Statement of progress toward becoming eligible for 5-year certificate. <input type="checkbox"/> Certificates for 10 LEUs taken while permit period. <input type="checkbox"/> *LC 7 only—certificates for 10 Admin. LEUs too <input type="checkbox"/> Payment of \$10
	Initial 5-Year Certificate or Upgrade	Renewal of 5-Year Certificate
LC 1, LC 2, or LC 3	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Official MLS transcript (unless ISL has it) <input type="checkbox"/> Payment of \$50 	Renew and pay online or send: <ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$50
LC 4	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Official college transcript(s) showing: <ul style="list-style-type: none"> ○ Completion of bachelor’s degree ○ 5 required library science courses <input type="checkbox"/> Payment of \$50 	Renew and pay online or send: <ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$50
LC 5	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Official college transcript(s) showing: <ul style="list-style-type: none"> ○ At least 60 hours of college credit ○ 3 required library science courses <input type="checkbox"/> Payment of \$50 	Renew and pay online or send: <ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$50
LC 6	<ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Include high school completion info on app form, even if you attended college <input type="checkbox"/> Payment of \$50 	Renew and pay online or send: <ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$50
LC 7	<ul style="list-style-type: none"> <input type="checkbox"/> Include everything listed under LC 6 above; plus <input type="checkbox"/> Proof of taking 10 Administrative LEUs 	Renew and pay online or send: <ul style="list-style-type: none"> <input type="checkbox"/> Completed App form (see reminders above) <input type="checkbox"/> Payment of \$50