

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