

INSTRUCTIONS

1. Complete the first three portions of the application: contact information; educational record; and certificate for which you are applying.
2. When completing the educational record, list two-year and four-year data as “college,” and work beyond the Bachelor’s Degree as “graduate.”
3. Submit official college-sealed transcripts in unopened envelopes for ALL college coursework completed along with the application. The Department of Education will determine whether you qualify for one of the following certificates:
 - A. Professional-requires fifth year degree in Library Science (22 PA Code § 133.4)
 - B. Provisional-requires Bachelor’s degree with at least 12 Library Science credits (semester hours) (22 PA Code § 133.5)
 - C. Library Assistant-requires two years of college (60 semester hours) with at least 9 Library Science credits (PA Code § 133.6)

(To access further library certification details, go to the Pennsylvania Library Laws:

http://www.statelibrary.state.pa.us/libraries/lib/libraries/Library_Law_Manual_Final2_8.28.07.pdf)

4. SIGN APPLICATION

5. Address application together with supporting documentation to:

Bureau of School Leadership and Teacher Quality
Department of Education
333 Market Street, 3rd Floor
Harrisburg, PA 17126-0333

Any questions concerning certification may be sent to the above address.