


CHANGES and CLARIFICATIONS to the MLA PARalibrarian Recognition of Acievement CERTIFICATION	
	<p>These changes take effect March 12, 2020. All PARA applications submitted after March 6, 2020 will require adherence to these changes.</p>
SECTION of GUIDELINES	CHANGE or CLARIFICATION
Assembling your notebook (clarification)	A 3-ring binder containing all paperwork is required. Loose pages submitted in a folder or envelope will not be accepted. It is required that you set up your 3-ring binder with 12 separate divider tabs:
	one for your registration application (Form A)
	one for your PARA Point Tally
	one for employment (Form B)
	one for education (Form C)
	one for each Area of Library Service (Forms D and E)
	one for the required paperwork from previous PARA Levels awarded, if applicable.
	You must include (at least) the cover page showing date of Guidelines you used when assembling your documentation.
MASSACHUSETTS/NEW HAMPSHIRE RECIPROCITY (addition)	A Memorandum of Understanding (MOA) is in place between MA and NH for reciprocal recognition of PARA Certification between the two states. Should the need arise, a copy of the MOA will be provided upon request.
PARA Levels (change)	Applicant must initially apply for a Level 1 or 2 PARA. Thereafter, applicants must progress through the remaining Levels in order, one at a time.
Areas of Library Service - GENERAL category (clarification)	The <i>General</i> category is not to be used as a "catch-all". The suggested sub-categories speak to the types of events and activities that appropriately fall under the General category.
FORM A (change)	<b>There is a change of address for application submissions.</b> See bottom of Form A.
	You must <b>notify Review Board by email</b> that your notebook is in delivery or being mailed. See bottom of Form A.

FORM D (clarification)	<b>Use Form D when you are a student, participant or audience member</b> rather than the instructor, designer, speaker, etc.
FORM D (change)	Indicate the number of points you are requesting in <b>one</b> Area of Library Service <b>and list the subcategory</b> for that Area of Library Service.
FORM D (clarification)	You must include the program description showing location, speaker's name, and date/time. An email confirming registration is not sufficient proof of attendance.
	You must include a written/typed narrative summary of content learned and how you will apply the information learned or how it relates to library service in general.
Meeting Attendance FORM D (clarification)	Points <b>may</b> be granted for attending library related meetings. Points <b>will not</b> be granted for regular or mandatory staff or consortium meetings. If you request points for meeting attendance that might, to the PARA Review Board, seem like a mandatory meeting, please be sure you are clear in your summary why this is not.
	If you request points for holding an office/position in an organization, points <b>will not</b> be awarded for individual meeting attendance as it is customary that meeting attendance is a requirement of holding that office/position.
FORM E (clarification)	<b>Use Form E when you are the program instructor, designer, speaker, etc.</b> rather than a student, participant or audience member.
FORM E (clarification)	You must include the location and date and duration of the event or program.
	You must include a detailed written or typed narrative summary of the content of the program or talk you presented or the material you prepared. Please include the number of hours you devoted to the project or event.
Merit/performance/scholarship awards (change)	use <b>FORM E not FORM D.</b>
Publications/writing (change)	use <b>FORM E not FORM D.</b>
Grant writing Form E (clarification)	Applicant may request points for having written a grant proposal that is <b>not an expected aspect of their job</b> . Be sure to give clear explanation as to how/why this is not part of your regular job responsibilities.
PARA POINT TALLY and SUMMARY (change)	The PARA Point Tally and the PARA Point Summary have been expanded and redesigned.
addendum to Guidelines dated 03/12/2020	