

Paralibrarian Recognition of Achievement CERTIFICATION



05/01/2020

BRIEF HISTORY

In 1994, the Paraprofessional Section of the Massachusetts Library Association (MLA) met with several groups of paraprofessionals to discuss the topic of a certificate of achievement program, based on that of the New York State Library Assistants' Association. After many meetings, the Section requested that a subcommittee be formed to examine the possibility of a voluntary award program. Work continued intermittently over the years as members changed and the section went through a transformation. The MLA Paraprofessional Section wishes to express its gratitude to the New York State Library Assistants' Association for their assistance and particularly to Dorothy Morgan, whose encouragement and input were invaluable.

In 2004, the newly formed and renamed MLA Paraprofessional Section began work on the program again. The focus was clearly defined as a voluntary recognition of achievement program. The program's purpose was to recognize paraprofessionals who continue to increase their job knowledge through workshops, conferences, continuing education, committee involvement, cross-training and writing.

In May of 2006, at the MLA Annual Meeting held at WPI, the first Paraprofessional Recognition of Achievement (PARA) was awarded to three paraprofessionals.

In 2012, representatives of the Paraprofessional Section of the MLA approached the Executive Board of the MLA and the Massachusetts Board of Library Commissioners (MBLC) requesting that this very successful voluntary program be given approval to remain voluntary but as a state approved Certification.

In May of 2014 we awarded the first Massachusetts state approved PARA Certificates.

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05/01/2020

PARA CERTIFICATION GUIDELINES

STATEMENT OF PURPOSE

The PARalibrarian Recognition of Achievement Certification is a voluntary certification designed to recognize the involvement and contributions of paralibrarians (library support staff) in the Commonwealth of Massachusetts, who continue to increase their knowledge and skill-set through participation in workshops, conferences, professional development, continuing education, committee involvement, and professional writing. Paralibrarians (non MLS library staff) support the mission of school, public, academic and special libraries throughout the state of Massachusetts by providing important support services, professionalism and commitment to their work. It is important to note that the terms *paralibrarian* and *library support staff* are interchangeable. PARA Certification is not a requirement for using the term paralibrarian. Rather, certification is an official recognition of the achievements of library support staff in the state of Massachusetts.

CERTIFICATION OVERVIEW

There are four levels of Certification. Each level is reached by accumulating points in seven *Areas of Library Service: Youth Services, Adult Services, Reference and Information Services, Technical Services, Technology, Administration/Management and General.* These points will be from one of three sources: *Employment, Education, or Professional Development.* At least half of the points for any level must be from employment, education, or professional development **within the five years immediately preceding the application.**

In addition, there are maximum point allowances for each of the four levels as indicated on the *Summary of PARA Levels and Requirements.*

PARA LEVELS

Each successive level requires participation in workshops, conferences and other training in an increasing number of *Areas of Library Service.*

Applicants must initially apply for a Level 1 or 2 PARA. Thereafter, applicants progress through the remaining levels in order, one at a time.

Once a PARA Level has been reached, all points awarded for that level are locked, and any points awarded in excess of the minimum required for that Level cannot be applied to the next higher PARA.

REGISTRATION and FEES

A completed Form A Application, a non-refundable registration fee made payable to the Massachusetts Library Association, completed Forms C, D and E, and all supporting documentation and materials must be sent together in a notebook.

MLA member * \$20.00

* (proof of current membership is required)

Non-MLA member ** \$50.00

** MLA membership ranges from \$20-\$100/year

APPLYING FOR A HIGHER LEVEL

When applying for the next level PARA, the following documents **must** be included with the new application: a copy of the previously earned PARA Certificate, and a copy of the corresponding *PARA Point Summary* and *PARA Master Tally*.

APPLICATION REVIEW

Once the PARA Review Board approves an application, summary documentation will be sent to the MLA Executive Board and the Massachusetts Board of Library Commissioners (MBLC) for approval and signatures. The applicant will be notified by the PARA Review Board of the status of their application in a timely manner.

Approved applicants will be issued their *Paralibrarian Recognition of Achievement Certificate* and will be recognized at the next MLA Annual Conference.

PARA REVIEW BOARD

The PARA Review Board consists of at least three members of the MLA Paralibrarian Section, one of whom is the Chair of the Career Development Committee. The PARA Review Board meets as necessary, but at least semi-annually, to review submissions and to conduct business related to PARA Review Board matters. Members of the PARA Review Board are available to answer questions about the PARA Certification. The PARA Review Board will exercise discretion with regards to the awarding or denial of points. This discretionary authority will be used in good faith and all decisions will be made for the purpose of maintaining the integrity of the PARA Certification.

For a list of current PARA Review Board members, go to <http://www.masslib.org/paralibrarian>

APPEALS

A candidate may appeal the decision to the PARA Review Board in writing within 10 business days of being notified of the status of their application. Appeals may only address issues identified in the letter. The PARA Review Board will revisit their initial decision based on the clarifications provided by the applicant and make a final decision. All post-appeal decisions of the PARA Review Board are final.

AMENDMENTS

Recommendations for amendments, clarifications or revisions to the PARA guidelines should be submitted to the Chair of the Career Development Committee. Recommendations for changes must be approved by the Executive Board of the MLA Paralibrarian Section.

MASSACHUSETTS - NEW HAMPSHIRE RECIPROCALITY

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.

SOURCES OF EXPERIENCE, EDUCATION, or PROFESSIONAL DEVELOPMENT

>>> EMPLOYMENT (FORM B)

Points for employment are based on Full Time Equivalency (FTE), full-time being defined by your institution, for employment, internship or volunteer work. Work in media centers, special libraries, and other similar institutions are included.

Verification of both the number of hours worked per week and the length of time must be provided. A letter from each employer which fully verifies the employment must be included. Points are granted for time on the job and do not consider the level of difficulty of the position.

Points for employment in excess of the maximum allowed for the level you are applying for cannot be held over or resubmitted for a higher level. Therefore, only include the months and years of employment on your Form B for which you need the points for this Level; save your most recent employment for a future, higher level PARA application.

>>> EDUCATION (FORM C)

Points are awarded for degrees from an accredited college or university. These may include a non-MLS graduate degree, a Bachelor's degree, or an Associate's degree, verified by a copy of the transcript, diploma or official statement from the institution. In addition, points may be awarded for a professional certificate if clear documentation of the scope of requirements for the certificate are provided, along with a copy of the certificate.

>>> PROFESSIONAL DEVELOPMENT (FORM D)

Use Form D when you are a student, participant or audience member not the program designer, speaker, etc.

This category includes **participation in workshops and programs, conference sessions, college courses, professional association membership and other experiences that broaden the applicant's skills and knowledge. The intention of Certification is to formally recognize participation in workshops, training, and education that better prepares you for your current or future position.**

Additional job responsibilities that you take on, whether required or done on a voluntary basis, are not eligible for points towards your PARA Certification. Points **will not** be awarded for events, training, tasks or meetings which are a part of your employment, committee or consortium expectations.

If the topic of a workshop or training is not directly library related, you must give a clear explanation of how or why it contributes to your skill set for library work.

Points requested on each Form D must be assigned to **one Area of Library Service**. You must also indicate the appropriate subcategory of that *Area of Library Service*. Please be sure to complete each Form D completely.

The following is a list, with examples, of the main types of professional activities for which points may be requested. The applicant determines the type of professional activity for each request and must provide adequate explanation for that determination in order for points to be awarded.

A. Library workshop/program/webinar

Single session instructional workshops, webinars, and programs which bring library workers together for training. These are generally one hour long.

B. Day-long or multi-day training events

Multi-day workshops or online classes that are directly related to library work in content. Examples: ALA classes, InfoPeople courses, MLS or local consortium training days, ABLE courses through the Idaho Commission for Libraries, WebJunction courses.

C. Conference sessions

Individual sessions attended at a library conference.

D. Basic Library Techniques (BLT) courses

Four courses offered through the Massachusetts Library System, intended by the MBLC for non-MLS degreed Library Directors of small libraries, but which are also available as a learning tool for library support staff. Each of the four courses includes an online component and a one day in-person component.

E. College courses and online courses

Courses taken either in person or online, in a non-matriculating capacity. Courses must be directly related to library work. A copy of the course description and/or syllabus and proof of completion must be submitted.

F. Membership in a Library Association

Points will be granted for each year of paid membership in a library association. Proof of membership is required.

G. Officer/Director/President/Chairperson etc

Points will be granted for positions held in a library related organization. Proof of this appointment must be provided.

H. Meeting attendance

Points **may** be granted for attending library related meetings. **Points will not be granted for regular or mandatory staff, committee or consortium meetings.** Proof of attendance must be provided. 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 the case.

If you request points for holding an office/position in an organization, points **will not** be awarded for individual meeting attendance as it is customary that meeting attendance is a requirement of holding that office or position.

>>> OTHER : PROGRAM DESIGNER, SPEAKER, WRITER, INSTRUCTOR (FORM E)

Use Form E when you are the instructor, designer, speaker, etc. not a student, participant or audience member.

For each Form E submitted, you must attach a typed narrative describing the event, training, or presentation, your involvement and how it relates to your present position or career development goals. Also explain how you determined the number of points you are requesting.

You must also obtain the signature of your director, supervisor or project leader verifying your involvement with the event.

The following are examples of when to use a Form E:

A. Merit/Performance/Scholarship Awards

Points may be granted for scholarships and merit or performance awards which are given to recognize exemplary service or performance beyond the basic requirements of an employee's job description. Verification of the scholarship, merit or performance award is required.

B. Publication/writing (print, e-publications, online magazines and blogs)

Points may be granted for an article or review published in a library or media publication, print or electronic, or for blog posts. Length and breadth of article determines point value. **Points will only be granted for the initial publication of the article.** Verification must include a copy of the published piece showing publication name and date.

C. Presentations and Teaching

Credit may be given for **first time** presentations, exhibits or teaching in library, media-related or educational programs, conferences and workshops. For repeat presentations, the subject matter presented requires proof of additional study, research, content or preparation. Documentation should include a copy of visuals created or articles written. Verification that the class or workshop was held must be included.

D. Grant writing

If you have written a grant proposal **that is not an expected or regular aspect of your job** and submitted it for consideration, a copy of the grant should be included along with Form E and your narrative. It is not necessary that your grant proposal was approved in order to request points. If you apply for the same or substantially similar grant in subsequent years, only the first year's submission will be awarded points. **Be sure to give a clear explanation as to how or why this is not part of your regular job responsibilities.**

E. Uncategorized

When an activity or experience doesn't clearly fit into one of the examples above, you must include a detailed narrative of the event, training, or experience explaining your role in the event and how it relates to your current job or career goals. Verification may include but is not limited to one or more of the following: a letter of commendation, a letter of corroboration, samples of work produced, an explanation of tasks performed, copies of flyers and publicity, and newspaper or magazine clippings.

AREAS OF LIBRARY SERVICE

These lists of **subcategories for each *Area of Library Service*** are not all-inclusive but serve as examples of the types of knowledge and skills for each *Area of Library Service*.

YOUTH SERVICES

JUV Readers' Advisory
YA Readers's Advisory
Information Literacy

Programs and Activities
School/Community Outreach
Youth Customer Service

Collection Development
Stacks Maintenance

ADULT SERVICES

Adult Readers' Advisory
Programs and Activities
Adult Customer Service

Stacks maintenance
Collection Development
Information Literacy

Community Outreach
Book Talks

REFERENCE and INFORMATION SERVICES

Interlibrary Loan
Government Documents
Local History
Information Access

Database Use and Access
Genealogy/Special Collections
Medical/Legal research assistance
Copyright Law

Online Learning Resources
Community Resources
Information Literacy

TECHNICAL SERVICES

MARC/RDA
Microfilm/microfiche
Digitization

Metadata
Preservation
Periodicals/Serials

Materials processing
Acquisitions
De-accessions

Bindery
BISAC

TECHNOLOGY

Assistive Technologies
Web Design
Tech Troubleshooting

Microsoft/Google apps
Systems analysis
Social Media

Powerpoint/Canva
Library automation
Digital Media

Networking
Data Security
Mobile computing

ADMINISTRATION/MANAGEMENT

Accounting/budgets
Fundraising
Library Marketing
Public Relations

Supervision of staff/volunteers
Training of staff/volunteers
Library Policy
Long Range Planning

ADA Compliance
Public Safety/Patron Privacy
Emergency/disaster planning
Grant writing

GENERAL ***

Public speaking
Research Article
Association membership

Technical writing
Merit/Performance Award
Committee membership

Book review/Short Article
Inventory/ordering

***** The *General* 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.**

GUIDELINES FOR POINTS

	UNIT OF MEASURE	POINTS
LIBRARY EMPLOYMENT - Form B		
	For each 12 months FTE	60
EDUCATION - Form C		
	Non-MLS graduate degree	60/10
	Bachelor's degree	50/25
	Associates degree	25
	Professional certificate	10
PROFESSIONAL DEVELOPMENT - Form D		
A. Library related workshop/program/webinar	per hour	5
B. Daylong and multi-day training events	per hour	3
C. Conference sessions	per session	4
D. Basic Library Techniques (BLT) courses	per course	40
E. College Courses and online courses	per credit or CEU undergraduate level	5
	per credit or CEU graduate level	6
F. Membership in Library Association	per year of membership	4
G. Officer/Director/President/Chairperson of a library organization	year in office	15
H. Meeting attendance	per hour	2
OTHER: PROGRAM DESIGNER, SPEAKER, WRITER, INSTRUCTOR – Form E		
A. Merit/Performance/Scholarship Award	each award nomination	5
	each award	10
B. Publication/writing	Short article/blog/review	5
	Full length article	10
C. Presentation/teaching	Based on written narrative and documentation	5-25
D. Grant writing	Based on written narrative and documentation	5-25
E. Uncategorized	Based on written narrative and documentation	5-25

SUMMARY OF PARA LEVELS AND REQUIREMENTS

	1 st time applicant	continuing applicant
<p>PARA Level 1</p> <p>200 points</p>	<p>150 points maximum in <i>Employment or Education</i> or a combination of both</p> <p>Remaining points to reach the 200 point total required for Level 1 must be in at least three of the seven <i>Areas of Library Service</i></p>	<p>NA</p>
<p>PARA Level 2</p> <p>350 points</p>	<p>150 points maximum in <i>Employment or Education</i> or a combination of both</p> <p>Remaining points to reach the 350 point total required for Level 2 must be in at least four of the seven <i>Areas of Library Service</i></p>	<p>PARA Level 1 + 150 additional points</p> <p>75 points maximum in <i>Employment or Education</i> or a combination of both</p> <p>Remaining points to reach the additional 150 points required for Level 2 must be in at least four of the seven <i>Areas of Library Service</i></p>
<p>PARA Level 3</p> <p>600 points</p>	<p>NA</p>	<p>PARA Level 2 + 250 additional points</p> <p>100 points maximum in <i>Employment or Education</i> or a combination of both</p> <p>Remaining points to reach the additional 250 points required for Level 3 must be in at least five of the seven <i>Areas of Library Service</i></p>
<p>PARA Level 4</p> <p>1000 points</p>	<p>NA</p>	<p>PARA Level 3 + 400 additional points</p> <p>150 points maximum in <i>Employment or Education</i> or a combination of both</p> <p>Remaining points to reach the additional 400 points required for Level 4 must be in at least five of the seven <i>Areas of Library Service</i></p>

*****At least half of all points earned in a level must be from the previous 5 years.**

ASSEMBLING YOUR NOTEBOOK FOR SUBMISSION

The process of putting together a PARA Certification notebook involves gathering and assembling documentation of employment, education, professional development and related activities to meet the requirements of one of four PARA Levels. Using the charts and information provided in this guide, you will determine point values for your employment, education and professional development, as well as in which *Area of Library Service* each best fits.

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 employment (Form B)
- one for education (Form C)
- one for each *Area of Library Service* (on Forms D and E)
- one for your PARA Point Tally
- one for the required paperwork from previous PARA Levels awarded, if applicable.

The following outline is provided as guidance when preparing your documentation

Step 1: Fill in Form A, *Application* and attach a check with the appropriate registration fee

Step 2: Determine which form to use

- EMPLOYMENT- Form B
 - **Use one Form B for each year of employment.** In the event you worked at more than one library in any given year, you must use a separate form for each library
 - Fill in the appropriate section based on full-time or part-time employment
 - Attach a letter from your Director/Supervisor/HR admin. verifying employment dates and hours per week (we do not want or need to know your rate of pay)
 - List only those months and or years of employment for which you need the points for the level you are applying for
- EDUCATION - Form C
 - Indicate the correct point value
 - Attach a copy of your diploma, certificate or transcript
- PROFESSIONAL DEVELOPMENT - Form D
 - **Indicate the number of points you are requesting in **one** *Area of Library Service* and list the subcategory for that *Area of Library Service***
 - Include a certificate of attendance or complete the section for Director/Supervisor verification
 - 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

- OTHER: PROGRAM DESIGNER, SPEAKER, WRITER, INSTRUCTOR - Form E
 - Indicate the number of points (max 25) you are requesting in **one** *Area of Library Service* and list the subcategory for that *Area of Library Service*
 - Complete the section for Director/Supervisor verification
 - You must include the program description showing location and date/time of event.
 - You must include a detailed written/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.
 - If points are being requested for a grant, please include a copy of the grant submission.

Follow these steps once you have all of your forms filled out completely and placed in your notebook in the correct tabbed section:

Step 3: PARA POINT TALLY, PARA POINT SUMMARY and PARA LEVEL CHECKLIST

- PARA Point Tally
 - Complete each of the 3 PARA Point Tally forms
- PARA Point Summary
 - using the information from your 3 PARA Point Tallies, complete each section of the Summary
- PARA Level Checklist
 - Use the checklist to be sure all of your paperwork is completed correctly and included in your notebook

Step 4: You must include (at least) the cover page showing date of the Guidelines you used when assembling your documentation

Step 5: We recommend that you scan or photocopy your application and all supporting documents in the unlikely event your notebook is lost in delivery or the mail.

Step 6: Submission of application and notebook

- Put your 3-ring binder in an envelope or box
- Refer to bottom of Form A for instructions for using MLS statewide delivery system
- As an alternative, mail your 3-ring binder to the address at the bottom of Form A



MLA PARALIBRARIAN SECTION-PARA CERTIFICATION

FORMA - APPLICATION

Please print legibly in ink or type. Fill out completely.

Name _____

Current title/position: _____

Library/Institution: _____

Library Address _____

City: _____ State: _____ Zip: _____

Phone: _____ Ext: _____ Fax: _____

Email: _____

Type of Library: Academic _____ Public _____ School _____ Special _____

Home Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Email: _____

I am applying for: PARALevel 1 _____ PARALevel 2 _____ PARALevel 3 _____ PARALevel 4 _____

_____ This is my first PARA Certification application

_____ Yes, I would like my Library Director or immediate supervisor to be notified that I am receiving a PARalibrarian Recognition of Achievement Certification.

Library Director's Name: _____

_____ I am a member of the MLA. I have enclosed my \$20.00 registration fee. Proof of membership required.

_____ I am not a member of the MLA. I have enclosed my \$50.00 registration fee.

Please make your check payable to the Massachusetts Library Association and send with notebook:

via statewide delivery using a Delivery Routing Slip N to Andover attn: Gerry Deyermond

via US Mail to MLA PARACERTIFICATION
Memorial Hall Library
% Gerry Deyermond
2 North Main St
Andover, MA 01810

>> send an email to mlaparalibrarians@gmail.com to let the Review Board know to expect your notebook <<



FORM B – EMPLOYMENT

NOTE: A separate Form B is required for each year of employment

A letter verifying the number of months per year and hours per week must accompany this form.

Name: _____

Job title or position (at the time of this employment) _____

Place of this employment: _____

Use the following formula to determine your points if employed full time

I worked ___ months during the year 20__ ___ months x 5 pts/month = ____ pts

Therefore I have earned _____ points for full time employment in 20_____

Use the following formula to determine your points if employed part time

I worked (a) _____ hours per week in 20_____ for (b)_____ months

(c) _____ hours per week is considered full time at my library.

Hours per week (a) _____ divided by full time at my library (c)_____ = (d) _____ % of FTE.

% of FTE (d) _____ x 5 points/month = (e) points earned per month _____

points earned per month (e) _____ x _____ months worked (b) = _____ **points requested**

Points in excess of the maximum allowed for the level for which you are applying cannot be held over or resubmitted for a higher level. Therefore, only include months and years of employment for which you are able to use the points for this application..

Approved _____ Needs Clarification _____ Denied _____

PARA REVIEW BOARD MEMBER: _____ Date: _____

Comments: _____



FORM C – EDUCATION

NOTE: A separate Form C is required for each degree or professional certificate

NAME: _____

Non-MLS/MLIS Graduate Degree 60 pts _____

Non-MLS/MLIS Graduate Degree 10 pts _____ if points were received for your Bachelors Degree

Bachelor’s Degree 50 pts _____

Bachelor’s Degree 25 pts _____ if points were received for your Associate’s Degree

Associate’s Degree 25 pts _____

Professional Certificate 10 pts _____

Type of verification attached (copies only, no originals please)

_____ Diploma _____ Transcript _____ Certificate

Approved _____ Needs Clarification _____ Denied _____

PARA REVIEW BOARD MEMBER: _____ Date: _____

Comments: _____



FORM D – PROFESSIONAL DEVELOPMENT

Use Form D when you are a student, participant or audience member rather than the instructor, designer, writer, speaker, etc.

NOTE: A separate Form D is required for each session/event/workshop

Name: _____

Your job title/position at the time of this event: _____

EVENT: _____ Date: _____

Hosting organization: _____ # of hours: _____

Type of Professional Development (workshop, webinar, BLT, conference session, membership, meeting etc.)

_____ Number of Points requesting: _____

Area of Library Service _____ Subcategory _____

VERIFICATION/DOCUMENTATION: (If certificate of participation/completion is not attached.)

Director/Supervisor/Speaker (please print): _____

Director/Supervisor/Speaker signature: _____

DESCRIPTION OF PROGRAM

SUMMARY OF CONTENT LEARNED as it relates to your current position or library services in general

Approved _____ Needs Clarification _____ Denied _____

PARA REVIEW BOARD MEMBER: _____ Date: _____

Comments: _____



FORM E – OTHER: PROGRAM DESIGNER, SPEAKER, WRITER, INSTRUCTOR

Use Form E when you are the program instructor, designer, speaker, etc. rather than a student, participant or audience member.

NOTE: A separate form is required for each event

Name: _____

Your job title/position at the time of this event: _____

OTHER/EVENT: _____

Sponsor/Location: _____

Date(s): _____ # of hours: _____

Type of Professional Development (workshop, webinar, BLT, conference session, membership, meeting etc.)

_____ Number of Points requesting: _____

Area of Library Service _____ Subcategory _____

Justification of **number of points** must be clearly indicated in your supporting documentation and narrative.

LIST DOCUMENTATION ATTACHED:

VERIFICATION: to be filled in by your director/supervisor or project overseer

Name (please print): _____

Title/Role: _____

Library/Institution/Organization: _____

Signature: _____

A typed narrative describing your involvement, including a copy of your program or event description showing location, date and time, sponsor, presentation notes/agenda, a copy of your PowerPoint, flyers or promotional materials, a copy of your article/blog or similar documentation is required.

Your narrative must clearly demonstrate your role in the event and how it relates to your present position or career goals. You must also explain how you determined the number of points you are requesting.

Approved _____ Needs Clarification _____ Denied _____

PARA REVIEW BOARD MEMBER: _____ Date: _____

Comments: _____



MLA PARALIBRARIAN SECTION

PARALIBRARIAN CERTIFICATION PARA POINT TALLY *part 1*

NAME _____ PARA LEVEL _____

EMPLOYMENT (list information from each Form B)	Points Requested	Points Approved	Board Member Initials
total points for Employment			
EDUCATION (list info from each Form C)			
total points for Education			
Combined Total for Employment and Education			

LEVEL REQUIREMENTS/LIMITS

- Level 1: 150 points maximum for Employment or Education or a combination of both
- Level 2: 150 points maximum for Employment or Education or a combination of both or if continuing applicant.....75 for Employ or Educ or combination of both
- Level 3: 100 points maximum for Employment or Education or a combination of both as a continuing applicant
- Level 4: 150 points max for Employment or Education or a combination of both as a continuing applicant



MLA PARALIBRARIAN SECTION

PARALIBRARIAN CERTIFICATION PARA POINT TALLY part 3

NAME _____ PARA LEVEL _____

OTHER: PROGRAM DESIGNER, SPEAKER, WRITER, INSTRUCTOR - FORM E

YS-Youth Services AS-Adult Services RS-Reference Services TS-Technical Services
 Tech-Technology ADM/MGT-Admin/Management Gen-General

LIST EACH FORM E EVENT ENTER THE NUMBER OF POINTS REQUESTED IN THE APPROPRIATE COLUMN	DATE of EVENT	YS	AS	RS	TS	Tech	Adm Mgt	Gen	Points Approved	Board Member Initials
totals for OTHER events -										
(leave for Review Board to complete) TOTAL <i>OTHER</i> EVENT POINTS -	-----									



MLA PARALIBRARIAN SECTION

PARALIBRARIAN CERTIFICATION PARA POINT

SUMMARY

NAME _____ PARA LEVEL _____

TOTALS FROM PARA TALLY parts 1 - 3	total points requested	total points approved	Board Member Initials
EMPLOYMENT			
EDUCATION			
PROFESSIONAL DEVELOPMENT (FORM Ds)			
OTHER: PROGRAM DESIGNER, SPEAKER, WRITER, INSTRUCTOR (FORM Es)			
TOTAL POINTS			

>>> *To be completed by the PARA Review Board* <<<

1st time applicant: Level 1 Level 2 Continuing applicant: Level 2 Level 3 Level 4	
TOTAL POINTS REQUIRED FOR THIS APPLICATION	
TOTAL POINTS REQUIREMENT MET?	Yes No
AREAS OF LIBRARY SERVICE REQUIRED FOR THIS APPLICATION	
AREAS OF LIBRARY SERVICE REQUIREMENT MET?	Yes No
ALL LEVEL _____ REQUIREMENTS MET?	Yes No

SUMMARY of PARA LEVELS and REQUIREMENTS

	Areas of Library Service	TOTAL POINTS REQUIRED 1st time applicant	maximum number of points allowed for <i>Employ. or Educ.</i> or a combination of both	TOTAL POINTS REQUIRED continuing applicant	maximum number of points allowed for <i>Employ. or Educ.</i> or a combination of both
Level 1	3 of the 7	200	150	---	---
Level 2	4 of the 7	350	150	Level 1 plus 150 points	75
Level 3	5 of the 7	---	---	Level 2 plus 250 points	100
Level 4	5 of the 7	---	---	Level 3 plus 400 points	150



MLA PARALIBRARIAN SECTION

PARA Certification Application Checklist

NAME

	Completed
Form A Application <i>completely filled in</i>	
<i>check written out to MLA for registration fee and attached to Form A</i>	
Form B Employment -- one form for each year of employment	
<i>Letter of verification attached to each Form B</i>	
Form C Education (if applicable) one form for each	
<i>copy of diploma/certification attached</i>	
Form D Professional Development	
<i>selected Area of Library Service contains number of points on each Form D</i>	
<i>subcategory of selected Area of Library Service indicated on each Form D</i>	
<i>signature of verification or Certificate of Attendance included for each Form D</i>	
<i>content summary and short narrative included on each Form D</i>	
Form E OTHER: PROGRAM DESIGNER, SPEAKER, WRITER, INSTRUCTOR	
<i>selected Area of Library Service contains number of points on each Form E</i>	
<i>subcategory of selected Area of Library Service indicated on each Form E</i>	
<i>documentation provided for each Form E</i>	
<i>signature of verification included on each Form E</i>	
<i>typed narrative attached to each Form E</i>	
PARA Point Tallies parts 1-3 <i>completely filled in</i>	
PARA Point Summary <i>completely filled in</i>	
Copy of PARA Point Master Tally (from previously earned PARA) included	
Copy of PARA Certification (from previously earned PARA) included	
Copy of PARA Point Summary (from previously earned PARA) included	