**PA**ralibrarian **R**ecognitionof **A**chievement

 **CERTIFICATION**



 05/01/2020

**BRIEF HISTORY**

In 1994, the Paraprofessional Section of the Massachusetts Library Association (MLA) met with several groups of

paralibrarians 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 Paralibrarian 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 Paralibrarian 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

paralibrarians 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 PAralibrarian Recognition of Achievement (PARA)

was awarded to three paralibrarians.

In 2012, representatives of the Paralibrarian 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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**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                 Non-MLA member \*\* ……….. $50.00

 \* (proof of current membership is required)            \*\* MLA membership ranges from $20-$100/year

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**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 within10 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 RECIPROCITY**

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.

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**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.**

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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.

1. 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.

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**>>> 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.

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**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                Programs and Activities        Collection Development

 YA Readers’s Advisory                 School/Community Outreach    Stacks Maintenance

 Information Literacy Youth Customer Service

**ADULT SERVICES**

Adult Readers’ Advisory                Stacks maintenance             Community Outreach

Programs and Activities                Collection Development                  Book Talks

Adult Customer Service                  Information Literacy

**REFERENCE and INFORMATION SERVICES**

Interlibrary Loan                 Database Use and Access                      Online Learning Resources

Government Documents          Genealogy/Special Collections          Community Resources

Local History Medical/Legal research assistance Information Literacy

Information Access                    Copyright Law

**TECHNICAL SERVICES**

MARC/RDA                     Metadata                      Materials processing             Bindery

Microfilm/microfiche       Preservation                 Acquisitions                 BISAC

Digitization                  Periodicals/Serials               De-accessions

**TECHNOLOGY**

Assistive Technologies    Microsoft/Google apps      Powerpoint/Canva Networking

Web Design                       Systems analysis                Library automation              Data Security

Tech Troubleshooting    Social Media                         Digital Media Mobile computing

**ADMINISTRATION/MANAGEMENT**

Accounting/budgets         Supervision of staff/volunteers     ADA Compliance

Fundraising                              Training of staff/volunteers         Public Safety/Patron Privacy

Library Marketing                Library Policy                              Emergency/disaster planning

Public Relations                    Long Range Planning Grant writing

**GENERAL  \*\*\***

Public speaking                     Technical writing                      Book review/Short Article

Research Article                     Merit/Performance Award Inventory/ordering

Association membership         Committee membership

  **\*\*\* 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.**

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**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 | per 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 |

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**SUMMARY OF PARA LEVELS AND REQUIREMENTS**

|  | **1st time applicant** | **continuing applicant** |
| --- | --- | --- |
| **PARA Level  1****200 points**  | 150 points maximum in *Employment or**Education* or a combination of bothRemaining points to reach the 200 pointtotal required for Level 1 must be in at least **three** of the **seven***Areas of Library Service*  | NA |
| **PARA Level  2****350 points**  |   150 points maximum in *Employment or**Education* or a combination of bothRemaining points to reach the 350 point total required for Level 2 must be in at least **four** of the **seven** *Areas of Library Service* |  PARA Level 1 **+** 150 additional points    75 points maximum in *Employment or* *Educatio*n or a combination of bothRemaining points to reach the additional 150 points required for Level 2 must be in at least **four** of the **seven**  *Areas of Library Service* |
| **PARA Level  3****600 points**  | NA |  PARA Level 2 **+** 250 additional points 100 points maximum in *Employment or* *Education* or a combination of bothRemaining points to reach the additional 250 points required for Level 3 must be in at least **five** of the **seven***Areas of Library Service* |
| **PARA Level 4****1000 points**  | NA |   PARA Level 3 **+** 400 additional points     150 points maximum in *Employment* *or Education* or a combination of bothRemaining points to reach the additional 400 points required for Level 4 must be in at least **five** of the **seven***Areas of Library Service* |

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

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**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* andattach 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

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* + 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

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 **MLA PARALIBRARIAN SECTION-PARA CERTIFICATION**

 ***FORM A - REGISTRATION***

 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**:   PARA Level 1 \_\_\_\_   PARA Level 2 \_\_\_\_ PARA Level 3 \_\_\_\_    PARA Level 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_ If you had guidance putting your portfolio together, please circle whether it was from someone on review board or a prior PARA recipient.
     \_\_\_\_ 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 PARA CERTIFICATION**

 **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 <<**

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 **MLA PARALIBRARIAN SECTION PARA Level \_\_\_\_\_**

 ***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:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

              \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**MLA PARALIBRARIAN SECTION PARA Level \_\_\_**

***FORM C – EDUCATION***

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

**POINTS FOR EDUCATION CAN ONLY BE CLAIMED ONE TIME**

        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:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **MLA** **PARALIBRARIAN SECTION PARA Level \_\_\_**

 ***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:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                             \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**MLA PARALIBRARIAN SECTION PARA Level \_\_\_**

***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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 05/01/2020



 **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 |
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|  |  |  |  |
|  **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

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 **MLA PARALIBRARIAN SECTION**

***PARALIBRARIAN CERTIFICATION PARA POINT TALLY part 2***

 ***NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PARA LEVEL \_\_\_\_***

**PROFESSIONAL DEVELOPMENT - FORM D**

YS-Youth Services AS-Adult Services RS-Reference Services TS-Technical Services

 Tech-Technology ADM/MGT-Admin/Management Gen-General

|  **LIST EACH FORM D 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 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| totals for Prof.Development ( this page) |  |  |  |  |  |  |  |  |  |  |

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**MLA PARALIBRARIAN SECTION**

***PARA POINT TALLY part 2 continued***

***NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PARA LEVEL \_\_\_\_***

**PROFESSIONAL DEVELOPMENT - Form D**

 YS-Youth Services AS-Adult Services RS-Reference Services TS-Technical Services

 Tech-Technology ADM/MGT-Admin/Management Gen-General

|  **LIST EACH FORM D 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 |
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| totals for Prof.Development - this page |  |  |  |  |  |  |  |  |  |  |
| totals for Prof. Development - previous page |  |  |  |  |  |  |  |  |  |  |
|  **COMBINED PROF. DEVELOPMENT Pts.** |  |  |  |  |  |  |  |  |  |  |

| **(leave for Review Board to complete)****TOTAL PROF. DEVELOPMENT POINTS** |  ----- |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

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**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 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **totals for OTHER events -** |  |  |  |  |  |  |  |  |  |  |

| **(leave for Review Board to complete)****TOTAL *OTHER* EVENT POINTS -** | ----- |  |  |  |  |  |  |  |  |  |
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 **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 *Employ. or Educ.* or a combination of both | TOTAL POINTS REQUIRED**continuing applicant** | maximum number of points allowed for *Employ. or Educ.*  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 | --- | --- | Level3 plus 400 points | 150 |

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 **MLA PARALIBRARIAN SECTION**

 ***PARA Certification Application Checklist***

 ***NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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

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