

Library Practitioner Certification Instructions

These core competencies were originally developed by various State Library continuing education coordinators and validated and adopted by the Western Council of State Libraries. These same competencies are the foundation of the Arizona Library Practitioner Certificate. Fulfilling the competencies will help individuals understand job requirements and develop realistic expectations of the skills, knowledge, and abilities needed for library practitioners.

Certification requirements:

- High School Diploma or GED
- 2,000 hours of library work, unpaid or paid, within five years of application
- 162 Contact Hours in specific competencies (see the certification application for this list)
- Renewals are required every three years and require additional 45 Contact Hours
- Courses taken within five years of the date of application are eligible for certification purposes.

How to apply: After completing all coursework to fulfill the Library Practitioner Competencies please submit the following:

1. Completed application
2. Completed applicant transcript
3. Documentation verifying class completion

Mail all materials to:

Continuing Education Coordinator
Arizona State Library, Archives and Public Records
Carnegie Center
1101 W. Washington
Phoenix, Arizona 85007

After submitting all documentation, please allow 60 days to process certificate.