Wisconsin Department of Public Instruction

# PUBLIC LIBRARIAN CERTIFICATION APPLICATION

PI-2450 (Rev. 01-23)

*Required by s. 43.09(1) Wis. Stats. and PI 6.03(2) Wis. Admin. Code.*

**INSTRUCTIONS:** Complete this form, and email, along with any necessary attachments, to: [LibraryCertification@dpi.wi.gov](mailto:LibraryCertification@dpi.wi.gov)

*For information about certification for Wisconsin Public Library Directors,* [*https://dpi.wi.gov/libraries/public-libraries/governance-administration/directors*](https://dpi.wi.gov/libraries/public-libraries/governance-administration/directors)

Last Name

# GENERAL

First Name Middle Name

Other Last Name(s) Previously Used

Work Email Address

Personal Email Address

Phone *Area/No.*

Current Position Director

Other *Specify:*

Date Hired

*If New Director Mo./Day/Yr.*

Library Where Currently Employed

Public Library System

Grade Level Requested

# TYPE OF CERTIFICATION REQUESTED

Type of Certification *Choose one*

Expiration Date of Current Certification

*Choose one*

I II III

First Regular First Temporary

Renewal of Regular Renewal of Temporary

# ENCLOSURES

Renewal of Provisional Lapsed

*Renewal or Provisional, Mo./Yr.*

*Official documentation must be submitted for all first certification.*

## First Regular Certification First Temporary Certification

**General Education Requirements**

Official documentation *Choose one*

Master’s (or higher degree) in library science

Bachelor’s degree with a minor in library science \*

Bachelor’s degree \*\*

At least 54 semester credits \*\*

## Library Course Requirements

*Except for applicants with master’s degree in library science*

Official documentation of required library courses

## General Education Requirements

Official documentation

*Choose one and submit with form*

Bachelor’s (or higher degree)

Bachelor’s degree with a minor in library science

At least 54 semester credits

## Library Course Requirements

Official documentation

*Choose one and submit with form*

Official documentation of required library courses already completed

Schedule for completion of certification course requirements *Required*

\* Requires Advanced Public Library Administration

\*\* Requires coursework in four designated subject areas

## Renewal of Regular Certification

Validated Annual Summations of Continuing Education Activities (Form PI-2454)

## Renewal of Temporary Certification

Official documentation of library courses completed since last certification

# SIGNATURE

**I CERTIFY** that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certificate.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant Signature   | | | | | | | Date Signed *Mo./Day/Yr.* |
|  | | | | **V. FOR DPI USE** | |  | |
| DLT Recommendation for Approval | | | | | Signature of DLT Certification Coordinator | | Date Signed *Mo./Day/Yr.* |
| Grade 1  Grade 2  Grade 3 | Regular Temporary  Provisional | Certification First  Renewal | To Expire on the Last Day of *Mo./Yr.* | |  |  |