

MISSISSIPPI LIBRARY COMMISSION
Continuing Education Units
Program Information

Title of Program:

Describe content of program & what participants can expect to learn:

Level of Program: **Introductory** _____ **Intermediate** _____ **Advanced** _____

Who should attend program:

Date(s) **Location(s)** **Time(s)**

Number of Instruction Hours:

Presenter/Trainer & Qualifications:

Evaluation Method:

Sponsor:

Contact Person:

Address:

E-mail:

Phone:

Fax:

MLC USE ONLY:

Approved _____

Pending _____

Disapproved _____

Signed: _____ **Date:** _____

INSTRUCTIONS

The Mississippi Library Commission is authorized, through the Mississippi Department of Education, to grant continuing education units using the formula of ten contact hours equals one c.e.u. In order for the Library Commission to issue c.e.u.s for a program, this form must be completed and submitted to the Mississippi Library Commission for review and approval by the executive director of the Library Commission. **Note:** The Mississippi Department of Education's Office of Educator Licensure does not accept CEU certificates for less than .5 CEUs or five contact hours. (*Guidelines for MS Educator Licensure*)

Continuing education credit is given for programs that are planned learning experiences designed to bring about changes in knowledge, skills, or attitudes which contribute directly to the delivery of quality library services and the competent practice of librarianship. Credit is not given for business meetings, reports, announcements, breaks, or meals.

Once action has been taken by the Library Commission regarding this request, the contact person will be notified of the procedures necessary for the issuing of CEU certificates.

Title of program - The complete name of the program.

Describe content of program & what participants can expect to learn - Give a descriptive overview of the program. What teaching methods will be used (lecture, discussion, demonstration, hands-on-experience, etc.) What learning experiences are designed to bring about changes in the participant's knowledge, skills, or attitudes?

Level of program - Is the program introductory, intermediate, advanced? Are participants expected to come to the program with certain skills? For example, basic computer skills.

Who should attend program - Indicate if the program is designed for a particular audience.

Date(s) - Indicate month, day & year.

Location(s) - Include the city, building, address, etc.

Time(s) - Be sure to include the beginning & ending times so contact hours can be determined.

Number of instructional contact hours - Indicate the number of contact hours. The Mississippi Library Commission is authorized to grant continuing education units using the formula of ten contact hours is equivalent to one c.e.u.

Presenter & qualifications - Give the complete name & title of the presenter(s)/trainer(s). Describe the qualifications of the presenter/trainer as related to the subject of the program.

Sponsor - Give the name of the group or organization that is responsible for the program.

Contact person - Give the name of the person who is the best source of information about the program.

Address - Provide the mailing address of the contact person, including phone & fax number and e-mail address if applicable.