

# Paralibrarian Recognition of Achievement CERTIFICATION



Revised and updated 1/16/18

## 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.

Portions of these guidelines are used with permission from the New York State Library Assistants Association. "Permission is granted to make and distribute verbatim copies of this guide provided the copyright notice and this permission notice are preserved on all copies. Copyright 1995, 1997, 1999, 2000, 2001 and 2004 New York State Library Assistants Association.

## 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, continuing education, committee involvement, cross-training and writing. Paralibrarians (non MLS library staff) support the mission of school, public, academic and special libraries located throughout the state by providing important support services and a professionalism and commitment to their work. It is not a substitute for a Master of Library Science degree, or any other degree or certificate. 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. 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 based on the applicant's achievements as a paralibrarian. Each level is reached by accumulating points from among *Areas of Library Service: Youth Services, Public Services, Reference and Information Services, Technical Services, Technology, Administration /Management and General* (pg. 10). These points will come from one of three *Sources of Experience or Training: Employment, Education and Professional Activities* (pgs. 6-8). At least half of the points required for any level must be from employment, education or professional activities **within the five years immediately preceding the application**. In addition, there are maximum point allowances in each of the four levels (refer to pg. 12, *Summary of PARA Levels and Requirements for details*).

### PARA LEVELS

Each level requires an increased breadth of knowledge, demonstrated by participating in training and activities from among the seven *Areas of Library Service*. Choosing to focus on one of the *Areas of Library Service* (pg. 10) does not exempt the participant from showing continued learning and training in other areas. As outlined in the *Summary of PARA Levels and Requirements* (pg. 12) each successive level of Certification requires points in an increasing number of the *Areas of Library Service*.

Applicants are encouraged to apply for the highest level PARA which can be supported through documentation of their credentials and experiences. Applicants need not start at Level 1. All points must be documented and verified to the satisfaction of the PARA Review Board.

### REGISTRATION and FEES

A completed Form A Registration/Application, a non-refundable registration fee made payable to the Massachusetts Library Association, completed Forms C, D and E, and all supporting documentation/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

## APPLYING FOR A HIGHER LEVEL

To apply for a higher level, the applicant must submit a new Form A and pay the registration fee. In addition to the forms and documentation being submitted for the higher level, the following documents must be included: a copy of the previously earned PARalibrarian Recognition of Achievement Notification or Certificate, a copy of the corresponding *PARA Point Summary* and a copy of the *PARA Master Tally*.

## 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 any questions about the PARA Certification.

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

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. All decisions will be made for the purpose of maintaining the integrity of the PARA Certification.

## 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, in writing, of the status of their application in a timely manner.

Approved applicants will be issued a *PARalibrarian Recognition of Achievement Certificate* signed by the current chair or a designee of: the MLA Paralibrarian Section, the PARA Review Board, the MLA Executive Board and the Director of the MBLC. Recipients will be recognized at the MLA Annual Conference.

## APPEALS

A candidate may appeal the decision to the PARA Review Board in writing within 10 business days of the decision. No new information or documentation may be submitted during the appeal process. Appeals may only address the issues that need to be clarified as identified in the letter of denial. The PARA Review Board will revisit their initial decision based on the clarifications provided by the applicant and make a final decision in writing. All post appeal decisions of the PARA Review Board are final.

## AMENDMENTS

Recommendations for amendments or revisions to the PARA guidelines should be submitted to the PARA Review Board. Recommendations for change must be approved by the Executive Board of the MLA Paralibrarian Section.

## ASSEMBLING YOUR NOTEBOOK FOR SUBMISSION

The process of putting together a PARA Certification notebook involves gathering and assembling documentation of employment, education, and professional training and related activities to meet the requirements of one of four PARA Levels, as outlined on page 12. Using the charts and information provided in this guide, you will need to determine point values for your employment, education and professional activities. In addition, you will need to determine under which *Area of Library Service* each training/activity falls.

A 3-ring binder containing all paperwork is required. Loose pages submitted in a folder or envelope will not be accepted. It is recommended that you set up your 3-ring binder with tabs for each Area of Library Service as well as one for the required paperwork from previous PARA Levels awarded, if applicable.

The following outline is provided to offer guidance when preparing your documentation:

Step 1: Fill in Form A, *Registration/Application*, and attach a check with the appropriate registration fee, and place at the front of notebook.

Step 2: Refer to the *Source of Experience or Training* chart (pgs. 6-8) to determine which form to use for each event or professional training/activity.

- Employment - use Form B
- Education - use Form C
- Professional training/activity - use Form D
- Other learning/teaching/participation experience – use Form E

Step 3: Depending on which form is being used, follow the instructions below:

- Employment (Form B)
  - fill in the appropriate section on the form for full time or part time employment
  - attach a letter from your Director/Supervisor/HR admin. verifying employment dates and hours per week
  - List only those months/years of employment for which you are able to use 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 Activity (Form D)
  - indicate the number of points you are requesting on the line next to the correct *Area of Library Service* (refer to pg. 10)
  - attach a certificate of attendance or complete the section for Director/Supervisor verification
  - A signature by the speaker/sponsor of the event is not enough proof of attendance.
  - You must include the program description showing location, speaker's name, date/time, notes or handouts, email confirming registration and attendance, or the like.
- Other Learning/Teaching/Participation experiences (Form E)
  - indicate the number of points (maximum of 25 points, see chart on page 11) you are requesting on the line next to the correct *Area of Library Service* (refer to pg. 10)
  - attach the required documentation and narrative description of the event or experience to Form E

#### Step 4: PARA Point Summary and PARA Level Checklist

- PARA Point Summary (pgs. 19-20)
  - complete the sections for Employment and Education from info on Forms B and C
  - complete the section for Professional Activities by listing the information from each Form D and Form E (if applicable), preferably in the order they appear in your notebook
  - fill in the bottom section with your point totals
- PARA Level Checklist (pg. 21)
  - Use and complete the checklist to be sure all of your paperwork is completed correctly and included in your notebook

#### Step 5: Submission of application and notebook

- Mail your 3-ring binder with check attached to Form A to the address at the bottom of Form A
- As an alternative, you may put your 3-ring binder in an envelope and put it in MA statewide delivery system with a transit slip to *Barnstable*. Be sure to put *Attention Karen* on the transit slip.

|  |
|--|
| <b>SOURCES OF EXPERIENCE, EDUCATION or PROFESSIONAL ACTIVITY</b> |
|--|

**>>> EMPLOYMENT ( FORM B and a letter of verification)**

Points for employment are based on Full Time Equivalency (FTE) \* as defined by your institution for paid employment, internship or volunteer work. Work in media centers, special libraries, and other areas may be considered.

Verification of both the number of hours per week worked and the length of time at that rate must be provided. A letter from each employer must be included, which fully verifies the employment. 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 can not be held over or resubmitted for a higher level. Therefore, only include the months/years of employment on Form B for which you are able to use the points for this Level; save your most recent employment months for a future/higher level PARA application.

\* Full time for each library varies, usually between 20-40 hours per week.

**>>> EDUCATION ( FORM C and additional documentation)**

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.

If you received 25 points for your Associate's Degree in a previous PARA Certification, you will receive 25 points for your Bachelor's degree in the next application, for a total of 50 points. Likewise, if you received 50 points for your Bachelor's Degree in a previous PARA Certification, you will receive 10 points for your non-MLS Master's degree in the next application, for a total of 60 points.

**>>> PROFESSIONAL ACTIVITIES ( FORM D and additional documentation for each submission)**

This category includes participation in workshops and programs, college courses taken for non-credit, and other experiences that broaden the participant's skills and knowledge. Additional job responsibilities, whether required or on a voluntary basis, that you take on, are not eligible for points toward your PARA Certification. The intention here is to formally recognize participation in workshops, trainings and education that better prepare you for your current or future position. If the topic is not library related, applicant must give a clear explanation of how or why this contributes to their skill set for library work.

All points requested on each Form D must be assigned to the appropriate *Area of Library Service* (refer to page 11 and must be accompanied by a certificate of attendance/completion or with the signature of your director, supervisor or the program speaker, verifying your participation or attendance . You must also include the program description showing location, speaker's name, date/time, notes or handouts, etc. An email confirming registration is not sufficient documentation. Applicant is required to briefly summarize the training topic and value of the training as it relates to their work as a paralibrarian.

The following is a list, with examples, of the main types of professional activities from which points may be requested. The applicant should determine the appropriate activity type and provide adequate documentation/explanation in order to be awarded the points requested.

A. Library related workshop/program/webinar

Instructional programs which bring library workers together for training and for which academic credit is not offered.

B. Conferences Applicant may request points for each session attended at a conference or may request points for attending the conference exhibit hall only.

C. Basic Library Techniques (BLT) courses

Four courses offered through the Massachusetts Library System, designed by the MBLC for non-MLS degreed Library Directors, but also available as a learning tool for library support staff, as space allows.

D. College courses

College courses, either in person or online, taken in a non-matriculating capacity which are not part of a degree program. A copy of the course description and/or syllabus and final grade statement/proof of completion must be submitted. Undergraduate and graduate level courses qualify for different point values.

E. Non-credit/Adult Ed./Short Courses

Non-credit instructional programs or learning activities offered through adult and continuing education departments, online learning venues and similar learning events. A copy of the course or program description including number of hours, proof of attendance/completion, and a statement of learning must be submitted.

F. Membership in a Library Association

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

G. Officer/Director/President/Chairperson etc.

Points will be granted for positions held in a library related organization. Proof/verification must be supplied.

H. Meeting attendance

Points will be granted for attending library related meetings, excluding regular/mandatory in-house staff meetings. Proof/verification of attendance must be supplied. If the applicant requested 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/position.



I. Merit/Performance /Scholarship Awards

Points may be granted for Merit/Performance Awards which are given to recognize exemplary service and/or performance beyond the basic requirements of an employee's job description. Verification of a Merit/Performance Award is required. This includes both award nominees and award recipient.

J. Publications (print, e-publications, online magazines and blogs)

Points may be granted for an article or review published in a recognized information, 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.

|   |
|---|
| <b>OTHER LEARNING/TEACHING/PARTICIPATION EXPERIENCES (FORM E for each submission)</b> |
|---|

Form E is used for events which do not easily fit into one of the ten types of professional activities listed on the previous pages, for which a Form D is used. Generally, Form E is used when the applicant is the program designer, speaker, author of an article etc., rather than a student, participant or audience member.

For each Form E submitted, you must attach a typed narrative describing the event/training/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.

A. Presentations and Teaching

Credit may be given for first time presentations, exhibits or teaching in library, media-related or educational programs, conferences and workshops. Credit may **not** be claimed for events that are part of your regularly required duties. For repeat presentations, the subject matter presented requires proof of additional study, research or preparation. Documentation should include a copy of visuals created or articles written. Verification that the class or workshop was held must be included.

B. Grant writing

If you have written a grant proposal 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.

C. Uncategorized

For use 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/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 are not all-inclusive but serve as examples of the types of knowledge and skill that are considered appropriate for each type of library service.

### YOUTH SERVICES

|                      |                           |                        |
|----------------------|---------------------------|------------------------|
| Youth Services       | Programs and Activities   | Collection Development |
| Young Adult Services | School/Community Outreach | Stacks Maintenance     |
| Readers' Advisory    | Information Literacy      |                        |

### ADULT SERVICES

|                         |                        |                    |
|-------------------------|------------------------|--------------------|
| Readers' Advisory       | Stacks maintenance     | Community Outreach |
| Programs and Activities | Collection Development | Book Talks         |
| Customer Service        |                        |                    |

### REFERENCE and INFORMATION SERVICES

|                      |                               |                           |
|----------------------|-------------------------------|---------------------------|
| Interlibrary Loan    | Database Use/Access           | Online Learning Resources |
| Government Documents | Genealogy/Special Collections | Community Resources       |
| Local History        | Medical/Legal Assistance      | Copyright Law             |

### TECHNICAL SERVICES

|                      |                     |              |         |
|----------------------|---------------------|--------------|---------|
| MARC/RDA             | Metadata            | Processing   | Bindery |
| Microfilm/microfiche | Preservation        | Acquisitions | BISAC   |
| Digitization         | Periodicals/Serials |              |         |

### TECHNOLOGY

|                        |                      |                       |               |
|------------------------|----------------------|-----------------------|---------------|
| Assistive Technologies | Word/Publisher/Excel | Powerpoint/Multimedia | Networking    |
| Web Design             | Systems analysis     | Library automation    | Data Security |
| Tech Troubleshooting   | Social Media         | Digital Media         |               |

### ADMINISTRATION/MANAGEMENT

|                          |                             |                              |
|--------------------------|-----------------------------|------------------------------|
| Accounting/Recordkeeping | Staff/volunteer supervision | ADA Compliance               |
| Fund-raising             | Staff/Volunteer Training    | Public Safety/Patron Privacy |
| Library Marketing        | Library Policy              | Emergency/disaster planning  |
| Public Relations         | Long Range Planning         | Committee membership         |

### GENERAL

|                    |                        |                           |
|--------------------|------------------------|---------------------------|
| Public speaking    | Technical writing      | Book review/Short Article |
| Research Article   | Conference Attendance  | Merit/Performance Award   |
| Inventory/ordering | Association membership |                           |

|                              |
|------------------------------|
| <b>GUIDELINES FOR POINTS</b> |
|------------------------------|

| EMPLOYMENT/EDUCATION/PROFESSIONAL ACTIVITY                                    | UNIT OF MEASURE  | POINTS |
|---|--|--------|
| <b>LIBRARY EMPLOYMENT - Form B</b>  |  |        |
|   | For each 12 months                                       | 60     |
| <b>EDUCATION - Form C</b>   |  |        |
|   | Non-MLS graduate degree                                  | 60     |
|   | Bachelor's degree  | 50     |
|   | Associates degree  | 25     |
|   | Professional certificate                                 | 10     |
| <b>PROFESSIONAL ACTIVITIES - Form D</b>                                       |  |        |
| <b>A. Library related workshop/program/webinar</b>                            | per hour   | 5      |
| <b>B. Conference Session</b>  | per session or exhibit hall                              | 4      |
| <b>C. Basic Library Techniques (BLT) courses</b>                              | per course   | 25     |
| <b>D. College Courses</b>   | per credit or CEU<br>undergraduate level                 | 5      |
|   | per credit or CEU<br>graduate level                      | 6      |
| <b>E. Non-credit/Adult Ed/ short courses</b>                                  | per course   | 5      |
| <b>F. Membership in Library Association</b>                                   | per year of membership                                   | 4      |
| <b>G. Officer/Director/President/Chairperson of<br/>a library association</b> | per year in office                                       | 15     |
| <b>H. Meeting attendance</b>  | per hour   | 2      |
| <b>I. Merit/Performance Award</b>   | 1 award nomination                                       | 5      |
|   | 1 award  | 10     |
| <b>J. Publications</b>  | Short article/blog/review                                | 5      |
|   | Full length article                                      | 10     |
| <b>OTHER LEARNING/TEACHING/PARTICIPATION – Form E</b>                         |  |        |
| <b>A. Presentation and/or Teaching</b>  | Based on written narrative<br>and documentation provided | 5-25   |
| <b>B. Grant writing</b>   | Based on written narrative<br>and documentation provided | 5-25   |
| <b>C. Uncategorized</b>   | Based on written narrative<br>and documentation provided | 5-25   |

|  |
|--|
| <b>SUMMARY OF PARA LEVELS AND REQUIREMENTS</b> |
|--|

|  | <b>1<sup>st</sup> time applicant</b>  | <b>continuing applicant</b>   |
|--|---|---|
| <p><b>PARA Level 1</b></p> <p><b>200 points</b></p>  | <p>150 points maximum in <i>Employment or Education or a combination of both</i></p> <p>Remaining points to reach the Level 1 maximum of 200 points will be in <i>Professional Activities</i> in at least <b>three</b> of the <b>seven</b> <i>Areas of Library Service</i>)</p>             | <p>N/A</p>  |
| <p><b>PARA Level 2</b></p> <p><b>350 points</b></p>  | <p>150 points maximum in <i>Employment or Education or a combination of both</i></p> <p>Remaining points to reach the Level 2 maximum of 350 points will be in <i>Professional Activities</i> and must be in at least <b>four</b> of the <b>seven</b> <i>Areas of Library Service</i></p>   | <p>PARA Level 1 + 150 additional points consisting of:</p> <p style="padding-left: 40px;">75 points maximum in Employment or Education or a combination of both</p> <p>Remaining points to reach the Level 2 maximum of 350 points will be in <i>Professional Activities</i> (these points must be in at least <b>four</b> of the <b>seven</b> <i>Areas of Library Service</i>)</p>   |
| <p><b>PARA Level 3</b></p> <p><b>600 points</b></p>  | <p>300 points maximum in <i>Employment or Education or a combination of both</i></p> <p>Remaining points to reach the Level 3 maximum of 600 points will be in <i>Professional Activities</i> and must be in at least <b>five</b> of the <b>seven</b> <i>Areas of Library Service</i></p>   | <p>PARA Level 2 + 250 additional points consisting of:</p> <p style="padding-left: 40px;">125 points maximum in Employment or Education or a combination of both</p> <p>Remaining points to reach the Level 3 maximum of 600 points will be in <i>Professional Activities</i> (these points must be in at least <b>five</b> of the <b>seven</b> <i>Areas of Library Service</i>)</p>  |
| <p><b>PARA Level 4</b></p> <p><b>1000 points</b></p> | <p>400 points maximum in <i>Employment or Education or a combination of both</i></p> <p>Remaining points to reach the Level 4 maximum of 1000 points will be in <i>Professional Activities</i> and must be in at least <b>five</b> of the <b>seven</b> <i>Areas of Library Service</i>)</p> | <p>PARA Level 3 + 400 additional points consisting of:</p> <p style="padding-left: 40px;">200 points maximum in Employment or Education or a combination of both</p> <p>Remaining points to reach the Level 4 maximum of 1000 points will be in <i>Professional Activities</i> (these points must be in at least <b>five</b> of the <b>seven</b> <i>Areas of Library Service</i>)</p> |

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

PAGE INTENTIONALLY LEFT BLANK



**MLA PARALIBRARIAN SECTION-PARA CERTIFICATION**  
**FORM A - REGISTRATION/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:** 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: \_\_\_\_\_

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

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

**Please make check payable to the Massachusetts Library Association and mail notebook and check to:**

**MLA PARA CERTIFICATION**  
**c/o Karen Horn, Sturgis Library**  
**PO Box 606 3090 Main Street**  
**Barnstable, MA 02630**



**MLA PARALIBRARIAN SECTION - PARA Level \_\_\_\_**  
**FORM B – REQUEST FOR EMPLOYMENT POINTS**

NOTE: A separate Form B is required for each year of full-time or part time employment for which you are requesting points.

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

Name: \_\_\_\_\_

Job title or position (at time of this employment) \_\_\_\_\_

Place of this employment: \_\_\_\_\_

**Use the following formula to determine your points if employed full time based on FTE (full time equivalency):**

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 based on FTE (full time equivalency).**

I worked (a) \_\_\_\_ hours per week in 20\_\_ for \_\_\_\_ months

(b) \_\_\_\_ hours per week is considered full time at my library.

So, (a) hours per week \_\_\_\_ divided by (b) full time at my library \_\_\_\_ = (c) \_\_\_\_ % of FTE.

And, (c) % of FTE \_\_\_\_ x 5\* = (d) points earned per month \_\_\_\_

\* FTE earns 5 pts/month or 60 points/year

**Total points requested (on this form): \_\_\_\_\_**

\*\*\* Please refer to the chart on page 13 to be sure that you are within the limits allowed for the PARA level for which you are applying.

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.

Only include months/years of employment for which you are able to use the points.

Approved \_\_\_\_\_ Needs Clarification \_\_\_\_\_ Denied \_\_\_\_\_

PARA REVIEW BOARD MEMBER: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_





MLA PARALIBRARIAN SECTION - PARA Level \_\_\_\_

FORM C – REQUEST FOR EDUCATION POINTS

NOTE: A separate Form C is required for each degree or professional certificate and requires verification/documentation.

NAME: \_\_\_\_\_

Non-MLS/MLIS Graduate Degree 60 pts \_\_\_\_\_

Non-MLS/MLIS Graduate Degree 10 pts \_\_\_\_\_ (if points were previously awarded for a BA/BS degree) \*

Bachelor’s Degree 50 pts \_\_\_\_\_

Bachelor’s Degree 25 pts \_\_\_\_\_ (if points were previously awarded for an Associate’s Degree) \*

Associate’s Degree 25 pts \_\_\_\_\_

Professional Certificate 10 pts \_\_\_\_\_

\* see page 7 for full explanation

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

Diploma \_\_\_\_\_

Transcript \_\_\_\_\_

Certificate \_\_\_\_\_

Approved \_\_\_\_\_ Needs Clarification \_\_\_\_\_ Denied \_\_\_\_\_

PARA REVIEW BOARD MEMBER: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



MLA PARALIBRARIAN SECTION - PARA Level \_\_\_\_

FORM D – REQUEST FOR PROFESSIONAL ACTIVITIES POINTS

NOTE: A separate Form D is required for each activity/training.

A signature by the speaker/sponsor of the event is not sufficient proof of attendance. You must include the program description showing location, speaker's name, date and time, notes or handouts, email confirming registration and attendance, or the like.

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

EVENT/ACTIVITY: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor/presenter/location: \_\_\_\_\_ # of hours: \_\_\_\_\_

Type of Professional Activity (refer to pages 8and9): \_\_\_\_\_

Indicate the number of points you are requesting in the appropriate Area of Library Service (refer to pgs. 11 and 12)

Justification of the number of points must be clearly indicated in your supporting documentation.

|                          |                                 |               |
|--------------------------|---------------------------------|---------------|
| _____ Youth Services     | _____ Technical Services        | _____ General |
| _____ Adult Services     | _____ Technology                |               |
| _____ Reference Services | _____ Administration/Management |               |

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Library/Institution/Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**\*\* REQUIRED: summarize the event or topic and explain how it relates to your current position or career development goals**

Approved \_\_\_\_\_ Needs Clarification \_\_\_\_\_ Denied \_\_\_\_\_

PARA REVIEW BOARD MEMBER: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_



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

***FORM E – OTHER LEARNING/TEACHING/PARTICIPATION***

NOTE: A separate form is required for each request.  
You must include the signature of your director/supervisor or project leader, verifying your involvement with the event, your typed narrative and supporting documents.

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

EVENT/ACTIVITY: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor/Location: \_\_\_\_\_ # of hours: \_\_\_\_\_

Indicate the number of points you are requesting in the appropriate Area of Library Service. ( pgs. 11 and 12)  
Justification of the number of points must be clearly indicated in your supporting documentation and narrative.

|                          |                                 |               |
|--------------------------|---------------------------------|---------------|
| _____ Youth Services     | _____ Technical Services        | _____ General |
| _____ Adult Services     | _____ Technology                |               |
| _____ Reference Services | _____ Administration/Management |               |

**LIST DOCUMENTATION PROVIDED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION:** to be filled in by your director/supervisor or project leader.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Library/Institution/Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

\*\*\* Attach a typed narrative describing the event/training/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. A copy of your program/event description showing location, date and time, sponsor, presentation notes/agenda, copy of your Powerpoint, flyers or promotional materials, copy of article/blog or similar documentation is required.

Approved \_\_\_\_\_ Needs Clarification \_\_\_\_\_ Denied \_\_\_\_\_

PARA REVIEW BOARD MEMBER: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_





PAGE INTENTIONALLY LEFT BLANK



**MLA PARALIBRARIAN SECTION**

***PARA Level\_\_\_ Checklist***

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

Please keep for your records

|  | <b>Completed</b> |
|--|------------------|
| <b>Form A Registration/Application</b> <i>completely filled in</i>                         |                  |
| <i>check written out to MLA for registration fee and attached to Form A</i>                |                  |
| <b>Form B Request for Employment Points</b> -- one form for each year of employment        |                  |
| <i>Letter of verification attached to each Form B</i>                                      |                  |
| <b>Form C Request for Education Points</b> (if applicable) one form for each               |                  |
| <i>copy of diploma/certification attached</i>  |                  |
| <b>Form D Request for Professional Activities Points</b> – one for each request            |                  |
| <i>selected Area of Library Service contains number of points requested on each Form D</i> |                  |
| <i>signature of verification or Certificate of Attendance included for each Form D</i>     |                  |
| <i>short narrative included on each Form D</i>   |                  |
| <b>Form E Other Learning/Teaching/Participation</b> (if applicable) – one for each request |                  |
| <i>selected Area of Library Service contains number of points requested 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>   |                  |
| <b>PARA Point Summary</b> <i>completely filled in including correct number of points</i>   |                  |
| <b>Copy of PARA Point Master Tally</b> from previously earned PARA, if applicable          |                  |
| <b>Copy of PARA Notification/Certification</b> from previously earned PARA, if applicable  |                  |
| <b>Copy of PARA Point Summary</b> from previously earned PARA, if applicable               |                  |

