Notes and suggestions for your PARA application, documentation and notebook submission based on past applicant's submissions.

1. Before starting to assemble your documentation, please read and understand the contents of the Guidelines. Part of the process of applying for this professional certification is the ability to read, understand and follow these Guidelines, paying careful attention to point limits, level requirements, and documentation expectations.

2. Remember to write your job title or position on each Form as requested.

3. Do not combine training sessions, even if related, on a single Form D. Each session must have its own documentation.

4. If you attend several sessions at a conference, you only need to include a copy of the conference program once.

5. Write the PARA level at the top of each form.

6. Staff meetings do not qualify for points. If the meeting is optional, you must make it clear in your narrative why it should be considered other than a "regular" staff meeting.

7. An email confirming registration or attendance for a webinar or in person training is not adequate verification. You must still provide a certificate of attendance or a signature of your supervisor or director.

8. On each form, where it asks the type of professional activity, we are looking for: workshop, webinar, BLT, conference session, membership, meeting etc.

9. On each form, where it asks for the sponsor, presenter, hosting organization, we are looking for: MLS, webjunction, novelist, bookpage, etc.

10. Please put each certificate of attendance with the corresponding Form D rather than all together at the back of your notebook.

11. For attendance at conferences, the summary for each session should be included with each Form D rather than as a lengthy report of the entire conference.

12. Use a separate Form B for each year of employment.

13. When filling out the PARA Point Tally Part 1, be sure to list the information from each Form B on a separate line; the name of the library, the year, and the total points.

14. Important distinction:
    a. Form D is used when you are a student, participant, audience member, etc.
    b. Form E is used when you are the instructor, designer, speaker, writer, etc.

15. For BLT courses, there is no need to list the number of hours, as the points are based on completion of course, not the number of hours.

16. Please be accurate when entering point values on your PARA Point Summary. What you indicate on Form D must match the number on the Summary. Likewise, the Area of Library Service indicated on your Form D must match the column under which you enter the point value.

17. There is no need to include all of the handouts and notes from a conference session or workshop in your notebook. Doing so makes the Review Process cumbersome.

18. Please do not include the entire contents of a prior approved PARA application with your next Level PARA documentation. We only need to see a copy of the Certificate, and the Point Summaries and Tallies.

19. The Collection Development BLT fits in several Areas of Library Service. Based on your job and how you will use the knowledge, select the Area which seems most appropriate for you.

20. Be sure to include proof of MLA membership, if applicable.

21. If an MLA member or a member of other library organizations, be sure to request 4 points for each year of documented membership.