

State of Nevada
Nevada State Library, Archives & Public Records

GENERAL REQUIREMENTS FOR CERTIFICATION

CERTIFYING AGENCY – All certifications for public librarians are granted by the State Library Archives Administration who may issue a certificate to a qualified person as established by regulations adopted by the Administrator (NRS 379.0073).

Please read ALL of the enclosed materials carefully before filling out and submitting the enclosed application packet.

BASIC REQUIREMENTS

1. To become certified in Nevada, applicants must have completed at least 21 semester hours of credit from an accredited college or university which includes 3 semester hours of instruction in each of the subjects listed in Application Section B.
2. All required courses taken for certification as a public librarian in Nevada must be at the 400/600 college/university level. Certification requirements are not met by completion of courses offered by a college/university as continuing education credits or at the 100/200/300 college/university level. (Application Section B)
3. Degree must be earned through a regionally accredited college/university, an approved State, or approved foreign institution. Foreign transcripts must be evaluated for degree equivalency by an approved evaluator service (listing available, upon request) BEFORE application for certification is made. (Application Section A)
4. An applicant must be a citizen of the United States or have filed a valid declaration to become a citizen or a valid petition for naturalization (NRS 391.060).

CONDITIONAL CERTIFICATION

The State Library & Archives Administrator may issue a conditional certificate if an applicant has proof of completion of 21 semester hours of credit in courses required for certification of a librarian in a public library (Application Section B) but lacks the required experience (Application Section A), or the required criminal background confirmation. Full certification will be granted subject to meeting required experience or criminal background verification within the timeframe as identified in the conditional certification. Conditional certification is reviewed on an annual basis.

APPLICATION PROCEDURE

1. To apply for a public librarian certification in the State of Nevada, an applicant must submit a COMPLETE APPLICATION PACKET, which must include the following:

- _____ The completed application, signed and notarized;
- _____ Official transcript(s) for those post-secondary institutions attended where the required course work for certification was completed (as listed on application). (No photocopies or faxes will be accepted);
- _____ A letter of recommendation from a person knowledgeable of your ability to work in a Nevada library (i.e., member of a Board of Trustees; a library professional currently employed or teaching in the field);
- _____ Verification of required years of experience working in a library;
- _____ Consent/Waiver form to run criminal background check; and
- _____ Money order to cover costs of the criminal background check. Check with Nevada State Library, Archives and Public Records staff to confirm current cost before obtaining money order.

Please utilize the above as a checklist when preparing the application packet.

INITIAL ENTRIES AND RETURN THIS PAGE UPON SUBMISSION OF THE PACKET

2. If it is determined that the applicant is not eligible for a certificate, deficiencies will be noted in writing to the applicant.
3. The applicant must resubmit a new application packet if all miscellaneous items which are necessary to evaluate for certification are not received within a one (1) year period from the date of the application AND/OR if deficiencies in obtaining the certification (see #2 above) have not been corrected within one (1) year from the date of written notification.