

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).

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

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. Applicant must pass a criminal background check.

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.

CRIMINAL BACKGROUND CHECK

1. Applicant should contact NSLAPR to obtain Fingerprint Background Waiver and Fingerprint Request Form.
2. Fingerprint Background Waiver must be signed and dated prior to or on same day of being fingerprinted by both the applicant and NSLAPR's authorized contact.
3. Complete the Fingerprint Request Form and send to NSLAPR authorized contact for signature. Take signed form to local law enforcement agency or entity who will be doing the fingerprinting. The official taking the prints will sign and assign a tracking number.
4. After fingerprinting is complete, return the signed Fingerprint Request Form to NSLAPR as proof that fingerprints were taken.
5. NSLAPR will be notified when the criminal background check is complete (which can take up to 45 days).

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 (must be signed and dated by applicant and NSLAPR prior to being fingerprinted);
- _____ Fingerprint Request Form signed by official taking fingerprints

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.