

CPLA Provider Reminders from the CPLA CRC Chair

May 1, 2007

To all of the ALA-APA CPLA Course Providers:

Thank you all for submitting proposals that the ALA-APA CPLA Certification Review Committee could approve. Your thoroughness in completing the application shows.

For the future, here are just a few reminders:

- * Make no assumptions about what the committee knows or doesn't know. The members of the committee change and you shouldn't assume that something listed in a previous application will be known by those on the current committee reviewing your new proposal. If in doubt, give us TOO MUCH information rather than too little. It will assure a successful submission and enable you to begin offering your course without delay.
- * We are constantly revising the RFP to make it clearer to you as a potential provider. Please review the contents before you submit your proposal. Again, this will assure a successful submission and reduce any delay in offering your course.
- * Take a look at the Certification Provider Checklist. This is the document that committee members use to score a provider's application. In it, you will find the areas that the committee will be focusing on and will help you highlight the specific answers in your written proposal.
- * Include ALL information you want us to consider. The committee WILL NOT be looking at websites or anything that is not included with the proposal. All decisions are based on the information included in the proposal.

With these thoughts in mind, the ALA-APA CPLA Certification Review Committee looks forward to reading your successful RFP!

Denise Zielinski, ALA-APA CPLA Certification Review Committee Chair

Director of Informational Services
DuPage Library System
127 S. First Street
Geneva, Illinois 60134-2771
630/232-8457 x214 / fax 630/232-0699
dzielins@dupagels.lib.il.us