June 24, 2005

TO: ALA-APA Council  
FROM: Certification Program Committee  
RE: Certification Program Guidelines and Process

The mission of the ALA-APA Certification Program is to certify that individuals have reached a defined level of competency in an area of specialization in the library field.

The Certification Program Committee (CPC) was established by action of the ALA-APA Board of Directors (2003-2004 APABD#12.4, 2003-2004 APACD #5.1) and charged to:

(1) encourage and promote development of certification programs, (2) monitor and evaluate the progress of such programs, (3) encourage individuals to seek certification through such programs of the ALA-APA, and (4) make recommendations to the ALA-APA Board of Directors for general improvements to ALA-APA certification, based on evaluations and trends in certification practice.

The following documents have been developed by the CPC to provide an overall structure for every certification program as it is developed:

- Certification Program Guidelines (A)
- Certification Path (B)
- Certification Program Development Process (C)
- Appeal Process for Providers and Applicants (D)
- Re-Certification (E)

These documents are provided to the ALA-APA Council for information. Embedded within these documents, however, are two items that the Committee would like to bring to ALA-APA Council for approval.

**Action Item #1:**
All ALA-APA certification programs will be guided by the following principles:

- Access will be equitable and nondiscriminatory.
- ALA member-generated needs will guide program development.
- ALA Divisions will initiate certification programs.
- An open-provider model will be followed, with use of multiple providers.
- A rich variety of venues will be used for content delivery.
- ALA-APA will not be involved in revocation of certification for violation of professional ethics.

**Action Item #2:**
Certification programs will include an appeal process for providers and applicants. All appeals, along with all documentation, will be forwarded to the ALA-APA Certification Program Committee for review and action. Decisions of the CPC may be appealed to the ALA-APA Board of Directors, whose decision is final.