Instructions to Certification Review Committees for Developing Provider RFPs

One of the responsibilities of the Certification Review Committee (CRC), for a specific certification program, is to develop an RFP for the solicitation of education providers. The following instructions for the development of certification RFPs were developed by the Certification Program Committee to provide a consistent framework across all certification programs. Certification Review Committees should use these guidelines to develop RFPs to be sent to potential course/workshop providers.

Section 1:   Background, Description and Rationale

Section 1 should include the following:
- ❑ Concise statement of the scope, purpose and benefit of the particular certification program, including the significance of the program for both the development of the profession and for individual career development.
- ❑ Brief background information related to the development of the program, including the identity of the ALA divisions responsible for the standard for professional practice.
- ❑ Description of the specific certification program, including sufficient detail on the standards and competencies for providers to understand the performance expectations for participants in the certification program. (Include the specific Standard, including all supporting detail, as Attachment A.)
- ❑ Benefits for participants and providers
- ❑ Requirements for recertification after initial 3-year certification.

Section 2:   Administration

 Section 2 should convey the following information, as well as any relevant administrative information specific to the particular certification program.
- ❑ The _____ certification program is administered by a Certification Review Committee appointed for that purpose by the ALA-APA Board of Directors
- ❑ The responsibilities of the _____Certification Review Committee are as follows:
  - o Review and approve the requirements for certification and re-certification.
  - o Establish guidelines for providers.
  - o Develop a schedule for implementing and evaluating the program.
  - o Review and approve courses and/or workshop series providers, based on their applications.
  - o Review and decide appeals from applicants and providers.
  - o Refer unresolved appeals to the ALA-APA Board of Directors.

Section 3:   Provider Responsibilities

Section 3 should convey the following information, as well as any additional relevant information specific to the particular certification program. For all certification programs, providers must do the following:

- ❑ Develop courses and/or workshop series that address a specific standard or set of standards and/or competencies (Lists and descriptions of the standards may be included here or in an appendix. See Appendix A for an example).
- ❑ Apply for approval to be a provider.
- ❑ Pay required fees.
- ❑ Market courses and/or workshop series to potential certification program participants.
- ❑ Describe delivery method/venue.
- ❑ Offer accessible courses (thematically, geographically, technologically, etc.)
- ❑ Teach courses and/or workshop series at least once during the approval year
- ❑ Evaluate participant achievement of the competencies, which a specific course and/or workshop series is intended to develop.
- ❑ Provide successful course and/or workshop series participants with documentation of completion.

Section 4:   Participant Eligibility Requirements

Section 4 should include information about the target audience for the specific certification program, including, but not limited to the following:

- ❑ Education and experience requirements for entry into the certification process.
- ❑ Requirements for completion of the certification program.
- ❑ Timing of and requirements for recertification.
- ❑ Arrangement to fulfill requirements of the provider (fees, application, etc.) to take the course with the provider. ALA-APA does not restrict or make recommendations on fees or other arrangements between the participant and the provider.

Note that membership in the American Library Association is NOT required for participation in any certification program. Members of the American Library Association may receive discounts on application and other fees related to the certification program.

Section 5:   Appeal Process

Section 5 should provide the following information (as well as a current web address for relevant appeal documents):

- ❑ If denied approval, providers may appeal Certification Review Committee decisions first with the CRC and then with the CPC. Further appeal is to the ALA-APA Board of Directors. The decision of the ALA-APA Board of Directors is final.

Section 6:   Courses and/or Workshop Guidelines

Section 6 should include both general and program-specific course and/or workshop series guidelines.

- ❑ A course and/or workshop series is expected to provide preparation for one full standard. Courses and/or workshop series that only meet the requirements of part of a standard should not be submitted for approval. Multiple events (e.g. workshops) may be used to provide preparation for one full standard; the sequence must be clearly delineated in the initial application by the provider.
- ❑ Providers must establish a reasonable timeframe for completion of coursework.
- ❑ Courses and/or workshop series must include an assessment/evaluation component.
- ❑ Courses and/or workshop series targeted to achievement of the certification program standards and competencies may be developed and provided by ALA Divisions, LIS programs, library associations at all levels, state library agencies, library consortia and for-profit providers.
- ❑ The CRC for each certification program may set requirements for the number of hours or other characteristics of the delivery of instruction.
- ❑ Students may be required to do preparatory work prior to a learning event and/or follow-up work.
- ❑ Students may be required to submit final assignments to demonstrate mastery of the content of the standard.
- ❑ Providers are invited to apply for approval for courses meeting as many standards, both core and elective, as they wish.
- ❑ Course participation need not be limited to certification participants.
- ❑ Providers may deliver the course and/or workshop series content in a variety of ways including, but not limited to, face-to-face workshops or courses, online workshops or courses, portfolio development.
- ❑ Participants must have entered into the certification process in order to receive certification credit for completion of the course and/or workshop series, though courses satisfying a certification standard can have been taken prior to entering the process.

ALA-APA reserves the right to monitor the programs and activities for which it has granted approval and to withdraw approval from any program or activity that is offered or presented in a manner that is inconsistent with the approval requirements.

Section 7: Course/Workshop Series Approval Process

Section 7 should include both general and program-specific information on the course and/or workshop series approval process.

- ❑ Providers apply for approval to offer courses that meet the requirements of specific certification standards. Providers may apply for one, multiple or all standards.
- ❑ Providers may apply each year or apply initially for 2 or 3 years, which would include the current year plus one or two retroactive years. Providers that have offered a course with evaluation for one or two years that satisfy the standard

requirements are eligible for this option. ALA-APA would approve the current year and give credit to participants who have taken these courses in the past from the provider. They can use successful completion of that course toward their certification. Once they have applied and been accepted to a certification program, participants would apply for retroactive credit for work done in approved programs within the previous two years.

- To provide the maximum opportunity to potential providers, there will be at least 4 application deadlines per year.
- Provider's application must include the following:
    o Attestation that the course and/or workshop series meets all the requirements of the standard(s), including a description of the curriculum as it relates to the standard.
    o Description of the delivery method of the course and/or workshop series.
    o Vita of course/workshop series instructors.
    o Method by which the certification program participant's work will be rigorously evaluated.
    o Frequency (if known) with which courses will be taught (each course must be taught at least once during the approval year)
    o Location – institution, city, conference, Website – (if known) where courses will be taught.
- The application must be completed in full and all requested documentation attached, along with the appropriate fee. An application form is available at <insert current web address> and is also included as Appendix B. See Appendix B for an example.
- ALA-APA will notify successfully approved providers within 60 days of receipt of the application. Approval will be determined by the Certification Review Committee.
- ALA-APA will notify applicants that have submitted without required documentation or without the appropriate feel that their application will not be processed while incomplete.
- Approval for any continuing education program, course or workshop series is valid for the timeframe indicated on the application, provided that no substantive changes are made to the content or format that impact the learning objectives of the Standard.
- Providers must apply for re-approval each year, following initial approval period, by submitting a re-application form and paying the required fees.
- Approved providers will receive an approval number and a supply of blank "Verification of Completion" forms with the provider's unique approval number.
    o Provider must provide certification program participants with proof that the provider is authorized to offer the course/workshop series as part of the certification program and that the course and/or workshop series has been successfully completed by the certification participant.
    o The individual seeking certification will submit the original of this form to the ALA-APA office within a specified time period after the course has ended. The form is to be submitted only on successful completion of a

course/workshop series. The assigned approval number is not to be printed on general distribution handouts or mailing information.

Section 8:   Applicant Fees

Course/workshop Series **Providers**:
- ❑ Providers will pay an established fee/year (or, initially, a one-time two-or three-year fee for the current year plus one or two prior years).
- ❑ In exchange for development and testing of the standards for professional practice, the ALA-APA reserves the right to negotiate a different fee structure with ALA Divisions. ALA Divisions are still required to apply for approval to provide courses and/or workshop series to satisfy the certification requirements.

Certification **Participants**:
- ❑ Applicants will pay an established fee on entry into the certification process.
- ❑ Applicants will pay a documentation review fee on completion of each standard.
- ❑ On completion of all requirements, applicant will pay a final fee for processing and review, prior to issuance of certification.
- ❑ ALA-APA reserves the right to establish a reduced fee for members of the American Library Association.
- ❑ ALA-APA does not restrict or make recommendations on fees paid to providers by participants.

Appendix A

Certified Library Administrator Program Standards

There are nine standards, of which seven must be fulfilled to complete the CPLA certification.

Standard	Providers
CORE (required)	
Budget and Finance	
Management of Technology	
Organization and Personnel Administration	
Facility Management and Maintenance	
ELECTIVES (3 of 5 required)	
Current Issues	
Marketing	
Fundraising/Grantsmanship	
Politics and Networking	
Serving Diverse Populations	

Sample detail on one standard:

Certified Library Administrator Program Standard

BUDGET AND FINANCE - core

Given the following resources are available to the candidate:

- Library's vision, mission, and strategic plan.
- Current operations and capital budgets.
- The programs and services the library is expected to provide.
- A history of past financial requirements.

The candidate is expected to:

- Develop program budgets.
- Conduct operational budgets.
- Develop capital budgets.
- Conduct cost/benefit analyses.
- Work with accounting personnel.

The criteria to judge the adequacy of the performances are:

- Budgets and cost/benefit reports comply with standard accounting principles.

Learning Objectives:

1. Describe the relationship between budgeting and overall planning for the organization's goals and objectives.
2. Develop a program budget based on a line-item budget (convert a line-item budget to a program budget).
3. Perform cost benefit analysis for specific library services.
4. Develop performance measures and operations indicators for specific library functions.
5. Identify and evaluate the feasibility of using various potential sources of funding for a major capital project.
6. Present a program budget or a capital budget and financing plan to the library's governing authority or general government administrator.

Appendix B
ALA-APA Certification Program
Provider Approval Application Form

1.   Name of applicant, address, website:_____

    _____

2.   Name of contact person, address, phone, fax, e-mail address:_____

    _____

3.   Type of organization (check appropriate)
    a. LIS program
    b. ALA Division
    c. State Library Agency
    d. Library Association
    e. Library cooperative, system or network
    f. Library consulting firm
    g. Other _____

4.   Standard for which approval is requested (check all that apply).
    a. Standard 1
    b. Standard 3
    c. Etc.
    d.

5.   Please attach the syllabus for the course/workshop series.
6.   Please attach vita for the instructors of each course/workshop series.
7.   Please attach a description of course/workshop series delivery method.
8.   Please attach a description of the rigorous evaluation method that will be used to determine that the certificate program applicant has successfully completed the course work and met the learning objectives of the Standard.

I certify that the information provided above is accurate and that I am authorized to sign this application on behalf of the provider.

_____
Signature   Date

_____
Name (print)   Title
Please send this application, backup materials and the appropriate funds to:
        Jenifer Grady, Director
        ALA-APA
        50 East Huron
        Chicago, IL 60611