Mail Application To:
South Carolina State Library
Attention: CE Coordinator
1500 Senate Street
Columbia, SC 29201

APPLICATION FOR RENEWAL - PUBLIC LIBRARIAN'S CERTIFICATE
PRE - PROFESSIONAL*

Date:____________________

Name: Mr. Mrs. Ms. __________________________________________
      last          first          middle

Mailing Address: ____________________________________________
      street       city          state/zip

Home telephone: ____________________      Date of Birth: _______

Library Address: __________________________________________
      name         street        city          state/zip

Work telephone: ____________________

Email address: ____________________

*Items marked with an asterisk, see ‘Requirements’
**RECORD OF EDUCATION**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name</th>
<th>Address</th>
<th>Dates attended FROM:</th>
<th>Dates attended TO:</th>
<th>Credential or Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School or Preparatory School</td>
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<tr>
<td>College or University*</td>
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<tr>
<td>Library School*</td>
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<tr>
<td>Other</td>
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</tbody>
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*TRANSCRIPTS MUST BE SUBMITTED: CHECK ONE
(Proof of 24 semester hours in library science)

____ Transcripts Enclosed
____ Transcripts to be forwarded by school

**RECORD OF LIBRARY EXPERIENCE**
(List current position first)

<table>
<thead>
<tr>
<th>Name of Library</th>
<th>Title of Position</th>
<th>Name of Supervisor</th>
<th>Date of employment FROM:</th>
<th>Date of employment TO:</th>
<th>Hours worked per week</th>
</tr>
</thead>
<tbody>
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(additional sheets may be attached if necessary)

Please attach a BRIEF ANALYSIS OF YOUR PRESENT POSITION DUTIES AND RESPONSIBILITIES on a separate sheet.

I certify the above information is correct ________________________________

Signature of Applicant

I have reviewed this application and certify the information is correct so far as it pertains to this library. The position held is classified as _____ Professional or _____ Pre-professional

Signature of Immediate Supervisor ________________________________
REQUEST FOR EVALUATION OF FIVE YEARS OF PRE-PROFESSIONAL EXPERIENCE

Name: Mr. Mrs. Ms. ___________________________________________________________

last first middle

Mailing Address: __________________________________________________________

street city state/zip

Permanent Address: _________________________________________________________

street city state/zip

Directions for use of this form:

This form is to be used by candidates seeking renewal of the Pre-Professional Certificate by meeting the five consecutive full-time public library experience requirement of the Certification Regulations. It is to be filled out completely in duplicate, and both copies should be forwarded to the South Carolina State Library. Separate sheets should be used for positions in different libraries, if the five years experience was gained in more than one library. If the title and duties changed materially in the course of service in any one library, indicate such changes as separate employment. Additional sheets following the pattern of this form may be used.

The experience described must include your present position. It is not necessary to describe more than the required five years.

Please describe in detail, on the following sheet, the professional experience you are claiming. Give specific information about each type of work performed in this position.
CLAIMED EXPERIENCE FORM:

Name and address of library: ____________________________________________

Title and grade of your position: _________________________________________

Name and title of supervisor: ____________________________________________

Name and Address of Library: ____________________________________________

Date of Employment: From: month ___ day ___ year ___ hours per week ______

To: month ___ day ___ year ___ annual salary ______

Type of work performed:

___________________________________________  _______________________
Signature of Applicant                      Date

*If not a public library in South Carolina, give complete information about the library such as: type of services, size of staff (professional and nonprofessional), number in volumes, population served.