

**Approved Provider Individual Application and Instructions  
Western Council of State Libraries  
Library Practitioner Certificate**

Individuals applying for approval must:

- Complete the application. Prepare the original application, including vita.
- Submit the application and all attachments to:

**Western Council of State Libraries  
C/O BCR  
14394 East Evans Avenue  
Aurora, CO 80014-1408**

- After your application is approved, you must remit \$250 by check, payable to Western Council of State Libraries.

\*Further assistance is available by contacting the Western Council at [Westerncouncil@bcr-lists.org](mailto:Westerncouncil@bcr-lists.org).

**Approved Provider Agreement**

As an applicant for designation as a WESTERN COUNCIL Approved Provider, I agree to:

1. Provide accurate and truthful information to WESTERN COUNCIL in all transactions to the best of my knowledge.
2. Use only the WESTERN COUNCIL approved statement without any modifications when referencing my Approved Provider status.
3. Operate within the WESTERN COUNCIL criteria and the terms of this agreement or relinquish my approval status after due process.
4. Upon notification from the WESTERN COUNCIL, abide by any revision of the requirements or inform the WESTERN COUNCIL of intentions to withdraw.
5. Provide documentation to students detailing hours completed and competencies covered in learning program or courses.
6. Keep learner records for five years after each course is complete.

I hereby agree with all of the foregoing terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Approved Provider Individual Application

Attach responses to the following questions as attachments to your application. Be sure to identify each response by its question number.

1. Length of time you have conducted continuing education/training: \_\_\_\_ years  
\_\_\_\_ months
2. Attach a vita to this application, including the names and contact information of three references. This vita should include the information that demonstrates that you have the expertise, gained through either education and/or experience, to teach in the competencies areas below.
3. Which competencies do you have the expertise to teach? Please check all that apply.

**Foundations**                    \_\_\_\_\_

**Administration**                \_\_\_\_\_

**Services**                         \_\_\_\_\_

**Collections**                    \_\_\_\_\_

**Technical Services**            \_\_\_\_\_

**Technology**                    \_\_\_\_\_

4. Western Council requires that the content and instructional methods that you use are appropriate for the intended learning outcomes of each course. Council also requires that you offer opportunities for learners to participate and receive feedback. Provide one course outline that lists learning outcomes, content, and the instructional methods used.
5. Western Council requires that your courses include a learner assessment. Describe the methods of learning assessment most commonly used in your courses.
6. Western Council requires that you ask learners to evaluate your courses. Attach a evaluation form most commonly used in your courses.