

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

Organizations applying for approval must:

- Complete the application. Two and four year colleges complete pages one and two, only.
- Submit the application and any attachments to:

**Western Council of State Libraries  
C/O BCR  
14394 East Evans Avenue  
Aurora, CO 80014-1478**

- After your application is approved, you must remit payment 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 authorization as a WESTERN COUNCIL Approved Provider, our organization agrees to:

1. Provide accurate and truthful information to WESTERN COUNCIL in all transactions to the best of our knowledge.
2. Use only the WESTERN COUNCIL approved statement without any modifications when referencing our Approved Provider status.
3. Report to WESTERN COUNCIL, within thirty (30) days, any major organizational, learning program or courses changes that impact the role and mission of the administrative unit on which approval is currently based.
4. Operate within the WESTERN COUNCIL criteria and the terms of this agreement or relinquish our approval status after due process.
5. Upon notification from the WESTERN COUNCIL, abide by any revision of the requirements or inform the WESTERN COUNCIL of intentions to withdraw.
6. If an organization is applying for approval of a learning program or courses with multiple instructors, applicant certifies that all instructors meet WESTERN COUNCIL requirements.
7. Provide documentation to students detailing hours completed and competencies covered in learning program or courses.
8. Keep learner records for five years after each course is complete.
9. Pay a certification fee based on the following scale:

Regional network or four-year college and university or state library \$1000

Two-year college

\$500

\_\_\_\_\_ hereby agrees with all of the foregoing terms and conditions.  
Applicant Organization

\_\_\_\_\_  
Signature: Applicant's Chief Administrative Officer, Title

**Approved Organization Provider Application**

**1. Applicant Organization:**

Name: \_\_\_\_\_

**2. Applicant Type (i.e. State Library Agency, Community College)**

\_\_\_\_\_

**3. The individual listed below agrees to:**

Be available to answer questions about the application;  
Ensure applicant adheres to all Approved Provider criteria;  
Be the liaison to the Western Council; and  
Receive all correspondence from the Western Council and respond as required.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip/Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

IF YOUR ORGANIZATION IS AN ACCREDITED COLLEGE OR UNIVERSITY OR A STATE LIBRARY, YOUR APPLICATION IS COMPLETE. OTHER TYPES OF ORGANIZATIONS MUST COMPLETE THE FOLLOWING PAGE.

## Approved Organization Provider Application

1. 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.
2. Western Council requires that your courses include a learner assessment. Describe the methods of learning assessment most commonly used in your courses.
3. Western Council requires that you ask learners to evaluate your courses. Attach a evaluation form most commonly used in your courses.