It is critically important that all certificate holders issued a Public Librarian Certificate as of January 1, 2010 and thereafter update their personal contact information using the new online portal as soon as possible,” said Margolis. This contact information will be used to send email reminders to certificate holders about upcoming expiration and renewal dates.

Certificates must be renewed prior to their five year expiration date in order to remain ACTIVE. Any person appointed to or employed in a permanent (part-time or full-time) professional librarian position in a public, free association or Indian library in New York State must hold an ACTIVE Public Librarian Certificate issued by the New York State Education Department. The status and expiration dates of Public Librarian Certificates may be verified by using the “Search for Certified Public Librarians in New York State since 1970” link on the Public Librarian Certification webpage at [http://www.nysl.nysed.gov/libdev/cert/search.htm](http://www.nysl.nysed.gov/libdev/cert/search.htm).

Public Librarian Certificate holders issued a certificate as of January 1, 2010 and thereafter, will use the new online portal to renew their certificate. Any certificate holder may use the online portal to update contact information, request a name change, or print a certificate.

Effective immediately, the State Library is also asking all new applicants for Public Librarian Certification to complete and submit their application using the online portal. The application in the online portal provides instructions for mailing the application fee and providing an official transcript to the State Library. Upon receipt of all materials, and final approval of the application, a Public Librarian Certificate issued by the State Education Department will be emailed to applicants. If you are using a screen reader and need assistance please contact the State Library at the e-mail below.

Users are required to register for a NY.gov<http://NY.gov> ID in order to access the system. From the State Library’s Public Librarian Certification webpage ([http://www.nysl.nysed.gov/libdev/cert/index.html](http://www.nysl.nysed.gov/libdev/cert/index.html)), users will first click on the New Users link (“Click Here to Register”). After registering, users will be taken directly to the Public Librarian Certification online portal. All certificate holders will be asked to provide their certificate number when they sign on to the portal. Certificate holders who no longer have a record of their certificate number will find a Help box on the Certificate Verification screen. To enter the system again in the future, users should click on the Returning Users link (“Click Here to Log In”) and enter their NY.gov<http://NY.gov> username/password.

Additional information about public librarian certification requirements is available on the State Library’s website. Public Librarian Certificate holders issued a certificate as of January 1, 2010 and thereafter are required by the State Education Department to complete 60 hours of professional development from an approved provider in each five year period in order to maintain an ACTIVE certificate.

Questions about the new online portal or about New York State public librarian certification requirements may be sent to NYSLPUBLIB@nysed.gov<mailto:NYSLPUBLIB@nysed.gov>