

CPLA Eligibility

To be eligible to participate in the CPLA program, you must have:

- A minimum of three years of experience in a public library position that included supervisory and administrative duties.
- A graduate degree in library and information studies from a program accredited by ALA or by the appropriate national body of another country,
or
- A master's degree with a specialty in school library media from an educational unit accredited by the National Council for the Accreditation of Teacher Education.

CPLA Application Process

CPLA candidates must complete and submit the application form found at www.ala-apa.org/certification/cplaapplication.html, with a registration fee of \$250 (\$350 for non-ALA members). If you wish to apply for CPLA *after* you have completed a CPLA-approved course, you have up to 24 months after completing the course to complete CPLA application process. If your application is approved you will be given credit for taking the course.

CPLA Course Requirements

Seven classes must be completed. Four are required:

- Budget and Finance
- Management of Technology
- Organization and Personnel Administration
- Planning and Management of Buildings.

Three classes may be chosen from five electives offered:

- Current Issues
- Marketing
- Fundraising/Grantsmanship
- Politics and Networking
- Serving Diverse Populations.

All classes must be completed within five years of your initial application.

CPLA Course Credit for PLA/CPLA workshops

After you have attended a PLA/CPLA workshop, successfully completed the post-test, and received credit for your two assigned projects, your next step is to submit the Course Completion Form, found at cpla@ala.org. You may complete the application online and mail your \$45 review fee (\$75 for non-ALA members) and any additional filing paperwork to the address indicated online. You have up to 24 months after completion of the course to submit the form.

Final Certification

There is a final review fee of \$45 (\$75 for non-ALA members) to receive your Certification for Public Library Administrators. To find out more about the classes offered by the Public Library Association, go to <http://www.pla.org/ala/pla/plaevents/cplacourses/CPLAcourses.cfm>