

Request Form for Contact Hours Approval

Contact Hours Awarded [ODL Staff Only]: _____

If you attended continuing education that did not issue contact hour or CEU credit, complete the following form and submit to the Continuing Education Coordinator.

Scan a copy of the program brochure/agenda or your record of attendance and email it to ODL.education@libraries.ok.gov –or– mail to:

Continuing Education Coordinator
Office of Library Development
Oklahoma Department of Libraries
200 NE 18 Street, Oklahoma City, OK 73105-3206

A confirmation showing the number of contact hours awarded will be emailed to you.

Name [Last, First, MI]: _____

E-mail Address: _____

Library: _____

Name of Program/Conference: _____

Location: _____

Dates: _____ Sponsored by: _____

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Please list, by title or a short description, each class or program attended with the actual time spent in each class –or– provide an agenda with breakdown of time spent.

Title or Brief Description	Start of Class	Time Class Ended
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How does this program relate to your current/future job responsibilities?

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that any false statements may result in denial or revocation of the certification.

Applicant Signature

Date Signed

To the Applicant: Confirmation Certificate should be saved.
Send a copy of certificate with the Certification Renewal Form when renewing your certification.