



Committee Reviewing Continuing Education and Certification

Wednesday, March 18, 2026, 1:30pm – 3:30pm

Attendees: Carmen Cuthbertson, McKenna Greg, Tammy Hall, Colet Bartow, Tracy Cook, Rebekah Kamp

Notes

- Review of feedback from surveys, public comments, and drop-in sessions
 - There has been very little feedback since the last drop-in sessions.
- Credit for face-to-face versus online – fine tuning the pre-approval process
 - Group decided to encourage pre-approval and allow applicants to submit a request for credit after a course has been taken if the course falls under the course of study, is opportune, and the applicant lacked the ability to request pre-approval. Staff were asked to add the question about why the person was unable to submit for pre-approval. This gives applicants an opportunity to explain their situation.
- Initial track – who will be required to take this track?
 - Group agreed that if an individual has already earned an MSL certificate, they do not have to take the initial track. This track is for new employees.
- Draft CE policy
 - Group discussed the updated policy. Changes include:
 - Adding language about credit is not given until approved by the Commission. Staff will also add language strongly encouraging applicants to apply before a class is taken.
 - Adding language that asks MSL staff to review and recommend to the Commission.
 - Adding language about re-applying if the Commission denies a credit.
 - Adding language that clarifies when to take the renewal track.
 - Re-arranging some of the language to add clarity about how substituting an MLIS/MLS degree works for the initial track and renewal credits.
 - Adding links to the course approval form and an appendix with an example of a completed form.
- Review course of study – Group reviewed the course of study and discussed how it will display for applicants. Minor changes were made:
 - Adding number of required credits behind each competency.
 - Clarifying language of the initial track to indicate this is the course of study that needs to be completed.

Next steps

- Tracy and Colet will update the documents and send to the committee for a final review. The goal is to post the draft materials for the Commission meeting by April 1.