

KANSAS STATE LIBRARY CONTINUING EDUCATION FORM FOR LEEP CREDIT

This form MUST be used for all requests for LEEP credit. Please print clearly.

Last Name: _____ First Name: _____
Library: _____ System: _____
Library Address: _____
City: _____ Zip: _____
Phone with area code: _____

This request for LEEP credit is for:

- _____ a system workshop (authorized signature required below)
- _____ a non-system library workshop
- _____ an in-library training event (authorized signature required below)
- _____ an online training event (must have confirmation of completion)
- _____ a presentation at a library training (presentation time only)
- _____ a college course (one form per course, copy of transcript must accompany)
- _____ a commercial training seminar
- _____ a statewide library preconference
- _____ a statewide library conference (please give one total for hours in sessions)
- _____ a national library conference (please give one total for hours in sessions)
- _____ other, please specify _____

Name of event _____
Date(s) of event _____
Provider or sponsor of event _____
Number of contact hours: _____ Check if new enrollment in LEEP: _____

The appropriate documentation that is required for LEEP credit is:

- _____ a signature on this sheet from a system representative
- _____ a signature on this sheet from a library personnel or training coordinator
- _____ a certificate of completion from a training provider
- _____ a confirmation of completion from a training provider
- _____ a copy of the event program
- _____ a copy of the registration for the event
- _____ a copy of a college transcript
- _____ other, please specify _____

LEEP CREDIT WILL NOT BE GIVEN WITHOUT AUTHORIZED SIGNATURE OR ATTACHED DOCUMENTATION.

Authorizing Signature for System and Library Events

Name and Title

Date

If you have questions or concerns related to the voluntary Library Employee Education Project (LEEP), please call Shannon Roy at 785-296-3296 or send email to <shanroy@kslib.info>. Please mail forms and documentation to: Shannon Roy, Kansas State Library, 300 SW 10th Avenue, Rm. 343-N, Topeka, KS 66612-1593.