

Advisement Checklist for School Library Certification - Graduate Certificate

<http://edtech.okstate.edu> (100% Online Program)

Program Coordinator: susan.stansberry@okstate.edu, 405.744.7190

Last Name: _____ First Name: _____ MI _____ Other Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ CWID: _____

Current Employment: _____

Check as Completed	Task	Other Information
	Earned Master's degree in a related field	Master's Degree:
	Current teaching certificate	Teaching Certificate:
	Apply to the Graduate Certificate program "School Library Certification" through OSU Graduate College online at http://go.okstate.edu	Advisor:
	Information regarding addition of Master's degree level specialist area certifications from the State Department of Education: http://ok.gov/sde/sites/ok.gov.sde/files/Adding_Areas_Existing_Cert-%20fee-Online.pdf	
	Apply for Admission to Professional Education as a candidate seeking School Library Media certification at http://tinyurul.com/osuprofedapp	

	The main portal for enrolling, checking your Bursar account, accessing the Online Classroom, etc., is http://my.okstate.edu . Make sure you can log in there using your OKEY credentials (set up at the time you applied for admission).
	Sign up for the Ed Tech @ OSU Listserv: http://listserv.okstate.edu/edtc-l.html
	Join our Facebook Groups: Ed Tech @ OSU https://www.facebook.com/Ed-Tech-OSU-219925811021/ and Emerging Technologies & Creativity Research Lab https://www.facebook.com/etcresearchlab
	Join the Educational Media & Technology Student Association at http://campuslink.okstate.edu/organization/EMT
	Familiarize yourself with general information for current graduate students at https://gradcollege.okstate.edu/resources/current-student-resources.html

Students must maintain a cumulative GPA of 3.0 or better with no grade of D or F or more than one C in a course.

Date Planned	Courses Needed to Meet School Library Media Competencies	Date Completed
	LBSC 5113 Selection and Organization of Educational Resources (even Fall)	
	LBSC 5613 Library Networks and Databases (even Spring)	
	LBSC 5823 Administration of School Library Media & Technology Programs (odd Spring)	
	CIED 5353 Literature for Children, Adolescents and Adults (odd Summer)	
	CIED 5443 Teaching Reading with Literature (even Summer)	
	EDTC 5103 Advanced Computer Applications in the Classroom (Fall or Spring)	

	Complete a Plan of Study form linked from the Graduate College website at https://gradcollege.okstate.edu/resources/current-student-resources.html , and enroll in courses at http://my.okstate.edu based on your schedule above. Your Committee Chair will be Dr. Susan Stansberry.	
	Complete the Graduation Checklist (http://planofstudy.okstate.edu) and Application to Graduate (http://registrar.okstate.edu) at the beginning of the semester you plan to graduate.	
	Make arrangements with your advisor to present your professional portfolio (end of final semester). In Livetext (http://livetext.com), you will “ Submit for Review ” to osulm.	
	Sign up for and take the School Library Media Specialist certification exam. A study guide and application forms are available at: http://www.ceoe.nesinc.com	
	Contact the Certification Specialist in the OSU Professional Education Office (405.744.6253) to fill out the necessary paperwork for adding School Library Media to your current certification.	

Semester 1:	Semester 2:	Semester 3:
Semester 4:	Semester 5:	Semester 6:

By completing this planning document and sharing with your advisor, you are verifying you understand all degree requirements and agree to assume responsibility for meeting all degree and certification requirements throughout the process.

Other Important Links:

Oklahoma School Librarians <https://www.oklibs.org/page/OKSL> Oklahoma Technology Association <http://oktech.org>