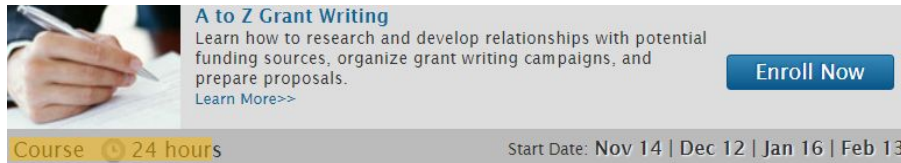


If you are interested in having a class from Gale Courses count toward public library contact hours for certification, please do the following:

1. Choose a course in the [Gale Courses catalog](#). This course must have a direct correlation to your position and duties in the library. (For example, a course in veterinary skills, gardening, chemistry, etc., would not apply).
2. Email Jamie the Course Title, Course Description/Details, Syllabus and the number of course hours, (which you can find when you register), as well as an explanation of how this course will help you in your position.



The screenshot shows a course card for "A to Z Grant Writing". On the left is a small image of a hand writing on a document. To the right of the image, the course title "A to Z Grant Writing" is displayed in blue. Below the title, a short description reads: "Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals." Below the description is a link that says "Learn More>>". To the right of the text is a blue button with white text that says "Enroll Now". At the bottom of the card, there is a yellow bar on the left that says "Course" followed by a clock icon and "24 hours". On the right side of the bottom bar, it says "Start Date: Nov 14 | Dec 12 | Jan 16 | Feb 13".

3. Jamie will look at your request and let you know (in writing) if the course is acceptable for contact hours for certification.
4. Once the course is complete, you must turn in your certificate of completion, along with your Activity Sheet with the necessary information, in order to receive contact hours in Category B.

Please contact Jamie if you have any questions at 920-455-0668 or jmatczak@wvls.org.