Student Checklist for Post-Baccalaureate Certificate Program in School Librarianship

For details on how to complete each of the steps outlined below, visit the program’s FAQ page. If you still have questions, please contact Anita Beaman (albeam2@ilstu.edu).

_____ 1. Apply to the University.

_____ 2. Apply to the Post Baccalaureate Program.

**NOTE:** You can complete Steps 1 & 2 at the same time by applying directly to the School Library Program rather than as a student-at-large. See the program FAQ site for details.

_____ 3. Register for and complete your courses.

Course Checklist

___ C&I 414 Introduction To School Libraries

___ C&I 442: Organization and Access to Information in the School Library
___ C&I 444: Reference and Information Services

___ C&I 445: Information Literacy Instruction for School Libraries
___ C&I 454: Selection and Use of Materials in the Secondary School Library *

___ C&I 416 Technology and the School Library
___ C&I 440: Management of School Library Media Programs
___ C&I 449: Selection and Use of Materials for the Elementary School Library *

___ Elective

*NOTE: you are only required to take the Selection and Use of Materials course that corresponds to your certification grade level. You may chose to take the other course as an elective. See the [School Library Program website](#) for a list of ISBE approved electives.

_____ 4. Complete a Degree Audit (formerly a Plan of Study) with the Graduate School.

_____ 5. Take and pass the ISBE Content Area Test for your library media endorsement.

_____ 6. Apply to ISBE for certification.

_____ 7. Apply for graduation.