



Continuing Education Policy

- CMRLS member library staff and members of their governing boards, such as Trustees, receive priority for attendance at Central Region programs, then member library staff from other Regions, then BiblioTemps® who are currently working in temporary placements, and then students enrolled in a graduate school of library and information science.
- If space is available, Central Massachusetts library staff who are not members of a Massachusetts Regional Library System may register for programs at a cost determined by the CMRLS Executive Board.
- Volunteers and Friends may attend workshops that are specifically designed for them free of charge. Prior approval by their Library Director is required.
- Librarians outside of Massachusetts may register on a space available basis for double the cost determined by the CMRLS Executive Board. Payment must be received at time of registration. A 75% refund will be issued if an individual cancels 10 days prior to the date of the scheduled workshop.
- If programs are designated to meet the needs of one library type or function, member librarians of that group will receive priority.
- Registrations are taken on a first come, first served basis, limited to one person per library if oversubscribed. Participants will be notified if their requests cannot be accommodated.
- CMRLS will contact individual registrants two weeks before the workshop date to confirm their attendance. This enables CMRLS to make decisions about whether to hold or cancel workshops. Paid presenters are contractually given one week's notice before cancellation.
- Members will be sent confirmation e-mails prior to the workshop or roundtable. CMRLS assumes that members will attend the workshop if we do not hear otherwise. If members do not plan on attending a workshop or roundtable they must inform CMRLS staff within at least 6 business days in advance of the scheduled workshop.

- If a member cancels out of a workshop or roundtable after a confirmation e-mail has been sent and neither that member nor CMRLS is able to fill their seat, that member's library will be charged a \$20 fee. Each member library will receive one free cancellation within a week of a workshop or roundtable each fiscal year before this fee is assessed. In emergency circumstances, members who must cancel on the day of a workshop should call our office to alert us of their cancellation.
 - All programs are subject to cancellation if registration is low. For a Roundtable or computer lab workshop the acceptable minimum is 5 CMRLS member library staff. For all other workshops the minimum will be 10 CMRLS member library staff. Registrants will be notified as soon as the decision to cancel a program has been reached.
 - In the event that a member did not register for a program but wants to attend, s/he should call the CMRLS office to confirm that there is space available and that the program is being held as advertised. Staff should not attend the program without first registering.
 - CMRLS will periodically survey member library staff to determine continuing education needs and interests. Suggestions of topical interest are welcome at any time.
 - CMRLS issues Certificates of Attendance with a corresponding number of Professional Development Point (PDP) hours required by the Massachusetts Department of Education for teacher recertification. Library Teachers should consult their Professional Advisors to incorporate PDP hours into their certification plans.
 - In the event of inclement weather, if the Worcester Public Schools are cancelled, workshops scheduled to be held at CMRLS HQ will also be canceled. Workshops at other locations will be cancelled if schools in the hosting community are closed. Check school closings on the Internet or radio to learn that district's status.
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- Revised January 2004
 - Revised April 2006
 - Revised February 2008
 - Adopted by the CMRLS Board 2/26/08
 - Revised April 14, 2009