



From the State Library - NC DISTRICT OCTOBER 9th, 2020

## Moving CE credits to IA Learns

Hello All and Happy Friday!

Jay Peterson here! Your NC District Consultant!

I wanted to highlight a post from **Samantha Bowers** our CE coordinator to Lib Talk:

I hope folks are finding time to [login to IA Learns](#) (the new Learning Management System from the State Library CE Team) to sign up for courses and watch recorded webinars! I know many of you have been in the system and exploring, and that's great.

I've had a lot of folks asking about importing previously-earned credits into the system, and am ready to start that process. We've [created a form 15](#) and are making it available to people to do a one-off import of any hours earned prior to the launch of IA Learns.


Here's what you'll need to successfully complete this form:

- Your IA Learns Username
- Your certification expiration date (we'll use this to prioritize getting people's hours imported)
  - You can find this in your IA Learns profile under "Certifications"
- A scan of the certificates previously issued

Once we receive your form, we'll count the hours you submitted, and update your IA Learns account. You'll see a record called "Imported Courses" on your transcript.

### When NOT to use this form:

- DO NOT submit this form if you're an early bird who already submitted recertification materials for 2020.

We will be updating your IA Learns account soon! (Yes, I'm behind in getting that done )

- DO NOT submit this form to record your 2020 renewal. You can find the correct form to do that on our website: <https://www.statelibraryofiowa.org/ld/c-d/cert 3>
- **DO NOT use this form more than once.** Please gather all your previously-earned certificates, and scan them all at once into this form.

Reach out to [LibContEd@Iowa.Gov](mailto:LibContEd@Iowa.Gov) with any questions/comments/concerns.

Once we have this information from you, you'll see all those hours reflected in one batch called "Imported Hours" on your transcript and they'll count toward the number of hours you've earned. And hey - guess what -



this means **no more paper certificates**

Here's that form link to import all your hours again: [https://stateofiowa.seamlessdocs.com/f/IALearnsImport\\_15](https://stateofiowa.seamlessdocs.com/f/IALearnsImport_15)

Take care all, and happy learning!

Sam Bowers

CE Consultant

PS - If you're a user of the [Learning Summary Form 3](#), continue to fill that out to indicate when you attend non-State Library webinars or conferences. Instead of sending you a paper certificate, however, we'll be automatically updating your IA Learns account.

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