



MHLS Trustee Continuing Education Procedures

As per the [MHLS Trustee Continuing Education Policy](#), as of January 1, 2023 all System Trustees are required to follow the regulations found in Chapter 468 of the Laws of New York State which require library trustees to complete a minimum of two hours of trustee education annually.

1. Trustees should submit proof of attendance at an approved continuing education event no later than November 30th of each year.
2. Acceptable documentation of proof of attendance includes:
 - a. Certificate of attendance from the provider; or
 - b. MHLS Self-Assurance Form
3. Pre-Approved Continuing Education Providers:
 - [New York State Library/Division of Library Development](#)
 - [Public Library Systems](#) such as MHLS
 - [WebJunction](#)
 - [New York Library Association](#) (including the Library Trustees Section and other Sections/Roundtables)
 - [Reference and Research Library Resources Councils](#)
 - [Empire State Library Network \(formerly New York 3Rs Association\)](#)
 - PULISDO (Public Library System Directors Organization)
 - [ALA](#) including United for Libraries and other Divisions
4. Documentation should be submitted to the MHLS Administrative Associate.