

**University of Texas at Austin**  
**School of Information**  
**School Librarian Certificate Program**  
**Exit Checklist for Candidates**

In order to receive permission to take the School Librarian Certificate Exam (150), you must check off each item on this list and submit it on or before the deadline noted for each item. You will receive no reminders, so note each on your calendar in time to complete each item and submit by its deadline.

Sign and date this document and submit it electronically to the Program Coordinator on or before the last day of classes for the semester you are finishing your Internship or Practicum. Finishers in the Fall semester will submit this document no later than Dec. 15. Finishers in the Spring semester will submit this document no later than May 1.

**Coursework (nothing submitted):**

You must earn a grade of B or better in the first four courses. You must receive Credit for the Practicum/Internship

- INF 387.05 Administration, topic 5: School Library Management I (Summer)
- INF 382L Information Resources and Services, topic 3: Inquiry & Information Seeking in K-12 (Summer)
- INF 387.06 Administration, topic 6: School Library Management II (Fall)
- INF 382G Information Resources and Services for Children and Young Adults, topic 3: Materials for Children and Young Adults (Spring)
- INF 388R Practicum in School Libraries (also counts for Internship, if you qualify)
- Attend three additional Saturday class sessions as scheduled by the Coordinator
  - Class session 1 Date: \_\_\_\_\_
  - Class session 2 Date: \_\_\_\_\_
  - Class session 3 Date: \_\_\_\_\_

**Required signed documents sent via DocuSign:**

- Exit policy for dismissal
- Program exit checklist for candidates
- FERPA release
- Educator code of ethics
- Criminal background check

**TEA additional curriculum:**

- Dyslexia training (online)
- Mental health, substance abuse, and youth suicide prevention training (online)
- Classroom management skills (completed in School Library Management II course)
- Skills that educators are required to possess, responsibilities educators are required to accept, high expectations for all students, including those with disabilities (completed in School Library Management I and II courses)
- Virtual instruction module (completed in School Library Management II course)
- Digital learning assessment Due: \_\_\_\_\_
- Virtual instruction & learning assessment Due: \_\_\_\_\_
- School librarian evaluation (completed in School Library Management I course)
- Instruction regarding students with disabilities (completed in School Library Management I and II courses)

**Practicum/Internship documents:**

- Journal Due: \_\_\_\_\_
- Time sheet: Due: \_\_\_\_\_

**Additional documents submitted to the Program Coordinator:**

- Benchmarks Due: \_\_\_\_\_
- School librarian certificate exit exam (150) preparation:
  - Study documents sent in January by the Program Coordinator
    - Due: \_\_\_\_\_
  - Attend in-person study session (usually scheduled in April in Austin)
    - Date: \_\_\_\_\_

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I have received and acknowledged the Exit Requirements for approval to take the School Librarian Certificate Exam (150).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date