

ACADEMY OF HEALTH INFORMATION PROFESSIONALS POINT INDEX Revised 01/2011

The number of points awarded for continuing education and individual accomplishments is determined according to established standards and is listed in this Point Index. For each activity, the documentation required to support the request for points is specified.

NOTE: Teaching that is related to one's job will not be awarded points.

A portfolio will be assessed against the point structure in place at the time of submission. It is strongly recommended that all applicants review the current point structure, which appears on the Academy Web pages (www.mlanet.org/academy/points1.html).

Only *fifty points* can be claimed for continuing education for any level of membership; remaining points must be from other professional accomplishments.

This point index should only be used to determine the number of points awarded to activities. Use Form LEDGER to tally claimed points.

I. CONTINUING EDUCATION

Clarification for continuing education activities: Continuing education that is related specifically to one's current job, such as learning to use the institution's new accounting system, will not be awarded points. If the knowledge and skills learned in a CE are applicable to another position outside of the institution, points will be awarded.

A. Sponsored Instruction

Sponsored instruction covers continuing education activities sponsored by an organization. This does not include coursework taken for academic credit (see below).

Activity: institutes, seminars, short courses, workshops, lecture series, year long programs, etc.

Points awarded: 1 point per hour of attendance

Documentation required: Copy of certificate of completion with contact hours and an IPR, if required

Clarification: MLA CE courses, NLM/CISTI, or other sponsored CE given by a provider accredited or approved by the Accreditation Council for Continuing Medical Education, American Nurses Credentialing Center and the American Psychology Association are automatically approved for CE credit. They do not need an IPR form.

Clarification: No more than 30 points will be granted for a single activity that includes week-long courses, extended seminars, year long programs, or other continuing education activities. Examples would include Woods Hole Informatics course, MLA Emerging Leaders program, and the NLM/AAHSL Leadership Fellows program, which all qualify for the full 30 points..

CE sponsored by the following groups are not *automatically* approved for Academy points, although these groups may apply to MLA for approval:

- affiliated chapters and sections of MLA
- international, national, regional, state, and local library groups
- NN/LM members
- vendors, commercial firms, governmental agencies

If MLA approval is not obtained, submission of a completed Individual Participant Request (IPR) Form in addition to a copy of the certificate is required in order for Academy points to be granted.

B. Academic Instruction

Points for academic instruction depend upon the number of credit hours awarded for the course and whether the course is taken for credit or audit. This category includes internships and fellowships for which academic credit was received.

Academic courses taken for credit

| Activity | Points awarded |
|--------------------|---------------------------|
| one semester hour | 15 points per credit hour |
| one trimester hour | 14 points per credit hour |
| one quarter hour | 10 points per credit hour |

Documentation required: copy of transcript

Clarification: Points may be claimed up to a maximum of 30 points per five-year period.

Academic courses taken for registered audit

| Activity | Points awarded |
|--------------------|--------------------------|
| one semester hour | 8 points per credit hour |
| one trimester hour | 7 points per credit hour |
| one quarter hour | 5 points per credit hour |

Documentation required: copy of transcript

Clarification: Points may be claimed up to a maximum of 30 points per five-year period.

C. Discussion Group Program

Activity: MLA Discussion Group Program series

Points awarded: 8 points per series for participants, 13 points for convener - includes 8 points for participation, (maximum of 26 points per five-year period)

Documentation required: Copy of MLA CE certificate for participants and copy of MLA notification of Discussion Group approval for convener.

D. Self-Directed Learning

Activity: MLA's Self-Directed Learning Program or other forms of self-study

Points awarded: 1 point per 3 hours of work

Documentation required: copy of contract and certificate of completion; non-MLA self-study programs also require submission of a completed IPR form.

E. Independent Reading Program (IRP)

Activity: MLA's Independent Reading program

Points awarded: 1 point per article (to a maximum of three points per year or 15 points per five year period)

Documentation required: copy of MLA CE certificate

II. Individual Accomplishments

A. Teaching

MLA CE course developer/co-developer

Points awarded: 2 points per contact hour

Documentation required: copy of contract or letter of agreement or copy of title page listing individual's name and date of publication.

Clarification: MLA CE courses developed prior to May 1997 count toward the 5-point MLA activity requirement at the Distinguished Member level. Courses developed after May 1997 do not count toward this requirement.

MLA CE course instructor/co-instructor

Points awarded: 1 point per contact hour

Documentation required: copy of contract or letter of agreement, or copy of program or syllabus page listing individual's name and date the course was taught

Clarification: MLA CE courses taught prior to May 1997 count toward the 5-point MLA activity requirement at the Distinguished Member level. Courses taught after May 1997 do not count toward this requirement.

Non-MLA course developer/co-developer

Points awarded: 1 point per contact hour

Documentation required: copy of contract or letter of agreement or copy of title page listing individual's name and date of publication

Non-MLA CE course instructor/co-instructor

Points awarded: 1 point per contact hour

Documentation required: copy of contract or letter of agreement, or copy of program or syllabus page listing individual's name and date the course was taught.

Academic course instructor/co-instructor

Note: There is another category below for guest lecturing.

| Activity | Points awarded |
|------------------|-----------------------|
| semester course | 15 points |
| trimester course | 14 points |
| quarter course | 10 points |

Documentation required: copy of institutional verification or copy of syllabus listing individual's name or letter from institution

Clarification: Credit is awarded for credit courses in health information science.

MLA discussion group convener

Points awarded: 5 points per discussion group series (maximum 26 points), in addition to the 8 points for participating in the series

Documentation required: copy of MLA notification of Discussion Group approval form with applicant's name as convener.

Clarification: Serving as an MLA discussion group convener counts toward the 5-point MLA activity requirement at the Distinguished Member level.

MLA self-directed learning contract program mentor

Points awarded: 1 point per 3 points awarded to mentee

Documentation required: copy of self-directed learning contract, indicating the number of points the mentee earned

Clarification: Serving as an MLA learning contract mentor counts toward the 5-point MLA activity requirement at the Distinguished Member level.

Academy mentor

Points awarded: 1 point per year per mentee

Documentation required: copy of letter of assignment

Clarification: See the **Mentoring a Provisional Member** Web page for more information about AHIP mentoring (www.mlanet.org/academy/mentor.html).

Clarification: A mentor can only claim points after he or she has been assigned a mentee. Points cannot be claimed for only volunteering to be a mentor.

Clarification: Serving as an AHIP mentor counts toward the 5-point MLA activity requirement at the Distinguished Member level.

Mentor: Other Category

Includes serving as a mentor to medial librarians, students, new MLA members, mentoring opportunities, and career fair presentations.

Points awarded: 1 point per year per mentee (maximum five points per five year academy membership)

Documentation required: copy of Mentor Agreement

Clarification: A mentor can only claim points after he/ she has established a mentor/mentee relationship., i.e., speaker at a career fair presentation, mentoring a librarian or a student would each count as one point. Points cannot be claimed for volunteering to be a mentor.

Clarification: Serving as a mentor counts toward the 5-point MLA activity requirement at the Distinguished Member level.

Internship/practicum supervisor

Points awarded: 4 points per person supervised

Documentation required: copy of letter of confirmation, letter of appreciation, or other verification.

Guest lecturer

Points awarded: 2 points per class hour

Documentation required: copy of letter of confirmation, letter of appreciation, or other verification

MLA teleconference site coordinator

Points awarded: 1 point for coordinating the teleconference, plus 1 point for leading a wrap-around session

Documentation required: copy of letter of confirmation and a copy of the attendee certificate

Clarification: The points awarded for coordinating and MLA teleconference were revised in May 1999 by the Credentialing Committee.

Clarification: Coordinating an MLA teleconference counts toward the 5-point MLA activity requirement at the Distinguished Member level.

B. Publishing

Clarification for all publications: Works in press may not be counted for points. The work must be completed (i.e. published) before points can be awarded.

1. Authoring

Clarification for all journal articles: Letters to the editor do not count as publications.

Peer-reviewed journal

| Activity | Points awarded |
|--|-----------------------|
| Research article author (three or fewer) | 25 points |
| Research article author (four or more) | 15 points |
| Brief article, column, review author (three or fewer) | 10 points |
| Brief article, column, review author (four or more) | 6 points |
| Book or media review author | 3 points |

Documentation required: copy of pages indicating that journal is peer-reviewed (this is not required for library science journals), copy of title page of journal, and a copy of the title page of the article.

Clarification: Articles published in the Brief Communications section of the JMLA are brief research articles. Articles in similar sections of other peer-reviewed journals would also be considered brief articles.

Clarification: Although *Medical Reference Services Quarterly* is not peer-reviewed, it does have an editorial board. Because of the quality of the journal, it is considered peer-reviewed for the purpose of awarding Academy points.

Non-peer-reviewed journal

| Activity | Points awarded |
|--|-----------------------|
| Research article author (three or fewer) | 7 points |
| Research article author (four or more) | 4 points |
| Brief article, column, review author (three or fewer) | 3 points |
| Brief article, column, review author (four or more) | 2 points |
| Book or media review author | 2 points |

Documentation required: copy of title page of journal and a copy of title page of article

Bylined contribution in newsletter

Points awarded: 1 point

Documentation required: copy of title page of newsletter and a copy of page where author's name appears

Clarification: *MLA News* is considered a newsletter.

Clarification: Newsletter articles written as part of committee responsibilities are not awarded points. Points can be claimed, however, for committee work.

Clarification: Articles in any publication of the employing institution are not awarded points.

Commercially published books and materials (including directories, indexes and bibliographies)

| Activity | Points awarded |
|------------------------------------|-----------------------|
| Single author/editor | 50 points |
| Author/editor (two or three) | 25 points |
| Author/editor (four or more) | 20 points |
| Author of chapter (three or fewer) | 15 points |
| Author of chapter (four or more) | 8 points |
| Librarian Selector (i.e. Doody's) | 3 points per year |

Clarification: Copy of letter of agreement or acknowledgement for librarian selector.

Noncommercially published materials

This category includes union lists, directories, bibliographies, indexes, DocKits, etc.

| Activity | Points awarded |
|------------------------------|-----------------------|
| Compiler (three or fewer) | 15 points |
| Compiler (four or more) | 8 points |
| Serials holdings coordinator | 3 points |

Documentation required: copy of title page, verso, and table of contents

Clarification: Union lists compiled as part of committee responsibilities will not be awarded credit as a publication. Points can be claimed, however, for committee work.

Clarification: Coordination of serials holdings will not be awarded points if it is part of one's job responsibilities.

Software Development and Media Preparation

Points awarded: 10 points

Documentation required: OCLC control number or copy of opening credits showing author's or developer's name if possible. Do not send a copy of the program itself.

2. Editing

Journal

| Activity | Points awarded |
|-----------------------------------|-----------------------|
| Editor/co-editor/associate editor | 50 points per year |
| Guest editor of one issue | 25 points per issue |
| Guest co-editor of one issue | 20 points per issue |
| Column editor/co-editor | 15 points per year |
| Referee/editorial board member | 15 points per year |
| Invited article reviewer | 1 point per article |

Documentation required: copy of first page and copy of page on which editor's name appears. For invited article reviewer, letter of request to serve as a reviewer.

National/International Newsletter

| Activity | Points awarded |
|-------------------------------------|-----------------------|
| Editor/co-editor/associate editor | 40 points per year |
| Guest editor/co-editor of one issue | 20 points per issue |
| Column editor/co-editor | 15 points per year |

Documentation required: copy of first page and copy of page on which editor's name appears

Regional, state, section, and chapter newsletter

| Activity | Points awarded |
|-------------------------------------|-----------------------|
| Editor/co-editor/ associate editor | 20 points per year |
| Guest editor/co-editor of one issue | 10 points per issue |
| Column editor | 8 points per year |
| Referee/editorial board member | 5 points per year |

Documentation required: copy of first page and copy of page on which editor's name appears

Web sites, Mailing Lists, Listservs

| Activity | Points awarded |
|--------------------------------------|-----------------------|
| Discussion Group or List Serv Owner | |
| Announcement list owner | |
| less than 500 subscribers | 5 points per year |
| more than 500 subscribers | 10 points per year |
| List moderator (read, approve, post) | |
| less than 500 subscribers | 10 points per year |
| more than 500 subscribers | 15 points per year |
| MLANET area editor | 15 points per year |

Web site, blog or wiki manager/administrator, developer 20 points per year
(responsible for management, administration, design, development, programming and technical aspects of a web site).

Web site, blog or wiki content provider/creator/editor/reviewer/writer 5 points per year
i.e., NOAH, GoLocal, NC Health Info, MLANET page editor. (Responsible for researching, evaluating, reviewing, writing and editing Web site content).

Documentation required: Job description and list description. Copy of letter or certificate of acknowledgement

Clarification: Applies to work on web sites, mailing lists, listservs, blogs & wikis as part of library related national, international, regional and state organizations, including sections and chapters. Purpose of the site must be relevant to the profession. Work done as part of a committee assignment or done as a part of one's job is not awarded points.

MLA external book reviewer

Points awarded: 1 point per chapter
10 points per book

Documentation required: copy of letter of agreement or letter of acknowledgement

C. Conference Participation

Speaker/poster presenter

| Activity | Points awarded |
|--|-----------------------|
| Invited or contributed at national or international meeting | 5 points |
| Invited or contributed at other meeting | 3 points |
| Facilitated or moderated a paper session or panel discussion at a professional meeting | 1 point |
| Roundtable facilitator or recorder at a professional meeting (maximum of 5 points per 5-year period) | 1 point |

Documentation required: copy of letter of confirmation, certificate or copy of program page where presenter's name appears. Acknowledgement that the recorder submitted required notes.

Clarification: Each author/co-author of presentation earns points shown. Meeting types include: national, international, regional, state, and local meetings.

Exhibitor/Demonstrator

| Activity | Points awarded |
|---|-----------------------|
| Exhibit Organizer (maximum of 3 points/year and 15 points per 5-year period) | 3 points per meeting |
| Exhibitor/Demonstrator (maximum of 3 points/year and 15 points per 5-year period) | 2 points per meeting |

Documentation required: copy of letter of confirmation or copy of program page where exhibitor's name appears

Clarification: This category includes exhibits at national, international, regional, state, local meetings, NN/LM exhibits and NLM database demonstrations.

Organizing an exhibit includes applying for funding, organizing the site activities, and exhibiting. Points may be claimed as organizer or exhibitor for a meeting, but only one role per exhibit.

Attendee

Points awarded: 1 point per meeting day (maximum of 3 points per year)
1 point per conference (e-Conference registrants)

Documentation required: none for MLA annual meeting or MLA chapter meetings; for others, including MLA e-Conference, a copy of registration.

Clarification: Days spent in continuing education courses before or after a professional meeting do not count as meeting days.

D. Professional Association Participation

Professional associations include such organizations as MLA, MLA chapters and sections, consortia, SLA, SLA chapters, ALA, ALA divisions, state library associations, NN/LM regional medical libraries, ASIS, AAMC, AMIA, and AAHSLD.

Points may not be claimed until the end of the year of service. In cases of multiple-year appointments, points may be claimed after each year of service. There is no need to wait until all years of the appointment have been served.

MLA National

| Activity | Points awarded |
|---|-----------------------|
| Officer/director/board/executive committee member | 25 points per year |
| Committee chair/co-chair | 15 points per year |
| Special interest group coordinator | 15 points per year |
| National local arrangements committee chair | 15 points per year |
| Committee member (includes local arrangements, MLA representatives to outside groups) | 10 points per year |
| Official Annual Meeting Reporter or Official e-Conference (virtual) reporter | 3 points per year |
| Official Annual Meeting Videographer | 3 points per year |
| Judge of Research Papers/Posters at MLA Annual Meeting | 1 point per year |

Meeting

Documentation required: copy of letter of appointment, directory listing, committee roster, or letter or certificate acknowledging past service

Clarification: Serving MLA in any of the positions in the table above count toward the 5-point MLA activity requirement at the Distinguished Member level.

Clarification: SIG coordinators must demonstrate that the SIG was active at the MLA Annual Meeting for the year being claimed for credit. A copy of the page listing SIG programming/activities from the Annual Meeting program is sufficient documentation.

Clarification: Official MLA Annual Meeting reporters include: MLA Annual Meeting newsletter contributors, MLA Annual Meeting bloggers, MLA e-conference virtual bloggers and MLA Annual Meeting Videographers. These activities will not be awarded points if they are part of a committee assignment.

Clarification: Points may not be awarded for judging research papers and posters if done as part of a committee assignment.

MLA Chapters/Sections

| Activity | Points awarded |
|---|-----------------------|
| Officer/council representative or alternate | 20 points per year |
| Chair of a section of a chapter (e.g., hospital library section of chapter) | 12 points per year |
| Committee chair/co-chair | 10 points per year |
| Chapter Credentialing Liaison | 10 points per year |
| Committee member (includes representatives to regional/state organization) | 5 points per year |
| Judge of Research Papers/Posters at Chapter Annual Meeting | 1 point per year |

Documentation required: copy of letter of appointment, directory listing, committee roster, or letter or certificate acknowledging past service

Clarification: Serving an MLA chapter or section in any of the positions in the table above count toward the 5-point MLA activity requirement at the Distinguished Member level.

Clarification: Points may not be awarded for judging research papers and posters if done as part of a committee assignment.

National/international association other than MLA

| Activity | Points awarded |
|---|-----------------------|
| Officer/director/ board/executive committee member | 25 points per year |
| Committee chair/cochair | 15 points per year |
| Special interest group coordinator | 15 points per year |
| National local arrangements committee chair | 15 points per year |
| Committee member (includes local arrangements, representatives to outside groups) | 10 points per year |

Documentation required: copy of letter of appointment, directory listing, committee roster, or letter or certificate acknowledging past service

Chapters/sections in professional organizations other than MLA

| Activity | Points awarded |
|--|-----------------------|
| Officer/council representative or alternate | 20 points per year |
| Chair of section in a chapter | 12 points per year |
| Committee chair/co-chair | 10 points per year |
| Committee member (includes representatives to regional/state organization) | 5 points per year |

Documentation required: copy of letter of appointment, directory listing, committee roster, or letter or certificate acknowledging past service

Regional, state, or local associations

| Activity | Points awarded |
|--|-----------------------|
| Officer/director/coordinator/executive committee/ board member | 20 points per year |
| Chair of regional/state section (e.g., hospital library section of state library association) | 12 points per year |
| Committee chair/co-chair | 10 points per year |
| Committee member (includes representative to regional/state groups and RAC member) | 5 points per year |
| Consortium coordinator | 12 points per year |

Documentation required: copy of letter of appointment, directory listing, committee roster, or letter or certificate acknowledging past service

E. Other professional activities

Formal consultations

Points awarded: 1 point per day for each consultation (maximum three points per client during a five-year period)

Documentation required: copy of contract or letter of agreement or report submitted

Clarification: Points may be claimed for more than one client, provided no more than three points per client are claimed per five-year period.

Funded grants

| Activity | Points awarded |
|---|---|
| Principle investigator(s)/Co-investigator(s) | 10 points each <i>only in the first year funded</i> |
| Key personnel | 5 points each <i>only in the first year funded</i> |
| Proposal Reviewer for grant agency/organization | 5 points each <i>for each year of service.</i> |

Documentation required: copy of letter from granting agency or letter of appointment.

Clarification: These points are only awarded for funded grants outside of your institution or employer.

MLA Oral History Program

| Activity | Points awarded |
|-----------------------------------|-----------------------|
| Background research and interview | 3 points |
| Editing of interview | 2 points |
| Indexing of interview | 1 point |

Documentation required: copy of letter of acknowledgement

Clarification: These points are only awarded for work conducted for MLA archival purposes and outside of the work of the MLA Oral History Committee.

Clarification: Participation in the MLA Oral History Program counts toward the 5-point MLA activity requirement at the Distinguished Member level.