SELF-ASSURANCE of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. (Education Law 260-d as added by Chapter 468 of the Laws of 2021)

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: __________________________________________________________

Approved Provider: _____________________________________________________

Title of Activity: _________________________________________________________

Topic/Content: __________________________________________________________

Format (e.g. workshop, webinar, online course): _____________________________

Date of Activity: _______________________

Contact Hours: ______________________

_____________________________________________________________________

Trustee Signature/Date