



# How to HESTL

1. Submit the [HESTL Interest Form](#). HESTL Program Coordinator Tammy Langeberg will contact you to answer any questions you have about the program or application process.
2. Read the rubrics ([Teacher Librarian](#) or [Library Paraprofessional](#)).
3. Determine which HESTL credential you want to pursue. *If you are collaborating with a second teacher librarian or library paraprofessional at your school to apply for credentials, contact [Tammy Langeberg](#) for special instructions.*
4. Talk with your administrator about the HESTL program and share which credential(s) you are working towards this year.
5. Read the HESTL credential application (available on the [HESTL Teacher Librarian](#) and [HESTL Library Paraprofessional](#) web pages); the application includes suggested evidence artifacts and evidence look-fors to guide your planning.
6. Create a plan for collecting evidence that demonstrates the Accomplished and/or Exemplary rubric criteria.
7. When you are ready to submit your evidence artifacts, share your evidence with your administrator and complete the HESTL credential application.
8. Share the Supervisor/Administrator Recommendation form with your administrator, to complete within five business days of submitting your application. The link to the Supervisor/Administrator Recommendation form can be found in Step 4 of the credential application.
9. Your administrator submits the Supervisor/Administrator Recommendation form as the final step in the application process.
10. Tammy Langeberg will send notification of achieving the credential or provide feedback if more evidence is needed to demonstrate the Accomplished/Exemplary criteria.
11. The Colorado State Library will send you a HESTL credential digital badge, letter of recognition, and Continuing Education certificate for 15 contact hours. *HESTL credentials are not transferable. If you change schools, please contact Tammy Langeberg for guidance on next steps.*
12. HESTL participants who earn all five Teacher Librarian credentials earn the HESTL School Designation (valid for seven years) and the corresponding banner. HESTL participants who earn all four HESTL Library Paraprofessional credentials earn the Highly Effective Library Paraprofessional recognition and the corresponding banner. You can request in-person presentation of these awards.

Questions? Visit the [HESTL website](#) or contact Tammy Langeberg, HESTL Program Coordinator, at [langeberg\\_t@cde.state.co.us](mailto:langeberg_t@cde.state.co.us)