

William B. Ogden Free Library
TRUSTEE EDUCATION SELF-ASSURANCE FORM

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 Board President for evidence of compliance. Trustees should retain a copy of the signed form.

I give assurance that 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: _____

Number of Contact Hours: _____

Reason a Certificate is not Available from the Provider:

Trustee Signature/Date