ASPEN HELP: CLAIMING CREDIT FOR ATTENDING MLA-SPONSORED CONTINUING EDUCATION EVENTS

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State Library staff adds Montana Library Association (MLA) continuing education events to the ASPeN Events Calendar.

ⓘ LOG IN TO ASPeN TO CLAIM CE CREDITS
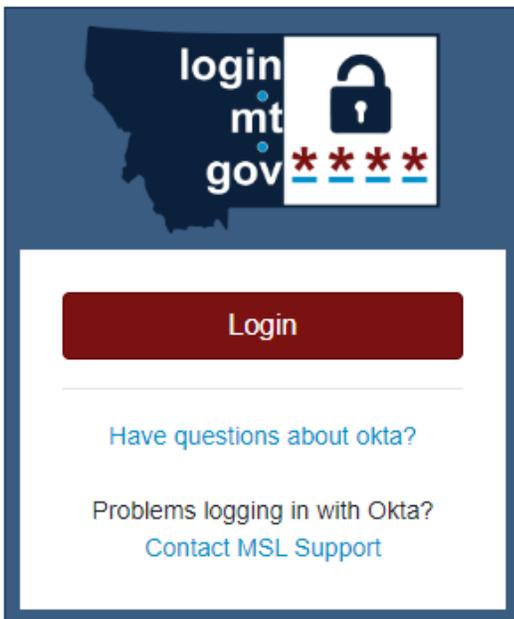
Please submit a Help Ticket for any ASPeN access issues.

Method 1: Use the Events Calendar

Navigate to the events in the list below the calendar.

Events are listed in chronological order with future events listed at the top. You can use the search function to find events using the term "Montana Library Association" or the title of the presentation and the date or a range of dates.

Use the green Add CE Credit button to add credits for sessions attended. If you have already claimed credit for an event, the green button will not appear for you.

Method 2: Use the Continuing Education page

On the right menu, click on "Continuing Education."

Scroll down to the Add Independent Learning Event section. Events appear in the list AFTER the date of the event. Credits cannot be claimed in advance of the event.

- Use the drop-down option (the small triangle to the right of the most current event listed) to display all the events in the past year. Find the event you wish to claim and click Go!
- Only events you have not already claimed credit for are displayed to you. Events are displayed in reverse chronological order, the most recent dates at the top.

The next page will display more details about that event. Click the SAVE button on this page to officially claim that credit.

Credits you claim will display as PENDING in your list. Participants may add events on the honor system, but before a certificate is issued, the credits must be reviewed and verified by the participant's supervisor.