



Continuing Education and
Certification Program Overview
December 2022



Agenda

- Learn about the MSL Continuing Education and Certification Program
- Learn how to access the program in ASPeN
- Answer questions

But first . . . a question for you!



A Short History of the MSL CE Program



Continuing Education and Certification Timeline



Certification Requirements



Continuing Education Categories

Library
Administration

Library Services
to the Public

Collection
Management
and Technical
Services

Technology

Library Staff Track

60 CE credits earned in a 4-year period

- Minimum of 10 credits in each CE category
 - Library Administration
 - Library Services to the Public
 - Collection Management and Technical Services
 - Technology
- Balance of credits are electives

Your supervisor must verify credits to complete certification

Library Administration Track

60 CE credits earned in a 4-year period

- Minimum of 20 credits in the Library Administration CE category
- Minimum of 10 credits each in Library Services to the Public, Collection Management and Technical Services, and Technology
- Balance of credits are electives

Your supervisor must verify credits to complete certification

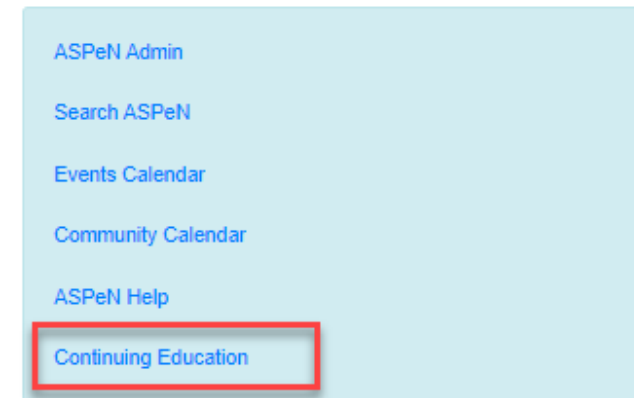
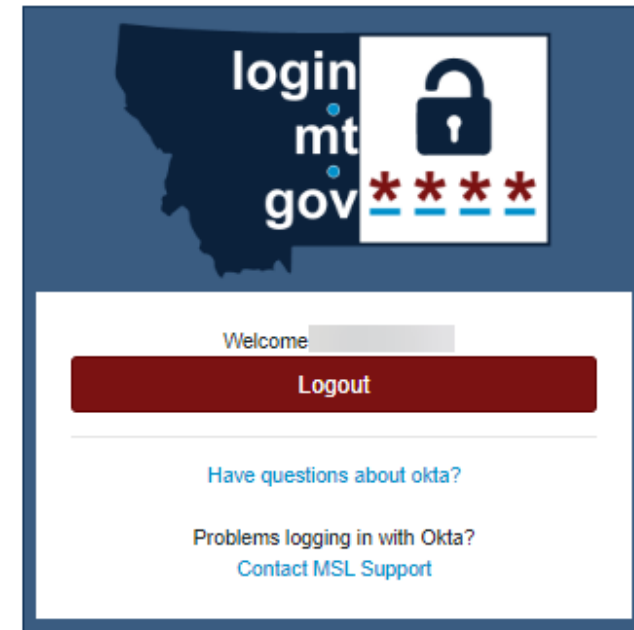
Required for directors, voluntary for library staff

ASPeN



It's all in ASPeN!

- Update Your Profile
- Find CE Events
- Claim Your Credits
- Get Certified!



Go back a page

CE Control Panel

Edit Continuing Education


Change CE Track Status

Add New CE Track Montana State Library Certification - Library Administrator Track

Add Independent Learning Event

Select Event 08/11/2022 - 2022 United for Libraries Virtual: Community Needs Assessment: Informing Library Goals and Strategy

Search the [ASPeN Event Calendar by Category](#) to find additional continuing education credits. If you have questions about CE categories for independent learning events, please submit a [HelpTicket](#).



Edit CE Credits

Collection Manage. Library Administr. Library Services . Technology

Collection Management and Technical Services Credits

Select/Deselect All	Title	Status	Expiration Date	Credit Value
<input type="checkbox"/>				

No continuing education credits under this category

Selected Credits:

ASPeN Help



Continuing Education and Events

Continuing Education and Events

- Claiming credit for attending MLA sponsored training events
- ASPeN - Registering for an Event
- ASPeN - Printing your Continuing Education Certificate
- ASPeN - Using a recent college degree to claim Montana State Library certification
- ASPeN - Event Registration and Review

[more →](#)



Managing Your Organization

Managing Your Organization

- ASPeN - Directors - What to do when you get a new employee
- ASPeN - Adding/Updating documents and other organization resources
- ASPeN - Adding an Image for your Organization/Library
- ASPeN - Updating Library/Organization



General

General

- ASPeN - Creating a new Multi-Page Form
- ASPeN - Getting to know the system
- ASPeN - Practice Tasks (after login)
- ASPeN - Practice Tasks (without login)



Reporting

Reporting

- ASPeN - How to Record Federation Expenses
- ASPeN - Reporting



Login and Managing Your Account

Login and Managing Your Account

- ASPeN - Recovering a Montana ePass Username/Password (ASPeN Login Recovery)
- ASPeN - Updating your personal information
- ASPeN - Updating Personal/PERSON Information
- ASPeN - Logging in
- ASPeN - Creating a New ePass Account

Updates and Questions



CE Program Update Timeline



Proposed Changes

Current Staff Track

- 60 continuing education credits earned in a 4-year period
 - Library Administration Category
 - 10 credits
 - Library Services to the Public
 - 10 credits
 - Collection Management and Technical Services
 - 10 credits
 - Technology
 - 10 credits
 - Electives
 - 20 credits in any category

Proposed Staff Track

- 60 continuing education credits earned in a 4-year period
 - Library Administration Category
 - 5 credits
 - Library Services to the Public
 - 5 credits
 - Collection Management and Technical Services
 - 5 credits
 - Technology
 - 5 credits
 - Electives
 - 40 credits in any category





Information and News Sources

- [MSL Website](#)
- [Newsletters](#)
- [MSL Help Desk](#)
- [WIRED List Serv](#)
- [ASPeN Events Calendar](#)
- [MSL YouTube Channel](#)
- [Email/call any MSL staff member](#)

Colet Bartow
Continuing Education Coordinator
Colet.Bartow@mt.gov
406-444-3365

