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| **Employee Name** |  |
| **Job Title** |  |
| **Supervisor Name** |  |
| **Date of Last Performance Evaluation** |  |

Library Goals for Continuing Education

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| Goal 1 |
| Goal 2 |
| Goal 3 |

### Job Description

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| Job Skills – |
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| * Skill |

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| **CE Plan Start Date** |
| **CE Plan End Date** |

## CE Plan

| CE Category | Title/Description | Online/In-person | Planned Start Date | Date Completed | Cost |
| --- | --- | --- | --- | --- | --- |
| Library Administration |  |  |  |  |  |
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| Library Services to the Public |  |  |  |  |  |
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| CE Category | Title/Description | Online/In-person | Planned Start Date | Date Completed | Cost |
| Collection Management and Technical Services |  |  |  |  |  |
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| Other |  |  |  |  |  |
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# Learn More about MSL Certification

[MSL Certification Webpage](https://msl.mt.gov/libraries/learning/Certification) – learn about options and requirements for Trustees, Directors, and Staff.

[Continuing Education and Certification How-to Articles](https://montanastatelibrary.zohodesk.com/portal/en/kb/aspen/continuing-education-and-events) – recording continuing education credits in ASPeN is an efficient way to track your progress.

# Continuing Education Sources

[ASPeN Event Calendar](https://mslservices.mt.gov/ASPeN/Events/) – find and register for Montana State Library and Montana Library Association events.

[MSL Learn](https://mtstatelibrary.moonami.com/) – Montana State Library’s online learning platform.

[MSL YouTube Channel](https://www.youtube.com/@montanastatelibrary) – find recorded sessions from CE events to watch at your convenience and then claim CE credits in ASPeN.

[Subscribe to the MSL Continuing Education Newsletter](https://public.govdelivery.com/accounts/MTLIBRARY/subscriber/new) – monthly updates with recommended CE activities.

[Montana Library Association](https://mtlib.org/) (MLA) – MLA sponsors workshops, conferences, and other continuing education opportunities.

[WebJunction](https://www.webjunction.org/home.html) – MSL sponsors access to a large collection of live webinars and online courses across all CE categories and jobs.

**Other** – trainings offered through your municipal or county government are a very good source for continuing education.