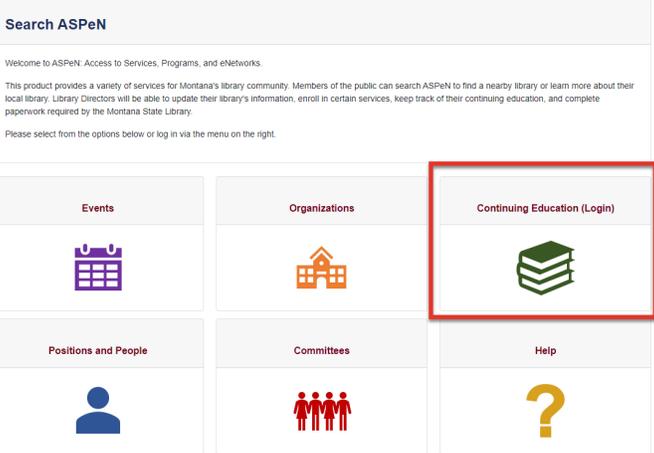
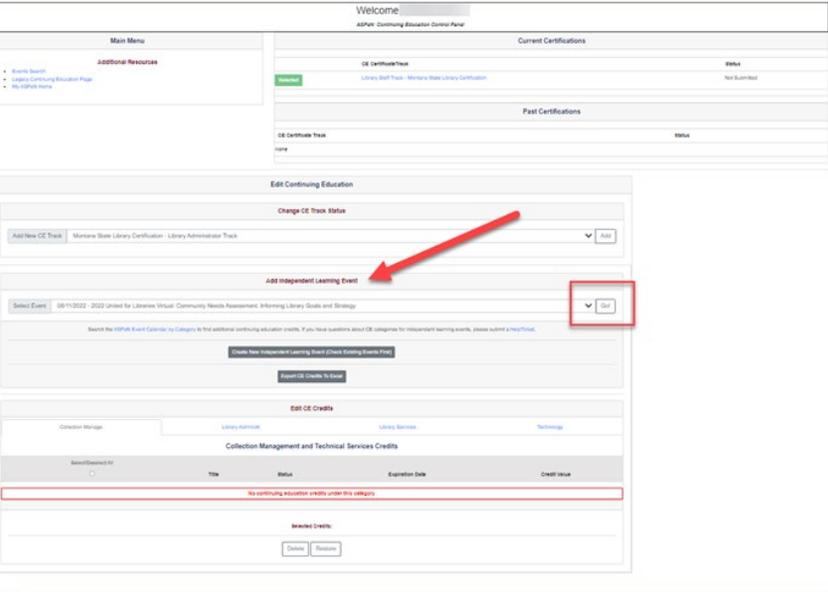
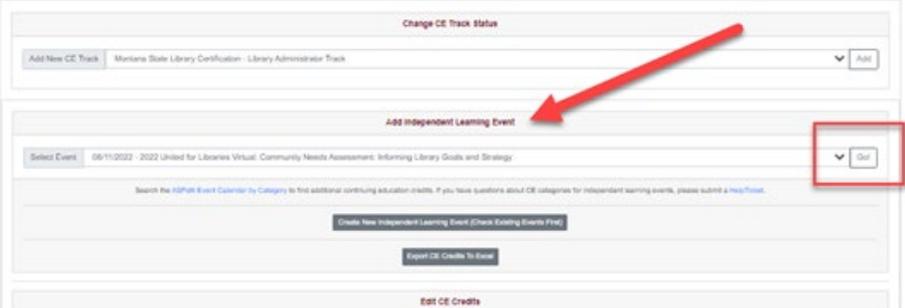


Claim CE Credits in ASPeN

MSL and MLA Continuing Education Credits

Instructions	What to Look For
<p>Login to ASPeN.</p>	
<p>Select the Continuing Education tile on the ASPeN Homepage.</p>	
<p>Scroll down to the "Add Independent Learning Event" section. Events appear in the list AFTER the date of the event.</p>	

Instructions	What to Look For
<p>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.</p> <p>Find the event you wish to claim and click Go!</p>	 <p>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.</p> <p>All 2024 Montana Library Association Conference sessions are listed by date and the title starts with “2024 MLA Annual - ...”</p>
<p>The next page will display more details about that event.</p> <p>Click the SAVE button on this page to officially claim that credit.</p>	 <p>Continuing Education Credits - Create New Continuing Education Independent Learning Event</p> <p>Person: [Dropdown Menu]</p> <p>Title: Giving Montanans their Fullest Opportunity: Administering and Financing Public Libraries in Montana</p> <p>Begin Date/Time: Thursday, September 22, 2022 9:00 AM</p> <p>End Date/Time: Thursday, September 22, 2022 1:00 PM</p> <p>Sponsor: Montana State Library</p> <p>Trainer Name: [Dropdown Menu]</p> <p>Information URL: https://forms.office.com/g/2NgOC3Eed</p> <p>Location: Lewistown Public Library 701 West Main Lewistown, MT 59457</p> <p>Continuing Education Credits: 4.0 credits Library Administration</p> <p>Email On Assigned Credit: <input type="checkbox"/></p> <p>Save</p>

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.

Questions?

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

Visit msl.mt.gov for more information about certification and continuing education.