



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

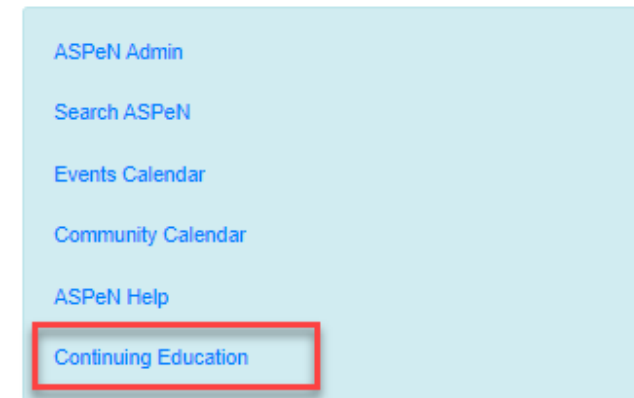
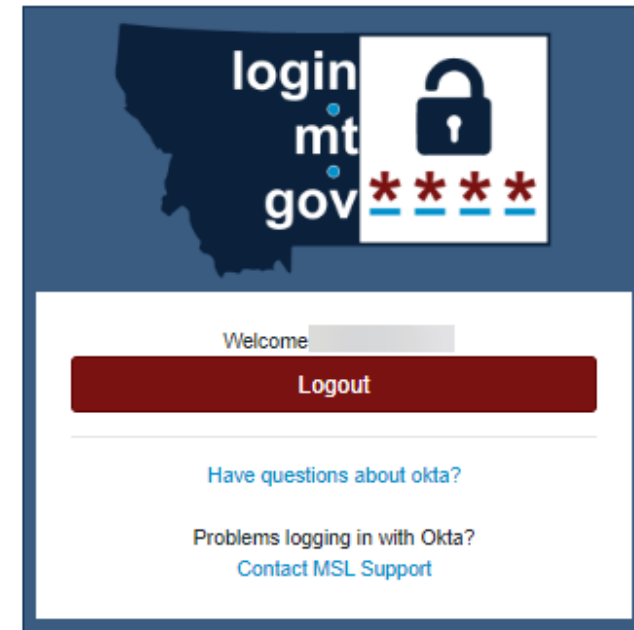
Required for directors, voluntary for library staff

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

#### Add Independent Learning Event

Select Event

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

[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](#)

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