



MSL Learn Webinar Series  
Certification Program  
| Updates  
| July 11, 2023

# MSL Learn Webinar Schedule

Join us each month!

Second  
Tuesday  
MSL Programs  
and Topics



Last Tuesday  
Tiny Tech  
Training

## Today's Host

**Colet Bartow**



MSL Continuing  
Education Coordinator  
(Colet rhymes with Olay)



## Today's Agenda

# Certification Program Updates

# Certification Program Update

- Changes to Library Administration Track
- Changes to optional Staff Track
- No change to optional Trustee Track



# Program Goals



Promote continuing education and demonstrate its impact for quality library services



Promote recognition for librarians who participate and libraries that encourage staff to continue learning



Provide continuing education opportunities that benefit library directors, staff, and trustees

# Certification Program

## Library Administration

### Initial Certification

60 continuing education credits earned in a 4-year period

- 30 credits Library Administration Category
- 30 elective credits in any category

### Renewal Certification

60 elective continuing education credits earned in a 4-year period

# Transition from Past Program

- Effective June 14, 2023, with approval by the MSL Commission, director's applications for a Library Administration track that are renewals and meet or exceed the 60 credits required under the old program will be issued when submitted.





# Certification Program

## **Library Staff Track**

60 continuing education credits earned in a 4-year period

- 5 credits in Library Administration Category
- 5 credits in Library Services to the Public
- 5 credits in Collection Management and Technical Services
- 5 credits in Technology
- 40 elective credits in any category

# Continuing Education Status



Check ASPeN –  
You may be closer  
to certification  
than you think!

# Resources



# Certification Webpage



The Montana Library Certification Program was established to promote continuing education and to recognize librarians and trustees who continue to expand their knowledge and skills to provide improved services for patrons and communities.

- > [About the Certification Program](#)
- > [Library Director Certification](#)
- > [Optional Trustee Track](#)
- > [Optional Library Staff Track](#)
- > [Apply for Certification](#)
- > [Specialization](#)
- > [MLS/MLIS Degree Completion](#)
- > [Where can I find continuing education opportunities?](#)

# Certification and CE Handbook

## ▼ About the Certification Program

### Continuing Education and Certification Program Goals

Promote continuing education and demonstrate its impact for quality library services

Learn more about how continuing education supports quality library services through the [MSL Continuing Education Dashboard](#).

Promote recognition for librarians who participate and libraries that encourage staff to continue learning

An official certificate is available for download and printing from ASPeN upon completion of certification requirements. MSL publishes an annual list of librarians and trustees who complete certification through our newsletters and a press release.

Recognition can take many forms: presentation at a board meeting, introduction at a staff meeting, local press release, extra compensation, special parking spot, gift cards, social media or website post, newsletter feature—there are lots of ways to acknowledge certification. The most important thing is to be consistent in how and when recognition happens.

Provide continuing education opportunities that benefit library directors, staff, and trustees

MSL strives to provide a variety of opportunities to engage in continuing education for all library staff and trustees. Learn more about these opportunities by subscribing to our newsletters, visiting the ASPeN Event Calendar, and visiting our website.



Download and review the [Certification and Continuing Education Handbook](#) (July 2023)

# Continuing Education Credits

Training presented as a structured learning opportunity is eligible for continuing education credits.

## Continuing Education Plan

A structure can also be a continuing education plan.

# Claiming Credits in ASPeN

## Have Questions?

- Check ASPeN Help
- Submit a HelpDesk Ticket

The screenshot shows the ASPeN website interface. At the top right, there are links for SERVICES, AGENCIES, LOGIN, and a search bar for MONTANA.GOV. The main header reads "ASPeN: The New Library Directory". Below this is a search bar with the text "What are you looking for?" and a "More Search Options" link. A pink banner contains an "Important update!" regarding Okta login. The main content area is titled "Search ASPeN" and includes a welcome message and instructions. A grid of service categories is displayed: Events, Organizations, Continuing Education (Login), Positions and People, Committees, and Help. The "Continuing Education (Login)" category is highlighted with a red box and a red circle containing the number "2". On the right side, there is a "login mt gov" section with a "Login" button, a "Have questions about okta?" link, and a "Problems logging in with Okta?" link. This section is also highlighted with a red box and a red circle containing the number "1". At the bottom right, there is a "Go back a page" button.

# Certification Tracks

### Edit Continuing Education

#### Change CE Track Status

Selected Track: Library Administrator Renewal - MSL Certification

Update CE Track Status    Not Submitted   

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

Montana State Library Certification - Library Administrator Renewal

Montana State Library Certification - Library Staff Track

Montana State Library Certification - Trustee Track



Questions?



# MSL YouTube Channel

- Look for the MSL Learn Webinar Series Playlist
- Access new recordings
- **Subscribe!**

Montana State Library  
@montanastatelibrary 101 subscribers 93 videos  
Current recordings and playlists from the Montana State Library. >

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# Information and News Sources



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

# MSL Evaluation Survey



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