



MEMO

To: Montana State Library Commission
From: Jennie Stapp, State Librarian
Subject: Continuing Education credits
Date: September 26, 2023

The following information is provided in response to Commissioner Hall's question regarding what courses are awarded continuing education credits.

Continuing Education Task Force

Current certification program requirements were adopted by the Commission in June 2023. Information about this task force can be found at https://msl.mt.gov/about/commission_councils/CE-Task-Force.

What counts as continuing education and what is eligible for credit?

Page 10 of the Certification and Continuing Education Handbook describes what is considered continuing education and what is eligible for credit. The text of that page is copied here for your reference.

Continuing Education Definition - Training presented as a structured learning opportunity is eligible for continuing education credits. That structure might be an online course, a workshop at a conference, or a video recording from an online workshop. An agenda with learning objectives and a description of the topics covered in the event can be a good source to identify the number of credits and continuing education category. A structure can also be a formal continuing education plan. The plan should be created by a director/supervisor for an employee and could include online courses, workshops, videos, discussion groups, or other activities that the employer approves and will verify for MSL certification purposes. A sample plan is included in this handbook.

Information about Continuing Education Credits

One contact hour of qualified training equals one continuing education credit. 30 minutes (.5 hours) is the smallest credit eligible for continuing education.

There are a lot of possibilities but in general it is a good idea to choose trainings that you can answer "yes" to the following questions.

- Is the training presented in a structured learning situation?
- Is the training on the continuing education plan my supervisor has created for me?
- Is it library-specific and/or specific to your library's needs?
- Will it help you do your job better?
- Does it fit into one of the four continuing education categories?
 - Library Administration
 - Library Services to the Public



- Collection Management and Technical Services
- Technology

If you can answer yes to most or all these questions, then it is very likely something worthy of continuing education credits. If you have questions about categories, what counts and what doesn't, please visit with your supervisor, the library director, or reach out to the MSL Continuing Education Coordinator.

How are credits verified?

The employer is responsible for reviewing and verifying credits. The following describes the process used for verification:

Once you have the required number of credits, you will be prompted to submit your certification record through ASPeN. For Directors, the board chair will be contacted to verify the certification record after the MSL CE Coordinator reviews the submission. For Staff, the director will be contacted to verify the certification record after the MSL CE Coordinator reviews the submission. For Trustees, the Board Chair will be contacted to verify the certification record after the MSL CE Coordinator reviews the submission. For the Board Chair, the vice chair or another trustee will be contacted to verify the certification record after the MSL CE Coordinator reviews the submission.

When the MSL CE Coordinator receives verification, the MSL Certificate is issued and recipient notified.