## Claim CE Credits in ASPeN



## **MSL and MLA Continuing Education Credits**

Instructions	What to Look For	
Login to ASPeN.	Utelcome         Logout         Have questions about okta?         Problems logging in with Okta?         Contact MSL Support	
Select the	Search ASPeN	
Continuing Education tile on the ASPeN Homepage.	Welcome to ASPEN Access to Services, Programs, and eNetworks. This product provides a variety of services for Montana's library community. Members of the public can search ASPEN to find a nearby library or learn more about their local library, futured Directors will be able to update their library's information, enroll in certain services, keep track of their continuing education, and complete paperwork required by the Montana State Library. Please select from the options below or log in via the menu on the right.	
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Instructions	What to Look For
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. Find the event you wish to claim and click Go!	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.         All 2024 Montana Library Association Conference sessions are listed by date and the title starts with "2024 MLA Annual"
The next page will display more details about that event. Click the SAVE button on this page to officially claim that credit.	Continuing Education Credits - Create New Continuing Education Independent Learning Event         Perron <ul> <li>Continuing Education Credits</li> <li>Create New Continuing Education Independent Learning Event</li> <li>Create New Continuing Education Independent Independent Learning Event</li> <li>Create New Continuing Education Independent Independent Independent Learning Event</li> <li>Create New Continuing Education Independent Independe</li></ul>

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.