



## MEMO

**To:** State Library Commission  
**From:** Tracy Cook, Lead Consulting & Learning Librarian and Colet Bartow, CE Coordinator  
**Subject:** Commission goal: Certification/Continuing Education Review  
**Date:** March 6, 2025

We will give an overview of the current certification and continuing education program requirements and process during your meeting. We will also discuss Montana Code Annotated laws and Administrative Rules that apply to continuing education and certification.

Here are some resources that you might find helpful to review either before or after the presentation:

[Certification and Continuing Education Manual](#) – this manual covers the goals for the certification program, the requirements for certification, and guidelines for what counts for continuing education credit.

[Certification/continuing education dashboard](#) – this dashboard shows the number and type of certifications earned over the fiscal year. It also shows the number of credits earned, MSL Learn courses taken, and survey feedback from individuals that have taken a course from either MSL staff or presentations arranged by MSL.

[Spreadsheet with a list of continuing education credits and offering agencies](#) – This is a list of all credits earned since July 1, 2024. Course sponsor is the offering agency. It is currently not a required field when entering credits, so it does not always appear on the list.

Possible next steps from the Commission goals document:

- Decide on what you wish to discuss or learn about during the June Commission meeting.
- Discuss continuing education credits – topics and balance
- Direct staff to create the study framework for the committee reviewing certification and continuing education

The presentation may reveal other questions that you want to explore.