

## MEMO

**To:** Continuing Education and Certification Commission Committee Members

**From:** Colet Bartow, CE Coordinator and Tracy Cook, Lead Consulting Librarian

**Subject:** Defining our desired outcomes, questions to answer, and next steps

**Date:** April 22, 2025

Staff want to check on what the committee hopes to accomplish with its work and decide what questions we want to study.

What changes would you like to make to the following items?

### Purpose of the Committee:

Evaluate the current certification program including continuing education credits, and to make recommendations for improvement, if warranted.

### Current Continuing Education and Certification Program Overview

- 4 Certification Tracks
  - Initial Library Administration
  - Library Administration Renewal
    - Library Directors are required to be certified (ARM 10.102.1160)
  - Trustee
  - Staff
- 4 Continuing Education Credit Categories
  - Library Administration
  - Library Services to the Public
  - Collection Management and Technical Services
  - Technology

### Desired outcomes of the committee:

- Confirm the roles and responsibilities of Local Library Boards, Local Library Directors, the State Library Commission, and State Library Staff with regard to continuing education and the certification program.
- Identify what works well about the current certification program and what changes may enhance the program.
- Identify what resources may be needed to enhance the program.
- Create any necessary recommendations for the Montana State Library Commission that improve the program.

## Questions to study:

- How are the current continuing education and certification program components working for participants?
  - Access to CE opportunities
  - Tracking credits
  - Completing certification requirements
- What continuing education does a director need to provide the best library service?
- What continuing education does a board member need? Would we like to require board members to earn certification? Why or why not?
- When setting professional standards for continuing education for librarians and board members, how should we balance state oversight and local control?
- What are the basics? What is foundational? What topics should be covered? Should we have some credits that are foundational and let the rest be up to the local library?
- How are the four credit categories currently defined? How could they be updated?
- How are credits reviewed? What updates to the process should be considered?



**Committee reviewing continuing education and certification**  
**Tuesday, April 29, 2025**  
**2:00 pm to 3:30pm**  
**Online via Zoom**

**AGENDA**

Review the documents – framework and questions to study

Decide on purpose and desired outcomes for the certification and continuing education review -  
ACTION

Discussion about concerns regarding the roles of Local Library Boards, Local Library Directors, the State Library Commission, and State Library Staff. What is the role and responsibility of each when it comes to continuing education and certification?

Discussion about the current certification and continuing education program – what is working well and what changes might enhance the program

Decide which questions to discuss and study - ACTION

Review next steps

- Panel at commission meeting
- Share final purpose, outcomes, and study questions with full Commission to make sure we are covering what the full Commission wants
- Identify agenda items for the next meeting
- Schedule next meeting to discuss questions and initial thoughts on any changes

# CE/Certification Committee Meeting Notes

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**Attendees:** Colet Bartow, Tracy Cook, Carmen Cuthbertson, McKenna Gregg, Tammy Hall, Rebekah Kamp

**Notetaker:** Tracy Cook

**Purpose of committee and outcomes:** Group agreed that the purpose and outcomes outlined was what we want to do.

**Concerns about changes:** Tracy reported some concerns from the library world about ability to be able to select topics/local control, respecting employer/employee relations, and ability of MSL staff to offer trainings that cover all areas. Carmen suggested that we keep those in mind as we talk about the program.

### Questions we need to answer:

- Can the Commission legally require boards to receive certification? The entire board? Instead of having individual trustees receive certification. We could focus on the required 3 hours of continuing education credit.
- Need to check on the terms for library district boards. We should consider using a 5-year renewal cycle for board members.
  - Answer: 4 years for independent library district board members. It is 5 years for the vast majority of board members.
- What do experienced library directors and/or board members need? How can we serve their needs once they have taken the basics? How can we make the learning relevant for them?
- What credentials do providers need to have? We should ask OPI and the Board of Public Education about this process when they talk to the Commission in June.
  - Note: have added to the list of questions for the panel

## CE/Certification Committee Meeting Notes

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### Thoughts on changes to the program:

- Committee talked about having MSL staff be the sole providers but agreed that it would be difficult for staff to offer every topic.
  - Suggestion: staff will identify topics requested/needed by libraries, who can teach that subject, and will present the topics, provider, number of credits, and information about what is being offered to the Commission (or a Commission appointed committee) for approval.
- Committee talked about number of credits and topics that could be provided. Committee discussed what is the most basic set of skills librarians, board members and staff need.
  - Suggestion: ask library directors to help us identify the priorities. Ask directors to complete the following. "I wish every one of my new employees knew this..." and "I wish every one of my new board members knew this...."
  - Suggestion: consider reducing the number of credits required
- Committee talked about library staff. MSL staff focus a lot on library directors and board members. They do not offer as much for library staff. Commission members reviewed the code and felt they needed to include library staff.
  - Suggestion: consider purchasing a subscription to something for library staff, reviewing it, and allowing credits for everything within the subscription.
  - Suggestion: review Webjunction and ABLE to consider including those courses for staff.
- Committee talked about current categories of library administration, library services to the public, collection management and technical services, and technology. These categories are broad. What do we truly consider a need? Should we let go of library services to the public? After some discussion about this area and what it means to staff, committee members could see why there is a need for specific things like literacy training, etc.
  - Suggestion: consider dropping categories, having only an approved list of CE credits, having an essentials/basics curriculum
- Committee discussed the confusing nature of where to go when you want to earn credits, how to enter credits, and the process for initial versus renewal. This is particularly confusing for people new to the library world.
  - Suggestion: consider simplifying the initial versus renewal.
  - Suggestion: have a yearly quota rather than letting people taking all of their courses in the last six months. People would earn their credits over the 4 or 5 years and would be ready to renew when their certificate expires.
- Committee discussed what people need to know about working in and managing libraries. Topics included: budget, finance, law (federal and state), open

## CE/Certification Committee Meeting Notes

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meetings, MSL resources provided to libraries, managing library materials, working with boards and local government, facilities management, technology, and something about programming 101.

- Suggestion: ask library directors and board members what they consider as essential and what to call this foundational course work.
  - Suggestion: do we need a basic/essential track everyone takes and then a more specific track for directors and board members?
- Committee discussed need for advanced coursework for more experienced librarians.
  - Suggestion: MSL staff could talk to librarians about what they need and present a list of topics, providers, etc. For Commission approval.

### Vision of the committee

- Have a foundational list of coursework for boards, directors, and staff that is pre-approved.
- Have additional courses (pre-approved) that library directors, board members, and staff can take.
- Shift to a new system where courses are pre-approved and only those courses are eligible for credit.
- Have staff present suggested topics, providers, number of credits, and course descriptions to the Commission or a designated committee for approval.

### Action Items

- Type up suggestion/vision for the Commission to review in June
- Hear from OPI and Board of Public Education about how they manage provider list and credits
- Talk to librarians and board members about what are the foundational courses and what should those courses be called
- Hold another committee meeting after the Commission meeting to discuss details and possible next steps.

# Committee Reviewing Continuing Education and Certification



**Tuesday, July 1, 2025**  
**2:00 pm to 3:30pm**  
**Online via Zoom**

## Agenda

- Review June 13, 2025 Commission Meeting Discussion
  - Goals
  - Director Survey
  - Summary of April 29, 2025 Committee Meeting
  - Public comments
- Discuss BPE and OPI Panel Presentation
- Discuss Foundational Library Skills
  - Library Directors
  - Librarians
  - Trustees
- Discuss Provider Approvals
  - OPI Provider Report
- Discuss ARM and/or Policy Adoption Recommendations and Timelines
  - Certification Tracks
  - Certification period
  - Number of Credits
- General Discussion

## Review next steps

- Additional data or information needed
- Identify agenda items for the next meeting
- Schedule next meeting to discuss questions and recommendation options

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Join Zoom Meeting

<https://mt-gov.zoom.us/j/82373506880?pwd=6MhK9syZrIEsembdYsLd9qJB3LuooQ.1>

Meeting ID: 823 7350 6880

Password: 247172

Dial by Telephone +1 646 558 8656

# Continuing Education and Certification Committee Meeting

Resources for Discussion  
July 1, 2025



MONTANA  
**STATE LIBRARY**  
A GREATER STATE OF KNOWLEDGE



## Review and Revise 2025 MSL Commission Goals

### **Review the accreditation, certification, and award of continuing education credits for library directors, staff, and board members**

- Define the balance for credit needs. Consider what continuing education is truly helping the libraries deliver great service to patrons. Are the current categories too broad? How could they be modified or changed?
- What topics should be covered? What topics are objective? What are subjective?
- Consider whether credits will only be awarded for items that fall within defined categories and whether MSL will list or award credits for items outside of that definition.
- Create a study framework for the Commission to review and give feedback.

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**public comment about CE/certification review**

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**From** Cook, Tracy <TCook2@mt.gov>

**Date** Mon 6/23/2025 9:43 AM

**To** Tamara Hall <mslcommissionerhall@gmail.com>; Gregg, McKenna <McKenna.Gregg@mt.gov>; Cuthbertson, Carmen <mslcommissionercuthbertson@gmail.com>; Bartow, Colet <Colet.Bartow@mt.gov>; Kamp, Rebekah <rkamp@mt.gov>

Hi,

I have been having a conversation with one of the small library directors. I typed up my notes, and she agreed that this summary matches her perspective. She asked me to share this with you as the CE subcommittee continues to review the program.

Summary of public comment from Nancy Royan, Wedsworth Memorial Library

I listened to the June Commission discussion about possible changes to the continuing education and certification program. I have concerns about the implications of some of the ideas proposed and would like to share my thoughts.

- Pre-approval process: if I understand this correctly, people will have to obtain pre-approval for courses they want to take. Sometimes, I become aware of courses that are pertinent to my job at the last minute. I may see a course that I want to take but it is happening in the next day or two. Will the process be flexible and responsive enough to approve that course in time for the me to take it? What happens if key MSL staff are on vacation or if Commissioners aren't available to review the course?
- Foundational course list: I take courses that are pertinent to my job. I may not take a course offered by the State Library or another approved provider because it's not applicable to my work as a small library director. Without front line experience, I worry about this list and how applicable it might be to all of us. I worry about having to take courses that aren't the best use of my time simply to become certified.
- Approved provider list: It's hard to think of every possible provider. I also worry about MLA being a provider. I take a lot of classes at the MLA conference and don't always know which ones I'm going to take until I get to the conference. Will these sessions be eligible for CE credit? What about the Association of Small and Rural Libraries or Pacific Northwest Library Association? Will they be preferred providers?
- Testing for directors: I worry about requiring a test and the stress and extra time it adds to our work. I also worry about how this might impact recruitment as some good people might avoid applying for a director job due to test anxiety.
- Trustee requirements: finally, I worry about placing too many requirements on trustees. It can be hard to recruit library board members, so I am concerned about making things too difficult for board members.

I realize the Commission would like to put more parameters on continuing education, and they are discussing things right now. I'm not sure if all the current ideas would be beneficial for libraries and library services.

They probably have considered this but would they be willing to look at putting parameters on things that don't count. Would they be willing to consider things that should not be validated? It might be a

smaller percentage of items and perhaps would be helpful for maintaining flexibility for all sizes of libraries and all different types of positions.

### Tracy Cook, Lead Consulting & Learning Librarian



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## April 29, 2025 Committee Meeting

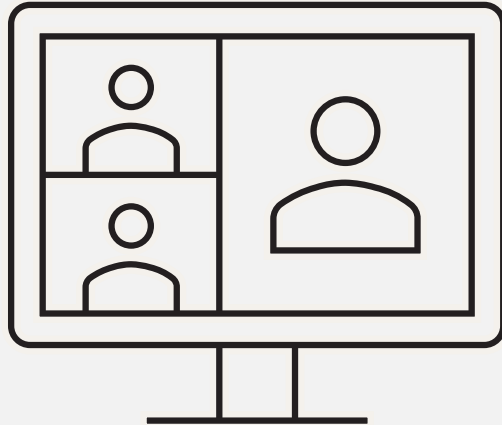
### Commission Members

- Carmen Cuthbertson
- McKenna Gregg
- Tammy Hall

### MSL Staff

- Colet Bartow
- Tracy Cook
- Rebekah Kamp

See Certification/Continuing Education  
memo for summary of discussion.



[https://ftpaspen.msl.mt.gov/EventResources/20250609090130\\_28442.pdf](https://ftpaspen.msl.mt.gov/EventResources/20250609090130_28442.pdf)

# Board of Public Education and Office of Public Instruction Panel

Provider Report

Montana Office of Public Instruction



Professional Development Unit Provider  
Annual Report

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July 2023 – June 2024

# Montana Board of Public Education

## Executive Summary

**Date:** November 2024

|                              |  |
|------------------------------|--|
| <b>Presentation</b>          | Professional Development Unit Provider System (PDUPS)<br>2023-2024 Annual Report |
| <b>Presenter</b>             | Marie Judisch  |
| <b>Position Title</b>        | Senior Manager of Teaching and Learning  |
| <b>Overview</b>              | Review of the Annual Report for the PDUPs  |
| <b>Requested Decision(s)</b> | Information Item   |
| <b>Related Issue(s)</b>      | N/A  |
| <b>Recommendation(s)</b>     | N/A  |



Montana  
**Office of Public Instruction**  
Elsie Arntzen, State Superintendent  
[opi.mt.gov](http://opi.mt.gov)

# Montana Office of Public Instruction



## Professional Development Unit Provider Annual Report

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July 2023 – June 2024

Report Created by:

Standards, Instruction, and Professional Learning Unit, Aimee Konzen Unit Manager

Marie Judisch, Teaching and Learning Department Senior Manager

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## Professional Development Unit Provider System Overview

The Professional Development Unit Provider System (PDUPS) is used by approved professional development unit providers to report professional development unit activities to the Office of Public Instruction (OPI). The data gathered in the system includes the activity title, the date(s) and location(s) of the activity, and the number of participants.

Certificates are generated from the information entered into the Professional Development Unit Provider System by the approved professional development unit providers' users that manage those accounts. This information then feeds into the TeachMT Licensure system that was updated on June 1, 2022 for educators to find their professional development sessions in order to recertify their educator licenses.

The management of the Professional Development Unit Provider System and its processes is transitioning into an updated system. Currently the data is manually manipulated in order to derive the information for this report. The upcoming system will be able to provide the data at any given time and will also establish levels of Professional Development that can be provided to Montana Educators.

## Provider Criteria and Requirements

Per the [Administrative Rule of Montana 10.57.216 Approved Professional Development Activity](#), "organizations wishing to offer professional development activities for the award of Professional Development units must receive approval from the Superintendent of Public Instruction prior to offering activities." Status as an approved provider will continue as long as the provider meets the following guidelines by:

- Providing activities deemed appropriate for professional development in compliance with ARM [10.55.714](#) and [10.57.215](#).
- Following the professional development unit activity certificate reporting process, and
- Maintaining records of all professional development activities for which professional development unit certificates were awarded for five years following the date of completion.

All providers are assigned provider categories for reporting. The categories are County Superintendents, Government Agencies, Professional Education Associations, School Districts, Tribal, and Universities and Colleges.

## Data Analysis

The data for this report includes all professional development unit activities entered into the Professional Development Unit Provider System for fiscal year 2024, July 1, 2023 through June 30, 2024. Professional learning providers that did not issue OPI Professional Development Unit Certificates during this time period were omitted from this report. For a complete list of approved OPI Professional Development Unit Providers and their managers, please see the [Approved Professional Development Unit Provider Directory](#), (updated every two weeks).

The Teacher Learning Hub data is included in this report but currently the categories do not always align with the PDUP system as this data is collected from the Moodle system rather than through the PDUP system. Due to this misalignment,

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2023-2024 ANNUAL REPORT**

the Teacher Learning Hub Data is listed separately in this report. As of the date of this report, providers are required to report the following data points to the OPI:

- Description of the Activity
- Professional Development Unit Activity Category
- Instructor's Name
- Starting and Ending Dates of the Activity
- Location of the Activity
- Number of Hours
- Number of Certificates Issued

During the timeframe of this report, some providers may have canceled professional development unit activities that were already logged in the system and may not have followed the procedure to get those events removed from their provider records. Additionally, some providers may not have returned to the professional development unit activity to report the number of certificates issued. The OPI Professional Learning staff is working with those providers to ensure they return to the Professional Development Unit Provider System to report the number of certificates issued.

## Fiscal 2024 Provider Report Summary

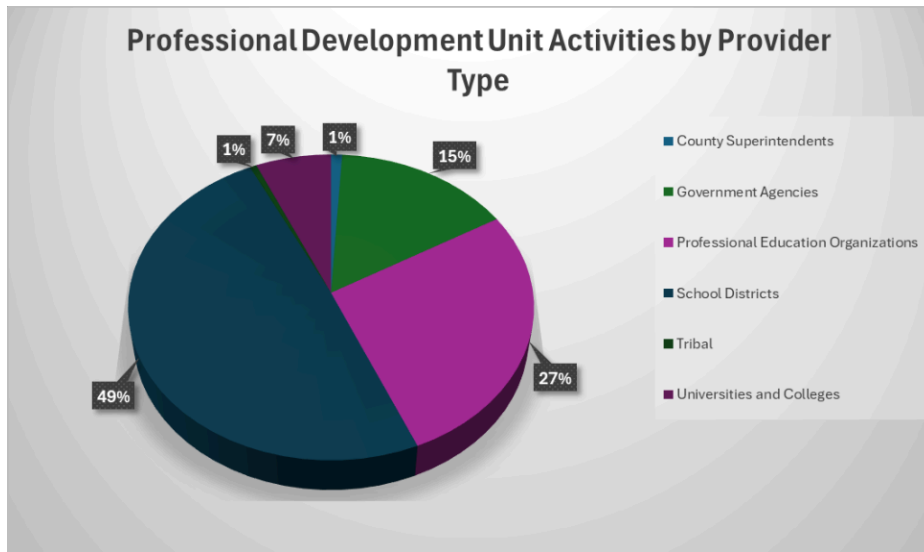
A total of 844 providers are registered as of June 30, 2024. Of those, 376 conducted professional development unit activities. There were 3,964 events recorded through the PDUP System and these activities were cumulatively worth 26,496 professional development units. The number of certificates reported as issued throughout FY2024 was 43,439. School Districts and Professional Education Organizations provided the majority of the professional development unit activities, units, and certificates. The Teacher Learning Hub data is not included in the previous numbers. The Teacher Learning Hub recorded 12,186 attended courses and issued 33,800 professional development units. The tables in the Appendix contain individual provider data, such as the number of professional development unit activities, the number of professional development units, the number of certificates issued per provider, and the number available online. The following graphs and tables provide a brief analysis of the data collected.

## Key Data Points

This report provides a comprehensive overview of professional development unit (PDU) activities conducted by approved providers in Montana during fiscal year 2024. Key findings including the OPI Teacher Learning Hub are:

- Total PDUs Issued: 60,296 PDUs were issued across 15,905 events.
- Top Providers: The Teacher Learning Hub, School Districts, and Professional Education Organizations provided the majority of PDU activities and hours.
- Online Participation: 91% of online PD events were delivered through the Teacher Learning Hub.
- Certificates Issued: 57,035
- Teacher Learning Hub: 12,186 events attended, representing 77% of all attended PD.
- Online PD total: 13,577 online events.

## Professional Development Unit Events Per Provider Type

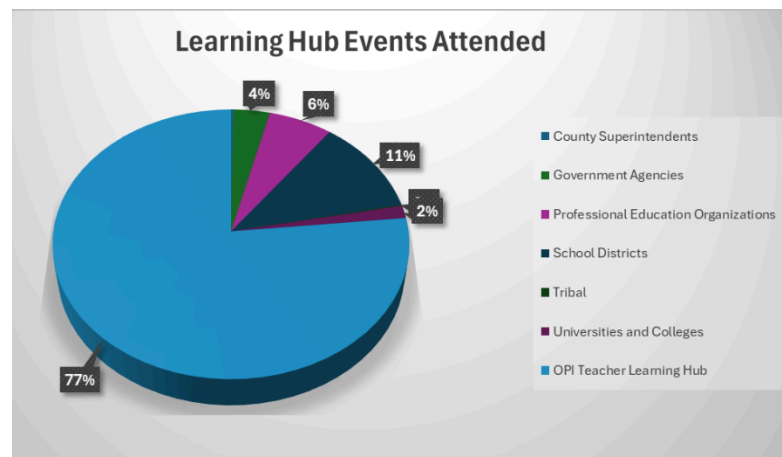


School Districts provided the most professional development unit activities. The 1,830 events equate to 49% of all events.

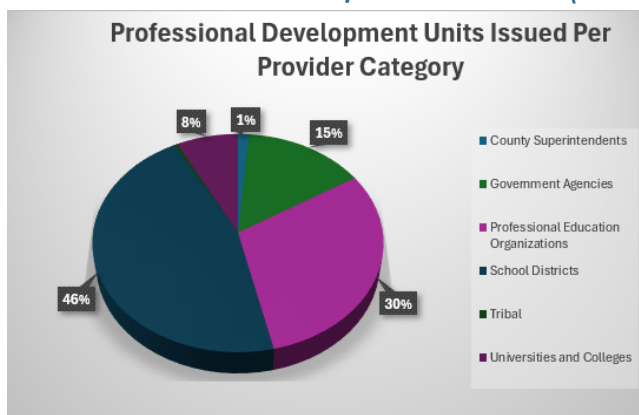
Professional Education Associations provided 1,009 (27%) activities. Governmental Agencies provided 577 (15%) of the events. Universities and Colleges provided 245 (7%), County Superintendents provided 1%, and Tribal organizations provided 1% of the overall professional development unit activities.

## Professional Development Unit Activities: Teacher Learning Hub

The 12,186 activities in the Teacher Learning Hub were highly attended. These opportunities constitute 77% of attended professional development.



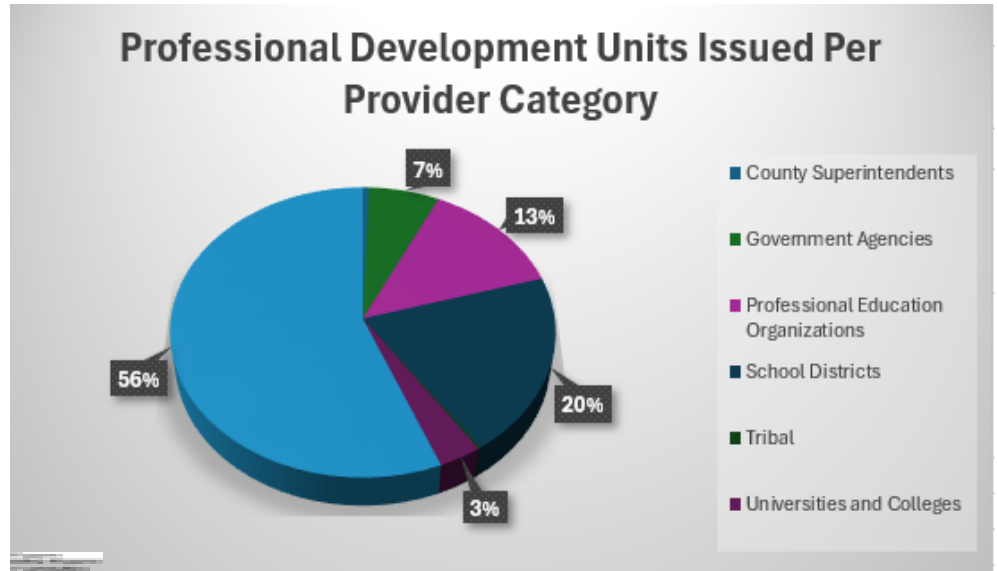
## Professional Development Units (PDUs) Issued Per Provider Types



School Districts issued the majority of the professional development units at 46% and 30% of the overall professional development units were issued by Professional Education Organizations. Government Agencies represented 15%, Universities and Colleges represented 8%, County Superintendents represented 1%, and those listed under Tribal were less than 1% so they are not shown on the pie chart.

## Professional Development Including the Teacher Learning Hub: Total Units Issued Per Provider Type

The Teacher Learning Hub issued 33,800 PDUs which is 56% of all PDUs, which adjusts the percentages in the following manner: School Districts represent 20%, Professional Education Organizations represent 13%, Governmental Agencies besides the Teacher Learning Hub represent 7%, Universities and Colleges represent 3%, and both Tribal and County Superintendents fell below 1% so they are not listed in the pie chart.



## Certificates Issued per Provider Type Including the Teacher Learning Hub

The total number of certificates issued in fiscal year 2024 by Provider Type show that most certificates were issued by School Districts consuming 30% of all certificates issued. Professional Education Organizations make up 21%, Government Agencies 24%, the Teacher Learning Hub represent 18%, professional development labeled as Tribal type issued 5%, Universities and Colleges issued 2%, and County Superintendents issued less than 1% so they are not shown in the pie chart.

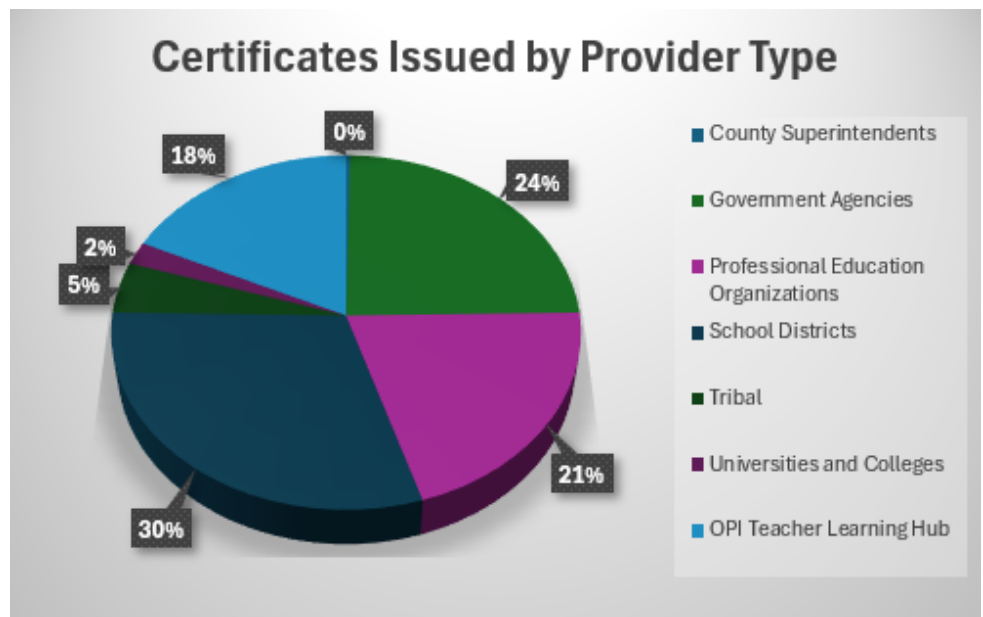


Figure 1: SEDG  
Figure 1: SEDG  
AUGUST 15

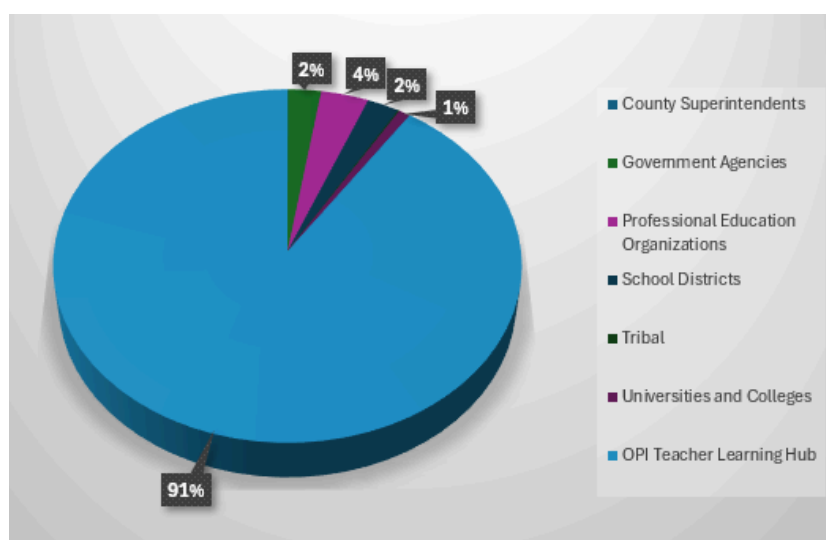
## Numbers of Certificates Issued (as reported) by Provider Type

| Professional Development Provider Type | County Superintendents | Government Agencies | OPI Teacher Learning Hub | Professional Education Organizations | School Districts | Tribal | Universities and Colleges |
|--|------------------------|---------------------|--------------------------|--------------------------------------|------------------|--------|---------------------------|
| Number of Certificates                 | 217                    | 4,364               | 12,186                   | 13,873                               | 20,404           | 3,171  | 1,410                     |

## Online Professional Development Offerings

The Professional Development Unit Provider System recorded a total of 3,719 events, 2,539 of those were online, these numbers exclude the Teacher Learning Hub. The Teacher Learning Hub has 154 active and visible courses.

From July 1, 2023 - June 30, 2024, 91% of the online PD opportunities were from the Teacher Learning Hub, 4% from Professional Education Organizations, 2% from other Government Agencies and School Districts, 1% by Universities and Colleges, while Tribal and County Superintendents were less than 1% and therefore not reflected in the pie chart.



## Number of Certificates Issued for Online Learning Opportunities

| County Superintendents | Government Agencies | Professional Education Organizations | School Districts | Tribal | Universities and Colleges | The Teacher Learning Hub |
|------------------------|---------------------|--------------------------------------|------------------|--------|---------------------------|--------------------------|
| 7                      | 331                 | 481                                  | 323              | 13     | 118                       | 12,186                   |

## Categories in the Professional Development Provider System

The following table reflects the frequency of each professional development category selection for each professional development unit activity entered in the Professional Development Unit Provider System. Please note that providers can select more than one category and “none of the above” if needed. Social/Emotional/Behavioral and Special Education were chosen most frequently.

### Frequency of Selected Professional Development Category

| Category   | Selection Frequency |
|--|---------------------|
| Assessment   | 4                   |
| Career and Technical Education   | 53                  |
| English Language Arts & Literacy   | 1239                |
| Fine Arts  | 261                 |
| General School Issues and Administration   | 1757                |
| Indian Education for All   | 1746                |
| Mathematics  | 664                 |
| Mental Health & Behavior   | 2413                |
| MTSS   | 122                 |
| Science  | 376                 |
| Social Studies   | 187                 |
| Special Education  | 566                 |
| Suicide Prevention   | 305                 |
| Support Staff  | 800                 |
| Technology   | 523                 |
| Universal Instructional Strategies   | 1023                |
| Other (OPI Training, Driver Testing, and Montana Digital Academy Students as Facilitators) | 127                 |
| Special Education  | 510                 |
| Technology   | 409                 |
| Not Listed (other/null)  | 387                 |

## Teacher Learning Hub Categories

| Category                                 | Selection Frequency |
|--|---------------------|
| Arts                                     | 204                 |
| Assessment/Evaluation/Data               | 267                 |
| Career and Technical Education           | 201                 |
| Differentiation                          | 210                 |
| English Language Arts & Literacy         | 386                 |
| English Language Proficiency             | 108                 |
| General Montana Content Standards        | 407                 |
| General School Issues and Administration | 527                 |
| Health and Physical Education            | 250                 |
| Indian Education for All                 | 297                 |
| Integration with Other Subjects          | 310                 |
| Library Media                            | 102                 |
| Mathematics                              | 255                 |
| Mentoring/Induction                      | 145                 |
| Nutrition                                | 60                  |
| Science                                  | 263                 |
| Social Studies                           | 222                 |
| Social/Emotional/Behavioral              | 774                 |

The upgrades to the Professional Development Unit Provider System will continue to improve our understanding of the professional development unit activities offered across the state, thus positively impacting future strategic planning at the state and local level.

## Appendix A – Professional Development Data Tables by Type

### *County Superintendents*

| <b>Provider Name</b>                      | <b>Number of Activities</b> | <b>Number of PDUs</b> | <b>Number of Certificates Issued</b> | <b>Online Offering</b> |
|---|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Lake County Superintendent                | 1                           | 6                     | 13                                   | 0                      |
| Fergus County Superintendent of Schools   | 6                           | 43                    | 61                                   | 0                      |
| Gallatin County Superintendent of Schools | 2                           | 14                    | 10                                   | 0                      |
| Montana Catholic Schools                  | 10                          | 94                    | 13                                   | 2                      |
| Powell County Schools                     | 13                          | 157                   | 64                                   | 5                      |
| Richland County Superintendent of Schools | 4                           | 37                    | 56                                   | 0                      |

### *Government Agencies*

| <b>Provider Name</b>                                   | <b>Number of Activities</b> | <b>Number of PDUs</b> | <b>Number of Certificates Issued</b> | <b>Online Offering</b> |
|--|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Dept of Labor & Industry Employment Relations Division | 2                           | 25                    | 8                                    | 0                      |
| DLI/Jobs for Montana's Graduates                       | 4                           | 45                    | 45                                   | 2                      |
| DPHHS - Early Childhood Services Bureau                | 1                           | 9                     | 14                                   | 0                      |
| Fergus County Sheriff's Office                         | 1                           | 4                     | 12                                   | 0                      |
| Helena-Lewis and Clark National Forest                 | 1                           | 2                     | 0                                    | 0                      |
| Mineral County Health Dept.                            | 2                           | 9                     | 4                                    | 0                      |
| Missoula Fire Sciences Laboratory                      | 1                           | 16                    | 0                                    | 0                      |
| Montana Arts Council                                   | 1                           | 11                    | 0                                    | 0                      |
| Montana Board of Public Education                      | 11                          | 57                    | 37                                   | 1                      |



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| <b>Provider Name</b>   | <b>Number of Activities</b> | <b>Number of PDUs</b> | <b>Number of Certificates Issued</b> | <b>Online Offering</b> |
|--|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Montana Department of Labor and Industry/Montana Career Information System | 2                           | 68                    | 16                                   | 1                      |
| Montana Fish Wildlife & Parks  | 13                          | 87                    | 96                                   | 0                      |
| Montana Historical Society   | 26                          | 219                   | 102                                  | 8                      |
| Montana School for the Deaf and the Blind                                  | 53                          | 161                   | 528                                  | 0                      |
| Montana State Library  | 13                          | 34                    | 23                                   | 11                     |
| Montana Teachers' Retirement System  | 3                           | 3                     | 121                                  | 2                      |
| Montana Youth Challenge Academy  | 10                          | 41                    | 84                                   | 0                      |
| OPI - Accreditation and Licensure  | 6                           | 30                    | 14                                   | 6                      |
| OPI - Assessment   | 9                           | 83                    | 356                                  | 8                      |
| OPI - Coordinated School Health  | 9                           | 52                    | 96                                   | 0                      |
| OPI - CTAE   | 30                          | 250                   | 386                                  | 6                      |
| OPI - Indian Education   | 84                          | 162                   | 481                                  | 82                     |
| OPI - School Support   | 18                          | 122                   | 0                                    | 6                      |
| OPI - Special Education  | 101                         | 407                   | 1567                                 | 77                     |
| OPI - Standards, Instruction, and Professional Learning                    | 24                          | 87                    | 170                                  | 21                     |
| OPI - School Improvement and Engagement                                    | 6                           | 17                    | 44                                   | 2                      |
| OPI - Single Event Providers   | 131                         | 1742                  | 140                                  | 88                     |
| OPI - Transformational Learning  | 7                           | 45                    | 20                                   | 5                      |
| OPI-MAST/Assessment  | 1                           | 3                     | 0                                    | 0                      |
| STARBASE Montana   | 1                           | 14                    | 0                                    | 0                      |

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## Professional Education Organizations

| <b>Provider Name</b>  | <b>Number of Activities</b> | <b>Number of PDUs</b> | <b>Number of Certificates Issued</b> | <b>Online Offering</b> |
|---|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Accelerate Montana  | 1                           | 10                    | 0                                    | 1                      |
| ACE-Alliance for Curriculum Enhancement                                     | 14                          | 138                   | 1504                                 | 4                      |
| Action Potential Learning, LLC DBA Model Teaching                           | 1                           | 16                    | 1                                    | 1                      |
| American Foundation for Suicide Prevention                                  | 1                           | 5                     | 0                                    | 0                      |
| Angst Learning Services, LLC  | 1                           | 3                     | 42                                   | 0                      |
| Archie Bray Foundation  | 3                           | 7                     | 0                                    | 0                      |
| AVID Center   | 7                           | 150                   | 0                                    | 5                      |
| Big Sky Kodály (affiliate of the Organization of American Kodály Educators) | 1                           | 6                     | 0                                    | 0                      |
| Big Sky Special Needs Coop  | 3                           | 13                    | 28                                   | 0                      |
| Billings Area Family Violence Task Force                                    | 1                           | 12                    | 0                                    | 0                      |
| Bitterroot Valley Education Coop  | 2                           | 12                    | 1                                    | 0                      |
| Bozeman Fencing Association   | 1                           | 12                    | 0                                    | 0                      |
| Bridgercare   | 1                           | 2                     | 3                                    | 0                      |
| Brightways Learning   | 6                           | 33                    | 98                                   | 2                      |
| Buffalo Bill Center of the West   | 3                           | 56                    | 0                                    | 2                      |
| Cabinet Mountain Cooperative  | 4                           | 25                    | 41                                   | 0                      |
| Carbon County Arts Guild & Depot Gallery                                    | 1                           | 2                     | 11                                   | 0                      |
| Carter County Museum  | 11                          | 21                    | 11                                   | 0                      |
| CE Credits Online   | 44                          | 1815                  | 1                                    | 43                     |
| Central Montana Learning Resource Center Co-op                              | 4                           | 18                    | 10                                   | 1                      |

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| <b>Provider Name</b>                              | <b>Number of Activities</b> | <b>Number of PDUs</b> | <b>Number of Certificates Issued</b> | <b>Online Offering</b> |
|---|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Central Montana Literacy Association              | 1                           | 12                    | 0                                    | 0                      |
| Chickadee Community Services                      | 1                           | 45                    | 52                                   | 1                      |
| Child Care Connections                            | 1                           | 2                     | 0                                    | 0                      |
| Child Care Resources                              | 1                           | 3                     | 0                                    | 1                      |
| Childhelp Speak Up Be Safe Curriculum             | 12                          | 24                    | 0                                    | 12                     |
| Chrysalis School                                  | 3                           | 26                    | 0                                    | 0                      |
| Clark City Counseling, LLC                        | 1                           | 2                     | 0                                    | 0                      |
| Compassion Project                                | 1                           | 2                     | 3                                    | 0                      |
| Discovery Education                               | 47                          | 73                    | 727                                  | 34                     |
| Drama Teacher Academy                             | 1                           | 3                     | 0                                    | 1                      |
| Dreambox Learning                                 | 13                          | 14                    | 212                                  | 8                      |
| Ecology Project International                     | 10                          | 132                   | 31                                   | 8                      |
| Edufest   | 26                          | 103                   | 7                                    | 0                      |
| EF Education First                                | 1                           | 25                    | 1                                    | 1                      |
| Flathead Reservation Human Rights Coalition, Inc. | 3                           | 6                     | 0                                    | 0                      |
| Flathead Special Education Cooperative            | 4                           | 25                    | 28                                   | 0                      |
| Global Leadership Network                         | 1                           | 12                    | 0                                    | 0                      |
| Golden Triangle Cooperative                       | 58                          | 512                   | 738                                  | 8                      |
| Great Divide Education Services                   | 3                           | 18                    | 0                                    | 0                      |
| High Trust Teacher Center                         | 2                           | 60                    | 47                                   | 0                      |
| HRDC Head Start                                   | 2                           | 12                    | 6                                    | 0                      |
| Inspired Classroom                                | 6                           | 20                    | 0                                    | 0                      |

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|--|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Institute for Multi-Sensory Education                      | 3                           | 90                    | 15                                   | 0                      |
| Jack Creek Preserve Foundation - Conservation Field School | 2                           | 30                    | 13                                   | 0                      |
| Jamazon Journeys   | 1                           | 45                    | 0                                    | 0                      |
| Jeremy Bullock Safe Schools Summit                         | 1                           | 12                    | 66                                   | 0                      |
| JIGSAW Consulting  | 1                           | 12                    | 12                                   | 1                      |
| Journeys With PDA  | 1                           | 18                    | 2                                    | 0                      |
| Kaleva Law Office  | 5                           | 33                    | 414                                  | 2                      |
| Kasey Anderson Counseling, LLC                             | 1                           | 4                     | 0                                    | 0                      |
| Koterba-Coach, Life Couch for Teachers                     | 2                           | 12                    | 0                                    | 0                      |
| Land To Hand Montana                                       | 1                           | 4                     | 20                                   | 0                      |
| MALT (Montana Association of Language Teachers)            | 2                           | 10                    | 40                                   | 0                      |
| MFPE (Montana Federation of Public Employees)              | 13                          | 82                    | 2083                                 | 3                      |
| MindSpark  | 2                           | 32                    | 0                                    | 0                      |
| Missoula Area Education Cooperative                        | 1                           | 2                     | 10                                   | 0                      |
| Missoula Writing Collaborative                             | 1                           | 4                     | 3                                    | 0                      |
| Montana 4-H  | 2                           | 15                    | 2                                    | 0                      |
| Montana Afterschool Alliance                               | 8                           | 24                    | 16                                   | 6                      |
| Montana Art Education Association                          | 1                           | 7                     | 3                                    | 0                      |
| Montana Association for Career and Technical Education     | 2                           | 18                    | 0                                    | 0                      |
| Montana Association for Pupil Transportation               | 8                           | 83                    | 34                                   | 0                      |

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|---|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Montana Association for the Education of Young Children | <b>2</b>                    | <b>22</b>             | <b>0</b>                             | <b>0</b>               |
| Montana Association of Family and Consumer Sciences     | <b>1</b>                    | <b>12</b>             | <b>0</b>                             | <b>0</b>               |
| Montana Association of Gifted and Talented Education    | <b>4</b>                    | <b>29</b>             | <b>57</b>                            | <b>2</b>               |
| Montana Association of School Business Officials        | <b>1</b>                    | <b>7</b>              | <b>1</b>                             | <b>0</b>               |
| Montana Association of School Psychologists             | <b>10</b>                   | <b>15</b>             | <b>72</b>                            | <b>6</b>               |
| Montana Coaches Association                             | <b>1</b>                    | <b>19</b>             | <b>273</b>                           | <b>0</b>               |
| Montana Council for Computers & Technology in Education | <b>2</b>                    | <b>13</b>             | <b>0</b>                             | <b>0</b>               |
| Montana Council for Exceptional Children (MCEC)         | <b>1</b>                    | <b>11</b>             | <b>5</b>                             | <b>0</b>               |
| Montana Council of Teachers of Mathematics              | <b>1</b>                    | <b>18</b>             | <b>13</b>                            | <b>1</b>               |
| Montana Council on Economic Education                   | <b>5</b>                    | <b>31</b>             | <b>29</b>                            | <b>2</b>               |
| Montana Environmental Education Association             | <b>1</b>                    | <b>12</b>             | <b>0</b>                             | <b>0</b>               |
| Montana Forensics Educators Association                 | <b>1</b>                    | <b>2</b>              | <b>5</b>                             | <b>0</b>               |
| Montana Health Research and Education Foundation        | <b>1</b>                    | <b>6</b>              | <b>0</b>                             | <b>1</b>               |
| Montana High School Association MHSA                    | <b>9</b>                    | <b>9</b>              | <b>0</b>                             | <b>9</b>               |
| Montana Indian Education Association                    | <b>1</b>                    | <b>3</b>              | <b>0</b>                             | <b>0</b>               |
| Montana Learning Center                                 | <b>2</b>                    | <b>48</b>             | <b>37</b>                            | <b>1</b>               |
| Montana Library Association                             | <b>3</b>                    | <b>31</b>             | <b>3</b>                             | <b>0</b>               |
| Montana Music Educators Association                     | <b>2</b>                    | <b>19</b>             | <b>274</b>                           | <b>0</b>               |
| Montana PBS   | <b>29</b>                   | <b>76</b>             | <b>1348</b>                          | <b>29</b>              |

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|--|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Montana Post Secondary Educational Opportunities Council                     | 2                           | 10                    | 0                                    | 0                      |
| Montana Professional Learning Collaborative (MTPLC)                          | 1                           | 30                    | 0                                    | 1                      |
| Montana School Boards Association  | 12                          | 77                    | 0                                    | 11                     |
| Montana School Counselor Association   | 2                           | 13                    | 214                                  | 1                      |
| Montana Small Schools Alliance   | 9                           | 41                    | 212                                  | 5                      |
| Montana State Literacy Association   | 1                           | 20                    | 167                                  | 0                      |
| Montana State Music Teachers Association                                     | 1                           | 10                    | 5                                    | 0                      |
| Montana Traffic Education Association  | 1                           | 18                    | 0                                    | 0                      |
| Montana Youth in Transition  | 1                           | 12                    | 0                                    | 0                      |
| Mountain Goat Instructional Design, LLC                                      | 1                           | 15                    | 0                                    | 0                      |
| Northwest Earth and Space Sciences Pathways at Central Washington University | 1                           | 13                    | 15                                   | 1                      |
| Northwest Montana Reading Council  | 1                           | 6                     | 0                                    | 0                      |
| Ortho Montana  | 1                           | 6                     | 35                                   | 0                      |
| Pacific Northwest Library Association  | 1                           | 13                    | 0                                    | 0                      |
| Park County Special Education Coop   | 4                           | 23                    | 0                                    | 0                      |
| PESI, Inc  | 8                           | 40                    | 10                                   | 1                      |
| Prairie View Curriculum Consortium   | 28                          | 61                    | 364                                  | 14                     |
| Project WET  | 2                           | 6                     | 0                                    | 0                      |
| Ready to Educate   | 2                           | 90                    | 0                                    | 2                      |
| Red Lodge Clay Center  | 2                           | 25                    | 4                                    | 0                      |
| Redgrave Education, LLC  | 12                          | 376                   | 83                                   | 8                      |

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|--|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Region I CSPD  | 32                          | 176                   | 897                                  | 17                     |
| Region II CSPD   | 28                          | 137                   | 498                                  | 18                     |
| Region III CSPD/Montana Center                         | 46                          | 231                   | 553                                  | 17                     |
| Region IV CSPD   | 10                          | 77                    | 36                                   | 4                      |
| Rural Behavioral Health Institute                      | 1                           | 2                     | 1                                    | 0                      |
| School Administrators of Montana                       | 39                          | 419                   | 0                                    | 12                     |
| School Services of Montana                             | 85                          | 226                   | 433                                  | 6                      |
| Society of Health & Physical Educators (SHAPE) Montana | 2                           | 17                    | 195                                  | 0                      |
| Stillwater Historical Society/Museum of the Beartooths | 1                           | 7                     | 0                                    | 0                      |
| STRIVE   | 1                           | 17                    | 389                                  | 0                      |
| Tamarack Grief Resource Center                         | 2                           | 13                    | 1                                    | 0                      |
| Teaching Channel                                       | 3                           | 135                   | 2                                    | 3                      |
| TeachMe Professional Development                       | 54                          | 164                   | 0                                    | 54                     |
| The Educator Summit                                    | 1                           | 30                    | 0                                    | 1                      |
| The Family Tree Center                                 | 1                           | 6                     | 0                                    | 0                      |
| The Foundation for Montana History                     | 1                           | 5                     | 0                                    | 0                      |
| The Gilder Lehrman Institute of American History       | 6                           | 66                    | 0                                    | 6                      |
| The National Energy Education Development Project      | 1                           | 6                     | 0                                    | 0                      |
| The Source for Learning                                | 45                          | 56                    | 24                                   | 45                     |
| Thrive Education                                       | 1                           | 8                     | 0                                    | 0                      |

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|--|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Tim Tharp, Certified Instructor for Youth MHFA and QPR                       | 4                           | 34                    | 196                                  | 0                      |
| Transformative Reading Teacher Group   | 1                           | 24                    | 0                                    | 0                      |
| Treasure State Orff (Montana Chapter of American Orff Schulwerk Association) | 3                           | 14                    | 0                                    | 0                      |
| Trish Schreiber, M.A., C.E.T.  | 1                           | 6                     | 1                                    | 1                      |
| Walsworth Yearbooks  | 5                           | 35                    | 0                                    | 0                      |
| Western Montana Professional Learning Collaborative (WMPLC)                  | 8                           | 330                   | 8                                    | 8                      |
| WM-CSPD  | 57                          | 192                   | 800                                  | 38                     |
| WM-PLC/WM-RESA   | 10                          | 121                   | 5                                    | 8                      |
| Yellowstone Art Museum   | 6                           | 37                    | 14                                   | 0                      |
| Yellowstone Forever  | 1                           | 40                    | 0                                    | 0                      |
| Yellowstone-West/Carbon County Special Services Coop                         | 10                          | 31                    | 209                                  | 0                      |
| Youth Entrepreneurs  | 2                           | 26                    | 32                                   | 0                      |
| Zero to Five Montana   | 5                           | 32                    | 17                                   | 3                      |

## *Schools*

| <b>Provider Name</b>      | <b>Number of Activities</b> | <b>Number of PDUs</b> | <b>Number of Certificates Issued</b> | <b>Online Offering</b> |
|---------------------------|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Absarokee Public Schools  | 3                           | 16                    | 8                                    | 0                      |
| Amsterdam School District | 1                           | 3                     | 11                                   | 0                      |



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|-----------------------------------|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Anaconda School District #10      | 20                          | 170                   | 382                                  | 2                      |
| Arlee Joint School District #8    | 1                           | 5                     | 11                                   | 0                      |
| Ashland Public School             | 6                           | 70                    | 13                                   | 0                      |
| Bainville Public School           | 5                           | 40                    | 0                                    | 1                      |
| Baker Public Schools              | 2                           | 95                    | 50                                   | 1                      |
| Bear Paw Cooperative              | 3                           | 41                    | 8                                    | 0                      |
| Beaverhead County High School     | 4                           | 13                    | 42                                   | 1                      |
| Belfry School District            | 3                           | 22                    | 47                                   | 1                      |
| Belgrade Public Schools           | 69                          | 272                   | 285                                  | 18                     |
| Big Sandy Public Schools          | 6                           | 36                    | 0                                    | 0                      |
| Big Sky School District #72       | 1                           | 16                    | 1                                    | 1                      |
| Big Timber Grade School           | 1                           | 2                     | 12                                   | 1                      |
| Bigfork School District #38       | 4                           | 118                   | 0                                    | 1                      |
| Billings Catholic Schools         | 2                           | 18                    | 85                                   | 0                      |
| Billings Public Schools           | 205                         | 1619                  | 2251                                 | 55                     |
| Blue Creek School                 | 1                           | 6                     | 12                                   | 0                      |
| Box Elder School District 13G     | 3                           | 110                   | 12                                   | 1                      |
| Bozeman Public Schools            | 43                          | 370                   | 1625                                 | 22                     |
| Bridger Educational Services, LLC | 1                           | 24                    | 0                                    | 0                      |
| Bridger School District           | 2                           | 13                    | 40                                   | 1                      |
| Broadus Public Schools            | 1                           | 10                    | 30                                   | 0                      |
| Brockton Public Schools           | 12                          | 44                    | 0                                    | 0                      |
| Browning Public Schools           | 25                          | 329                   | 294                                  | 1                      |

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|--|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Butte Central Catholic High School     | 2                           | 12                    | 0                                    | 0                      |
| Butte Central Catholic Schools         | 7                           | 11                    | 180                                  | 0                      |
| Butte School District #1               | 27                          | 154                   | 917                                  | 3                      |
| Cayuse Prairie School                  | 1                           | 12                    | 8                                    | 0                      |
| Chinook Public Schools                 | 3                           | 7                     | 31                                   | 0                      |
| Choteau School District 1              | 1                           | 6                     | 0                                    | 0                      |
| Clancy Elementary                      | 1                           | 6                     | 21                                   | 0                      |
| Colstrip Public Schools                | 3                           | 12                    | 176                                  | 1                      |
| Columbia Falls Schools                 | 37                          | 267                   | 0                                    | 6                      |
| Columbus Public Schools                | 1                           | 6                     | 0                                    | 0                      |
| Conrad Public Schools                  | 1                           | 6                     | 25                                   | 0                      |
| Corvallis School District              | 4                           | 44                    | 39                                   | 0                      |
| Cottonwood Day School                  | 5                           | 30                    | 12                                   | 2                      |
| Culbertson K-12 Schools                | 6                           | 98                    | 42                                   | 1                      |
| Cut Bank Public Schools                | 45                          | 222                   | 273                                  | 0                      |
| Darby Public Schools                   | 3                           | 15                    | 0                                    | 1                      |
| De La Salle Blackfeet School           | 6                           | 23                    | 68                                   | 0                      |
| Deer Lodge Elementary                  | 2                           | 6                     | 80                                   | 0                      |
| DeSmet Independent School District #20 | 1                           | 18                    | 0                                    | 0                      |
| Dillon Elementary                      | 2                           | 31                    | 1                                    | 1                      |
| Dixon Public School                    | 2                           | 13                    | 32                                   | 0                      |
| Dodson School District                 | 3                           | 50                    | 15                                   | 0                      |
| East Helena Public Schools District #9 | 16                          | 62                    | 0                                    | 0                      |

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|---|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Elder Grove School                      | 3                           | 18                    | 135                                  | 0                      |
| Elysian School                          | 3                           | 15                    | 0                                    | 0                      |
| Ennis School District #52               | 2                           | 12                    | 36                                   | 2                      |
| Eureka Public Schools                   | 9                           | 44                    | 170                                  | 8                      |
| Evergreen School District # 50          | 13                          | 63                    | 183                                  | 0                      |
| Fairfield Public Schools - District #21 | 2                           | 16                    | 0                                    | 0                      |
| Fairview Public Schools                 | 3                           | 12                    | 81                                   | 0                      |
| Florence-Carlton School                 | 2                           | 15                    | 0                                    | 0                      |
| Fort Benton High School/Middle School   | 1                           | 8                     | 0                                    | 0                      |
| Fortine School                          | 1                           | 9                     | 0                                    | 0                      |
| Frenchtown School District #40          | 3                           | 15                    | 460                                  | 0                      |
| Fromberg School                         | 5                           | 25                    | 55                                   | 0                      |
| Glasgow K-12 Schools                    | 8                           | 31                    | 249                                  | 6                      |
| Glendive Public Schools                 | 8                           | 27                    | 31                                   | 3                      |
| Great Falls Public Schools              | 89                          | 563                   | 2087                                 | 1                      |
| Hamilton K-12 Schools                   | 21                          | 86                    | 460                                  | 0                      |
| Hardin Public Schools                   | 10                          | 70                    | 276                                  | 0                      |
| Harlem Public Schools District #12      | 4                           | 11                    | 251                                  | 1                      |
| Harlowton Public Schools                | 1                           | 6                     | 3                                    | 1                      |
| Havre Public Schools                    | 43                          | 247                   | 0                                    | 0                      |
| Helena Christian School                 | 1                           | 2                     | 1                                    | 0                      |
| Helena Flats School District            | 1                           | 6                     | 0                                    | 0                      |
| Helena Public Schools                   | 154                         | 1059                  | 1514                                 | 19                     |

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|---|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Hellgate Elementary School District       | 1                           | 17                    | 0                                    | 0                      |
| Heritage Academy                          | 3                           | 12                    | 14                                   | 1                      |
| Heritage Christian School                 | 9                           | 13                    | 0                                    | 0                      |
| Huntley Project K-12 Schools              | 1                           | 9                     | 0                                    | 0                      |
| Hysham Public Schools                     | 3                           | 18                    | 46                                   | 0                      |
| Independent Elementary School District 52 | 3                           | 42                    | 26                                   | 0                      |
| Jefferson High School                     | 6                           | 17                    | 76                                   | 0                      |
| Joliet Public School                      | 2                           | 11                    | 0                                    | 1                      |
| Jordan Public Schools                     | 3                           | 30                    | 33                                   | 0                      |
| Kalispell Public Schools                  | 168                         | 1236                  | 953                                  | 20                     |
| Lame Deer Public Schools                  | 10                          | 66                    | 151                                  | 3                      |
| Laurel Public Schools                     | 26                          | 162                   | 484                                  | 1                      |
| Lewistown Public Schools                  | 3                           | 40                    | 0                                    | 1                      |
| Libby K-12 Schools                        | 7                           | 79                    | 218                                  | 0                      |
| Lima School District #12                  | 2                           | 21                    | 18                                   | 0                      |
| Lincoln K-12 Schools                      | 2                           | 49                    | 20                                   | 2                      |
| Livingston School District #1 and #4      | 20                          | 128                   | 279                                  | 0                      |
| Lockwood School                           | 3                           | 14                    | 6                                    | 2                      |
| Lolo School District                      | 2                           | 29                    | 62                                   | 0                      |
| Lone Rock School District                 | 4                           | 38                    | 0                                    | 0                      |
| Manhattan Christian School                | 4                           | 27                    | 96                                   | 1                      |
| Manhattan Public Schools                  | 5                           | 31                    | 0                                    | 2                      |
| Marion Public Schools                     | 3                           | 20                    | 0                                    | 1                      |

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|------------------------------------|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Medicine Lake School               | 2                           | 45                    | 15                                   | 2                      |
| Miles City Unified School District | 9                           | 36                    | 143                                  | 1                      |
| Missoula Catholic Schools          | 1                           | 3                     | 0                                    | 1                      |
| Missoula County Public Schools     | 153                         | 897                   | 2040                                 | 6                      |
| Monforton School District #27      | 15                          | 64                    | 33                                   | 9                      |
| Montana City School                | 5                           | 22                    | 104                                  | 1                      |
| Montana Digital Academy            | 55                          | 75                    | 97                                   | 50                     |
| Montana Mindfulness Project        | 4                           | 9                     | 2                                    | 0                      |
| Moore Public School                | 3                           | 3                     | 3                                    | 0                      |
| Nashua K-12 Schools                | 3                           | 18                    | 0                                    | 0                      |
| Noxon School District #10          | 7                           | 59                    | 34                                   | 4                      |
| Pine Hills Correctional Facility   | 1                           | 18                    | 0                                    | 0                      |
| Plains Public Schools              | 2                           | 12                    | 32                                   | 0                      |
| Plentywood K-12 Schools            | 3                           | 28                    | 82                                   | 0                      |
| Plevna School District             | 14                          | 36                    | 0                                    | 11                     |
| Polson Public Schools              | 17                          | 53                    | 681                                  | 0                      |
| Poplar Elementary                  | 5                           | 36                    | 23                                   | 0                      |
| Potomac School District #11        | 8                           | 97                    | 12                                   | 1                      |
| Ramsay Schools                     | 3                           | 22                    | 0                                    | 0                      |
| Richey Public Schools              | 1                           | 2                     | 0                                    | 0                      |
| Ronan School District #30          | 12                          | 44                    | 62                                   | 0                      |
| Roundup School District 55 & 55H   | 5                           | 40                    | 0                                    | 0                      |
| Ryegate Public Schools             | 1                           | 16                    | 6                                    | 0                      |

**MONTANA OFFICE OF PUBLIC INSTRUCTION - PROFESSIONAL DEVELOPMENT UNIT PROVIDER SYSTEM  
ANNUAL REPORT - SY 2023-2024**

| <b>Provider Name</b>                 | <b>Number of Activities</b> | <b>Number of PDUs</b> | <b>Number of Certificates Issued</b> | <b>Online Offering</b> |
|--------------------------------------|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Scobey K-12 Schools                  | 3                           | 23                    | 29                                   | 2                      |
| Shepherd Public Schools              | 3                           | 23                    | 0                                    | 0                      |
| Sheridan School District #5          | 4                           | 11                    | 0                                    | 3                      |
| Sidney Public Schools                | 4                           | 113                   | 18                                   | 1                      |
| Smith Valley School District 89      | 10                          | 40                    | 150                                  | 1                      |
| Somers School District 29            | 11                          | 52                    | 199                                  | 0                      |
| St Labre Catholic School             | 8                           | 57                    | 240                                  | 0                      |
| St Regis K-12 School District        | 3                           | 18                    | 0                                    | 0                      |
| St. Ignatius School District         | 5                           | 36                    | 50                                   | 2                      |
| St. Jude Thaddeus School             | 7                           | 35                    | 32                                   | 3                      |
| Stevensville Public Schools          | 2                           | 12                    | 0                                    | 0                      |
| Superior K-12 Public Schools         | 10                          | 24                    | 0                                    | 8                      |
| Swan Valley Elementary School        | 2                           | 12                    | 5                                    | 1                      |
| Sweetgrass County High School        | 1                           | 4                     | 0                                    | 0                      |
| Target Range School District #23     | 4                           | 52                    | 0                                    | 0                      |
| Thompson Falls Public Schools        | 4                           | 11                    | 126                                  | 0                      |
| Three Forks Schools                  | 7                           | 13                    | 204                                  | 0                      |
| Townsend School District #1          | 2                           | 12                    | 0                                    | 0                      |
| Trinity Lutheran School - Billings   | 9                           | 20                    | 37                                   | 0                      |
| Troy Public Schools                  | 9                           | 50                    | 0                                    | 2                      |
| Twin Bridges K-12 School District #7 | 4                           | 172                   | 0                                    | 1                      |
| Two Eagle River School               | 1                           | 24                    | 0                                    | 0                      |
| Ulm Elementary School                | 1                           | 3                     | 0                                    | 1                      |

**MONTANA OFFICE OF PUBLIC INSTRUCTION - PROFESSIONAL DEVELOPMENT UNIT PROVIDER SYSTEM  
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| <b>Provider Name</b>                | <b>Number of Activities</b> | <b>Number of PDUs</b> | <b>Number of Certificates Issued</b> | <b>Online Offering</b> |
|-------------------------------------|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Upper West Shore- Dayton            | 1                           | 3                     | 0                                    | 0                      |
| Valley Christian School             | 2                           | 11                    | 0                                    | 0                      |
| West Glacier Elementary             | 1                           | 6                     | 7                                    | 0                      |
| West Valley School District         | 11                          | 24                    | 189                                  | 0                      |
| West Yellowstone School District 69 | 2                           | 12                    | 20                                   | 0                      |
| Westby School District              | 1                           | 6                     | 0                                    | 0                      |
| Whitefish Public Schools            | 68                          | 413                   | 40                                   | 11                     |
| Wibaux Public Schools               | 5                           | 18                    | 68                                   | 1                      |
| Willow Creek Schools                | 5                           | 35                    | 8                                    | 2                      |
| Winnett Schools                     | 1                           | 2                     | 0                                    | 0                      |
| Wolf Point High School              | 2                           | 14                    | 0                                    | 0                      |
| Wolf Point School District          | 6                           | 49                    | 0                                    | 0                      |
| Yellowstone Academy                 | 1                           | 16                    | 0                                    | 0                      |
| Yellowstone Boys and Girls Ranch    | 1                           | 6                     | 0                                    | 0                      |

### *Tribal*

| <b>Provider Name</b>        | <b>Number of Activities</b> | <b>Number of PDUs</b> | <b>Number of Certificates Issued</b> | <b>Online Offering</b> |
|-----------------------------|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Blackfeet Community College | 1                           | 45                    | 0                                    | 0                      |
| CSKT Education Department   | 21                          | 63                    | 3171                                 | 13                     |

### *Universities and Colleges*

**MONTANA OFFICE OF PUBLIC INSTRUCTION - PROFESSIONAL DEVELOPMENT UNIT PROVIDER SYSTEM  
ANNUAL REPORT - SY 2023-2024**

| <b>Provider Name</b>  | <b>Number of Activities</b> | <b>Number of PDUs</b> | <b>Number of Certificates Issued</b> | <b>Online Offering</b> |
|---|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Carroll College   | 1                           | 7                     | 2                                    | 0                      |
| Dawson Community College  | 4                           | 36                    | 145                                  | 2                      |
| <b>Provider Name</b>  | <b>Number of Activities</b> | <b>Number of PDUs</b> | <b>Number of Certificates Issued</b> | <b>Online Offering</b> |
| DIG Field School - University of Washington                               | 1                           | 40                    | 0                                    | 0                      |
| Flathead Valley Community College   | 4                           | 46                    | 8                                    | 1                      |
| Fort Peck Community College   | 1                           | 60                    | 0                                    | 0                      |
| Great Falls College MSU   | 14                          | 50                    | 251                                  | 2                      |
| Helena College  | 4                           | 87                    | 4                                    | 3                      |
| Maureen and Mike Mansfield Center at the University of Montana            | 10                          | 10                    | 8                                    | 6                      |
| Michael Cunningham AGBU Armenian Virtual College, Yerevan, Armenia        | 4                           | 50                    | 0                                    | 4                      |
| Miles Community College   | 3                           | 55                    | 0                                    | 2                      |
| Missoula College UM, Outreach Office                                      | 2                           | 48                    | 1                                    | 2                      |
| Montana State University - EQ STEMM Grant                                 | 2                           | 8                     | 0                                    | 0                      |
| Montana State University - Modern Languages and Literature                | 1                           | 20                    | 5                                    | 0                      |
| Montana State University - Storytelling Grant                             | 1                           | 40                    | 7                                    | 0                      |
| Montana State University American Choral Directors Chapter                | 1                           | 12                    | 0                                    | 0                      |
| Montana State University Billings - Elk River Writing Project             | 1                           | 32                    | 16                                   | 0                      |
| Montana State University Dyslexia & Innovation Symposium                  | 1                           | 6                     | 5                                    | 0                      |
| Montana State University Extension - Remote Work Professional Certificate | 1                           | 4                     | 0                                    | 1                      |
| Montana State University Music Department                                 | 2                           | 28                    | 0                                    | 0                      |
| Montana State University Teacher Education Program                        | 4                           | 5                     | 4                                    | 3                      |
| Montana Team Nutrition Program  | 3                           | 18                    | 27                                   | 0                      |



**MONTANA OFFICE OF PUBLIC INSTRUCTION - PROFESSIONAL DEVELOPMENT UNIT PROVIDER SYSTEM  
ANNUAL REPORT - SY 2023-2024**

| <b>Provider Name</b>   | <b>Number of Activities</b> | <b>Number of PDUs</b> | <b>Number of Certificates Issued</b> | <b>Online Offering</b> |
|--|-----------------------------|-----------------------|--------------------------------------|------------------------|
| Montana Tech - Petroleum Engineering Dept                      | 1                           | 31                    | 4                                    | 0                      |
| Montana Tech Athletics   | 1                           | 7                     | 0                                    | 0                      |
| Montana Tech of the University of Montana                      | 2                           | 15                    | 6                                    | 0                      |
| MSU - Department of Education                                  | 2                           | 2                     | 1                                    | 2                      |
| MSU Center for Research on Rural Education                     | 4                           | 8                     | 0                                    | 0                      |
| MSU Extension Family and Consumer Sciences Program             | 2                           | 32                    | 11                                   | 0                      |
| MSU Valley County Extension                                    | 2                           | 100                   | 0                                    | 1                      |
| MSUBillings College of Education                               | 2                           | 30                    | 6                                    | 1                      |
| Osher Lifelong Learning Institute at University of Montana     | 74                          | 448                   | 4                                    | 46                     |
| Salish Kootenai College  | 3                           | 48                    | 0                                    | 0                      |
| spectrUM Discovery Area (University of Montana science museum) | 7                           | 27                    | 43                                   | 5                      |
| Stone Child College  | 3                           | 18                    | 0                                    | 0                      |
| The Art of Education   | 13                          | 40                    | 13                                   | 13                     |
| The University of Montana - Montana Safe Schools Center        | 4                           | 39                    | 129                                  | 2                      |
| UM - Center for Children, Families and Workforce Development   | 30                          | 154                   | 644                                  | 16                     |
| UM - College of Education                                      | 9                           | 108                   | 0                                    | 0                      |
| UM - Rural Institute   | 1                           | 6                     | 7                                    | 0                      |
| UM - Western   | 3                           | 42                    | 2                                    | 1                      |
| UM Dept of English   | 1                           | 2                     | 0                                    | 0                      |
| University of Kansas Center for Research on Learning           | 3                           | 24                    | 0                                    | 3                      |
| University of Montana - Computer Science                       | 1                           | 24                    | 7                                    | 0                      |
| University of Montana Conference Services                      | 4                           | 54                    | 6                                    | 0                      |
| University of Montana Department of Psychology                 | 2                           | 7                     | 12                                   | 1                      |

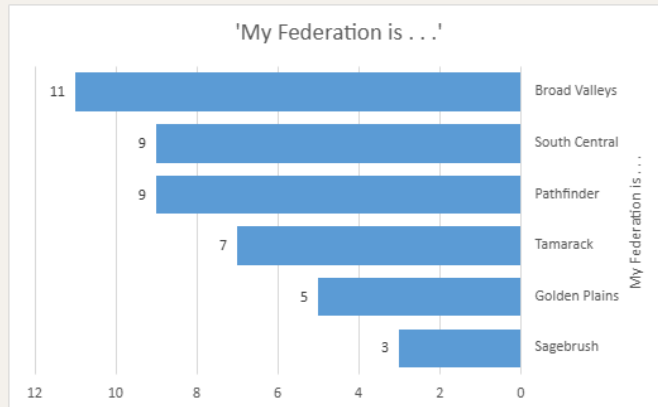
**MONTANA OFFICE OF PUBLIC INSTRUCTION - PROFESSIONAL DEVELOPMENT UNIT PROVIDER SYSTEM  
ANNUAL REPORT - SY 2023-2024**

| <b>Provider Name</b>  | <b>Number of Activities</b> | <b>Number of PDUs</b> | <b>Number of Certificates Issued</b> | <b>Online Offering</b> |
|---|-----------------------------|-----------------------|--------------------------------------|------------------------|
| University of Montana Linguistics Program   | 3                           | 10                    | 29                                   | 0                      |
| University of Montana School of Music   | 1                           | 33                    | 3                                    | 0                      |
| University of Montana School of Speech, Language, Hearing & Occupational Sciences | 1                           | 10                    | 0                                    | 1                      |
| Yellowstone Writing Project   | 1                           | 7                     | 0                                    | 0                      |

For more information please contact Aimee Konzen at [aimee.konzen@mt.gov](mailto:aimee.konzen@mt.gov) or Marie Judisch at [marie.judisch@mt.gov](mailto:marie.judisch@mt.gov).

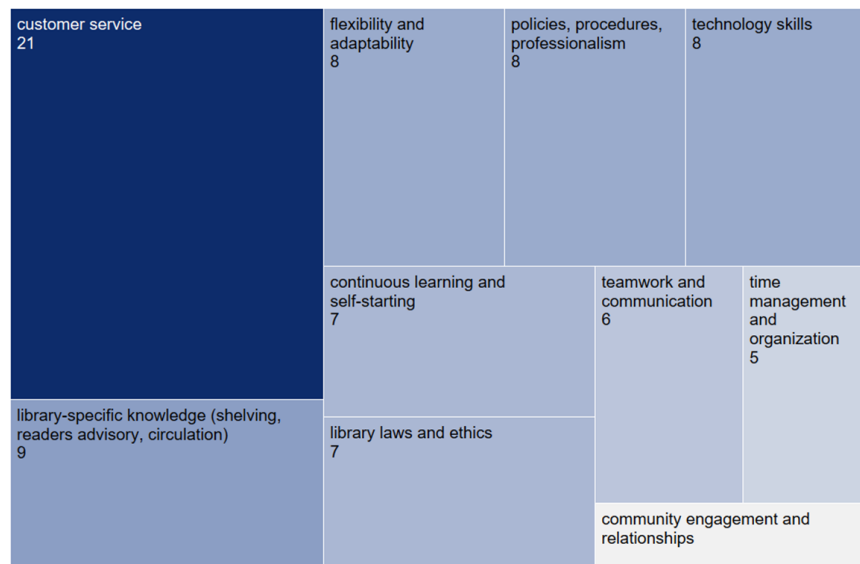
## Director Survey

- My Federation is...
- I wish every one of our new hires knew ...
- I wish every one of our new trustees knew ...
- When I started as director, I wish I had known ...



Q1

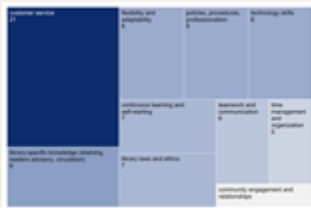
I wish every  
one of our  
new hires  
knew . . .



N=48

# Q1

I wish every  
one of our  
new hires  
knew . . .



## Existing MSL Training

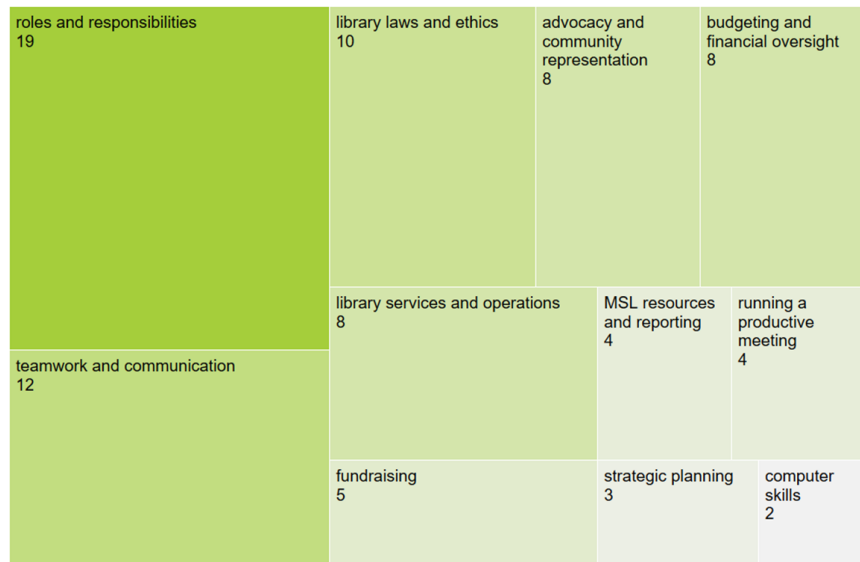
- On-site Consultant Workshops
- MSL Learn Courses
  - Montana Library Law
  - Next Level Montana Library Law
  - Board Member Basics
  - Trustee Essentials: Responsibilities
  - Public Library Standards
  - Connecting with Local Government Officials
- MSL Video Playlists
  - Legal Topics Series
  - Trustee Training
  - Connecting with Local Government Series
  - MSL Consulting Tutorials

<https://mtstatelibrary.moonami.com/>

<https://www.youtube.com/@montanastatelibrary>

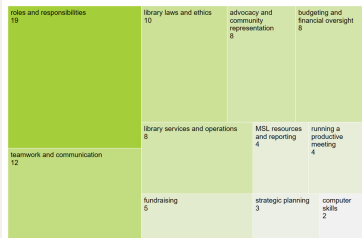
## Q2

I wish every  
one of our  
new trustees  
knew . . .



## Q2

I wish every  
one of our  
new trustees  
knew . . .



### Existing MSL Training

- On-site Consultant Workshops
- MSL Learn Courses
  - Board Member Basics
  - Trustee Essentials: Responsibilities
  - Trustee Essentials: Understanding Local Government and Its Relationship to the Library
  - Trustee Essentials: Understanding Local Government Budgeting and Finance
  - Montana Library Law
  - Next Level Montana Library Law
  - Public Library Standards
  - Connecting with Local Government Officials
  - Written Plans
  - MSL: A Greater State of Knowledge
- MSL Video Playlists
  - Legal Topics Series
  - Trustee Training
  - Connecting with Local Government Series
  - MSL Consulting Tutorials
- Trustee Handbook and Supplemental Guides
- Trustee Newsletter

<https://mtstatelibrary.moonami.com/>

<https://www.youtube.com/@montanastatelibrary>

[https://msl.mt.gov/libraries/library\\_development/Trustees/Trustees](https://msl.mt.gov/libraries/library_development/Trustees/Trustees)

## Q3

When I started  
as director, I  
wish I had  
known. . .





## Q3

When I started  
as director, I  
wish I had  
known. . .



### Existing MSL Training

- On-site Consultant Workshops
- MSL Learn Courses
  - Board Member Basics
  - Trustee Essentials: Responsibilities
  - Trustee Essentials: Understanding Local Government and Its Relationship to the Library
  - Trustee Essentials: Understanding Local Government Budgeting and Finance
  - Montana Library Law
  - Next Level Montana Library Law
  - Public Library Standards
  - Connecting with Local Government Officials
  - Written Plans
  - MSL: A Greater State of Knowledge
- MSL Video Playlists
  - Legal Topics Series
  - Trustee Training
  - Connecting with Local Government Series
  - MSL Consulting Tutorials
- Director Handbook and Supplemental Guides
- Continuing Education Newsletter

<https://mtstatelibrary.moonami.com/>

<https://www.youtube.com/@montanastatelibrary>

[https://msl.mt.gov/libraries/library\\_development/Trustees/Trustees](https://msl.mt.gov/libraries/library_development/Trustees/Trustees)

[https://msl.mt.gov/libraries/library\\_development/Directors/Directors](https://msl.mt.gov/libraries/library_development/Directors/Directors)

[https://msl.mt.gov/libraries/library\\_development/Consulting/consulting](https://msl.mt.gov/libraries/library_development/Consulting/consulting)

## Continuing Education Sources

- ASPeN Event Calendar – find and register for Montana State Library and Montana Library Association events.
- MSL Learn – Montana State Library's online learning platform.
- MSL YouTube Channel – find recorded sessions from CE events to watch at your convenience and then claim CE credits in ASPeN.
- Montana Library Association (MLA) – MLA sponsors workshops, conferences, and other continuing education opportunities.
- WebJunction – MSL sponsors access to a large collection of live webinars and online courses across all CE categories and jobs.
  - New LiFT Course available July 2025 – replaces and updates ABLE
- **Other** – trainings offered through your municipal or county government are a very good source for continuing education. Staff training days offered at your library are another way to claim independent learning credits.

<https://msl.mt.gov/libraries/learning/Certification>

# **CERTIFICATION AND CONTINUING EDUCATION HANDBOOK**



# Certification and Continuing Education Handbook

## Categories

Continuing education credits can be earned in four categories. A well-rounded approach to a continuing education plan will include learning across categories. Each of the four categories in the Montana Certification Program relates to professional library competencies and skills. For those who have a professional library degree (MLS, MLIS, MSLS), continuing education builds on the foundation of your graduate degree.

For those who come to library work from other backgrounds, the four categories provide a roadmap to gain the library-specific knowledge and skills that are foundational to providing excellent library services.

The lists of competencies and range of topics for each category can help you search for continuing education courses or categorize offerings from sources outside of the Montana Continuing Education and Certification Program.



## Definitions

### Library Administration

This category is focused on the administration and management of the library, its personnel, facilities, budgets, and planning.

Competencies: community relations, facilities, financial management, laws, policies, procedures, marketing and public relations, organizational leadership, personnel management, project management, staff training and development, strategic planning, trustees/friends/foundations

Range of Topics - library law, library policies, friends and foundations, budgeting and finance, policy development, long range planning, human resources, board and staff development, interpersonal relationships, time management, marketing, assessing community needs, grant writing, fundraising, local governance, ethics and values, customer service, collaboration, innovation, leadership skills

# Certification and Continuing Education Handbook

## Library Services to the Public

This category is focused on the variety of programs and services libraries provide for patrons and the community at-large.

Competencies: adult and older adult services, children's services, circulation services, patron training, public access technology, young adult services

Range of Topics - early literacy programs, programming for the community, customer service, book clubs, developing research skills, information services, outreach activities, ILL, library material challenges, censorship, copyright, adult literacy and basic education, genealogy, virtual programs, accessing legal documents

## Collection Management and Technical Services

This category is focused on the technical skills, systems, and processes to manage collections and make them accessible to patrons.

Competencies: acquisition and processing, cataloging, collection development and management, digital resources technology, e-resource management, preservation

Range of Topics - materials selection and processing, collection development and policies, organizing the collection, caring for the collection, book repair, cataloging materials, maintaining the library catalog, MARC, Dublin Core, FRBR standards, selecting/managing electronic resources, selecting/evaluating subject specialties for the library collection, archiving, digitization

## Technology

This broad category includes all facets of using technology from individual staff training to patron use of technology devices and services. Technology includes the hardware and software applications used to access, share, and create content.

Core Competencies: email, hardware, internet, operating systems, applications, web technologies

Range of Topics - using or creating databases, using OCLC tools, computer repair and/or troubleshooting, computer networking, library-related software, digitization projects, library automation, building/maintaining a library web page, technology plans, trends in library technology,

# Montana Public Library Trustee Competencies

- ▼ Montana Public Library Trustee Competencies
  - ▼ Governance and Management
    - Ethics
    - Laws
    - Policies
    - Director
  - ▼ Communication and Relationships
    - Meetings
    - Relationships
    - Advocacy
    - Partnership
  - ▼ Budget
    - Budget Adoption
    - Funding
  - ▼ Planning
    - Facilities
    - Planning Evaluation

- From 2009 Certification and Continuing Education Program Handbook.

[https://ftpaspen.msl.mt.gov/EventResources/20220831102556\\_21962.pdf](https://ftpaspen.msl.mt.gov/EventResources/20220831102556_21962.pdf)

# Foundational Library Skills



- OCLC and IMLS
- 2014
  - Essential Library Competencies
  - Library Collection Competencies
  - Library Management Competencies
  - Public Services Competencies
  - Technology Competencies

[https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/2015-03/Competency%20Index%20for%20the%20Library%20Field%20\(2014\).pdf](https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/2015-03/Competency%20Index%20for%20the%20Library%20Field%20(2014).pdf)

## ARM 10.102.1160 PERSONNEL

(6) The director is or will be certified by the Montana State Library within the required timeframe mandated by the certification program adopted by the Montana State Library Commission

### Library Administration Track Requirements

- adopted June 2023
- Initial Certification
  - 60 continuing education credits earned in a 4-year period
  - Library Administration Category: 30 credits
  - Electives: 30 credits in any category
- Renewal after Initial Certification
  - 60 elective continuing education credits earned in a 4-year period



## Optional Staff and Trustee Certification

### Trustee Certification

- Adopted June 2023
- 15 continuing education credits earned in a 4-year period
  - Library Administration Category: 10 credits
  - Electives: 5 credits in any category

### Staff Certification

- Adopted June 2023
- 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

<https://msl.mt.gov/libraries/learning/Certification>

[https://msl.mt.gov/\\_docs/2023CECERTHandbookFinal.pdf](https://msl.mt.gov/_docs/2023CECERTHandbookFinal.pdf)

## Discussion and Questions

Goals  
Revision

Library Skills

Providers

ARM and  
Policy

General

# Committee Reviewing Continuing Education and Certification



**Tuesday, July 1, 2025**

**2:00 pm to 3:30pm**

**Online via Zoom**

**Attendees: Carmen Cuthbertson, Tammy Hall, McKenna Greg, Colet Bartow, Tracy Cook**

## Notes

- Review June 13, 2025 Commission Meeting Discussion
  - Goals – Tracy asked about identifying or breaking things into phases. Did the committee want to do that?
    - Committee would prefer to outline the new program. They don't want to drag things out. They would like MSL staff to create a timeline with the ARM process, so we can work backwards and identify how long it will take.
    - Goal is to move to pre-approval, identify foundational courses for directors, trustees, and library staff, to change the purpose of the program to focus on basic skills needed to provide library services, to consider changing from 4 years to 5 years, to explore earning a certain number of credits each year versus allowing individuals a longer timeline, and to consider reducing the number of credits needed for a renewal.
  - Public comments – group briefly discussed the concerns and how to best address those concerns.
- Discuss BPE and OPI Panel Presentation – the committee discussed the possibility of using OPI's system but agreed that it was not necessary for the number of certifications MSL processes.
- Discuss Foundational Library Skills - for the library skills, committee would like to consider having an information science degree or some number of years of experience substitute. In other words, people with a degree or experience do NOT have to take the library skills' basic coursework.
  - Library Directors – federal and state law pertinent to libraries, budget and finance, open meeting law, personnel management/HR, policy development, job of the library board and the roles of the board, director, and staff; working with local government – role of local government, MSL services, Robert's Rules/parliamentary procedure, facilitating effective meetings, cataloging, collection development, reference, youth services, services for older adults, literacy, public relations/media relations, technology
  - Librarians – library 101 coursework – cataloging, collection development, reference, youth services, services for older adults, literacy, public relations/media relations, technology, customer service
  - Trustees - federal and state law pertinent to libraries, budget and finance, open meeting law, personnel management/HR, policy development, job of the library

board and the roles of the board, director, and staff; working with local government – role of local government, MSL services, Robert's Rules/parliamentary procedure, facilitating effective meetings.

- **Action** – Colet and Tracy will create a list of foundational courses and will indicate which ones can be offered in house and which ones are currently provided by others. They will share links to the courses and a description for the committee to review.
- Discuss Provider Approvals
  - Group wants to tighten these requirements. Preference is to have MSL staff offer basics/foundational courses and perhaps a small group of approved providers. Approval must be pre-approval.
  - Role of MSL is to support basic/foundational skill work – making sure that people have the knowledge they need to be successful in their jobs and stay out of trouble with the law.
  - Role of MLA is to provide the innovative, fun topics.
  - Consensus was basic/foundational courses would be eligible for continuing education credit. Innovative, fun coursework would not be eligible, but the committee encourages people to pursue learning and their own interests. Local groups are welcome to provide what is needed at the local level. The group will reduce the number of credits – particularly for renewals – to whatever level seems reasonable given the shift in policy and process.
  - MSL staff will be encouraged to connect people with enhanced classes or other learning opportunities.
- Discuss ARM and/or Policy Adoption Recommendations and Timelines
  - Tracy shared the filing schedule from the Montana Secretary of State's office. Colet gave an overview of how the process works.
  - Tracy suggested that the criteria for the foundational list, providers, and a review process be included in ARM. Not exact items, but enough detail to provide guidance for future Commission members, MSL staff, and librarians/board members.
  - **Action:** Colet and Tracy will identify what needs to be in administrative rules, what can be a policy adoption, and create a draft timeline for the group to review.
- General Discussion – group reviewed action items and what feedback they want from librarians and board members.
  - **Action item** – Colet and Tracy will seek feedback on the foundational list of courses, annual versus own timeline for earning credits, and shortening renewal requirements.

## Review next steps

- Colet and Tracy will create the following drafts for the committee to review

- List of what needs to go thru ARM and what is policy level[CB1]
- Timeline for both ARM and policy level items
- Foundational course list with providers for directors, board members, and staff along with the number of credits the foundational course list will require. [CB2]
- Renewal list of things that will likely change with the number of credits required.
- Communication for librarians and board members – the changes to the purpose statement and request for feedback on foundational list, idea of reducing the number of credits required for renewal, annual vs. longer timeline.[CB3][CB4]

# Subcommittee Reviewing Continuing Education and Certification



Tuesday, July 22, 2025 | 2:00 pm to 3:30pm | [Online via Zoom](#)

## Agenda

- Review July 1, 2025, Committee Meeting Summary and Deliverables
- Discuss ARM and/or Policy Adoption Recommendations and Timelines
- Discuss Provider Approvals
- Materials to Prepare for August 13 Commission Meeting
- General Discussion
  - Should we have only one (1) MSL certification track? Only for directors? Anyone who wants to be certified would need to meet those requirements? This would simplify the process.
  - Should we get rid of categories? Currently, we use Library Administration, Collection Management and Technical Services, Library Services to the Public, and Technology. While the foundational list is referring to these, it doesn't exactly align.
  - Should we require at least 1 hour of library services (led by MSL staff) for renewal? Things do change in that area. .5 is current minimum credit allowed.
  - Are we pre-approving providers or pre-approving courses/course of study?
  - What are the criteria for approving providers? How can providers appeal a decision not to approve?
  - MSL staff work with other non-MSL staff – usually subject matter experts. Examples include the Department of Labor, Kris Goss (librarian/lawyer), early literacy/early childhood experts. Do we need pre-approval?
  - How often will we review the foundational list?
  - How many years of experience will substitute for the library classes? What evidence would be required to document experience?
  - Will a recent Library and Information Science master's degree fulfill initial certification requirements?

## Attachments

- ARM Change Proposal and Timeline
- Draft Course and Topic List
- Certification Program Options

## Review next steps

- Additional data or information needed
- Identify agenda items for the next Commission meeting on August 13
- Schedule next meeting



Join Zoom Meeting

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# MSL Certification Program

## ARM Change Proposal and Timeline

### History and Background

Montana's State Library Commission most recently adopted certification requirements of 60 hours of continuing education for public library directors, earned over a 4-year period on June 14, 2023. With some variations this requirement has been in place since 1990. However, professional library education has been an important part of qualification to work in Montana's libraries since the earliest enabling legislation was enacted in 1915.

The State Library Commission, before being formally established in 1929, was named as the body to set the standards and qualifications for public libraries and their directors in the 1923 Revised Codes of Montana (RCM) publication.

The connection between RCM, Montana Codes Annotated (MCA) and Administrative Rules of Montana (ARM) are consistent with the defined authority of the State Library Commission to "act as a state board of professional standards and library examiners, develop standards for public libraries, and adopt rules for the certification of librarians." 22-1-103, MCA

From 1931 until 1945, the Montana Library Association assumed responsibility for librarian certification. The Montana State Library Extension Commission was inactive and unfunded during this period.

Certification became the term of art for public library directors with adoption in 1990 by the State Library Commission of a voluntary certification program.

The ARM for public library standards first tied director certification to state funding in 1999.

### Terms

RCM – [Revised Codes of Montana](#). Montana's statutes from 1889 until implementation of 1972 Constitution.

MCA – [Montana Code Annotated](#). Montana's statutes from 1978 to present.

ARM – [Administrative Rules of Montana](#). Formal business rules adopted by state agencies granted rule making authority.



# MSL Certification Program

ARM Change Proposal and Timeline

## Proposed Addition to ARM – Draft for Review and Discussion

ARM 10.102.1160 Personnel

(6) The director is or will be certified by the Montana State Library within the required timeframe mandated by the certification program adopted by the Montana State Library Commission.

NEW The purpose of the certification program is to ensure library directors have the foundational skills necessary to manage a public library that meets standards set forth in ARM Subchapter 10.102.11 Public Library Development.

NEW A course of study offered by the State Library will be reviewed by a subcommittee of the Commission annually and recommended to the full Commission for approval at its final meeting of the state fiscal year.

NEW The Commission will maintain criteria for the approval of continuing education providers, providing for appeal by providers who are not approved, and will review that criteria annually.

NEW Continuing education credits issued through the State Library certification program are the only eligible credits that can be applied to certification.

NEW The certification program will be reviewed on a regular schedule with no more than 10 years between reviews.

REASON: This action is intended to simplify the certification program through defining a process to adopt a course of study and further requirements for library director certification. This action is justified because rulemaking is within the statutory powers and duties of the Montana State Library Commission and operational policies will be governed by this rule.

# MSL Certification Program

## ARM Change Proposal and Timeline

### Proposed Adoption Timeline

| Date(s)                                 | Activity  | Who                                      |
|---|---|--|
| July 2025                               | Continuing Education Subcommittee drafts initial recommendations  | CE Subcommittee                          |
| August 6, 2025                          | Commission Meeting Materials Due  | MSL Staff                                |
| August 13, 2025                         | Subcommittee Recommendations and Discussion<br>Action Item to Initiate Rulemaking                             | CE Subcommittee and Commission           |
| August 14-<br>September 15, 2025        | Notice of Proposed Rulemaking and Public Hearing prepared   | MSL Staff                                |
| September 16, 2025                      | Notice of Public Hearing on Proposed Action filed with the Secretary of State's Office for Publication in MAR | MSL Staff                                |
| September 23, 2025                      | Notice of Rulemaking published in MAR   | SOS                                      |
| October 1, 2025                         | Commission Meeting Materials Due  | MSL Staff                                |
| October 8, 2025                         | Second information item discussion (if needed)  | CE Subcommittee and Commission           |
| November X, 2025                        | Conduct Public Hearing  | Commission/Legal Counsel                 |
| November X, 2025                        | Special Meeting to Prepare Response to Public Comment   | State Librarian/Commission/Legal Counsel |
| December 3, 2025                        | Commission Meeting Materials Due  | MSL Staff                                |
| December 10, 2025                       | Action item to adopt new rule   | Commission                               |
| December 11, 2025 -<br>January 13, 2026 | Notice of Adoption prepared   | MSL Staff                                |
| January 13, 2026<br>(Tentative)*        | Notice of Adoption filed with Secretary of State's Office for publication in MAR                              | MSL Staff                                |
| January 23, 2026<br>(Tentative)*        | Notice of Adoption published in MAR   | SOS                                      |
| January-February<br>2026                | New Certification Program Handbook Drafted  | MSL Staff                                |
| February 2026                           | Draft Certification Program Handbook as discussion item   | MSL Staff                                |
| June 2026                               | Adoption of Certification Program Handbook  | Commission                               |
| July 1, 2026                            | Effective Date of Rules   |  |

\*Dates based on the most current proposed [Montana Administrative Register](#) publication schedule. The official schedule will be published on September 1, 2025.

# Draft CE Topics and Course List

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# Draft CE Topics and Course List

## CE Topics

- Laws
  - State – includes open meeting law, structure of libraries in Montana
  - Federal
- Budget and Finance – includes sources of funding for libraries
  - State
  - Local
- Role of the board, director, and staff
- Working with boards
- Working with Friends/Foundations/Non-profit Organizations
- Strategic planning
- Policy development
- Personnel management
- Facilities management and safety
- Roberts Rules/Parliamentary Procedure
- Facilitating effective meetings
- MSL services
  - Montana Shared Catalog
  - Statewide Resources
  - Lifelong Learning
  - Consulting
  - Natural Heritage Program
  - GIS
  - State Publications
  - Montana History Portal
  - Talking Books
- Local government
  - roles and responsibilities and relationship between local government and libraries
  - building relationships
  - elections
- Library services
  - Library 101 – different types and purposes of libraries, role of public libraries in communities
  - Literacy
  - Readers' Advisory
  - Youth services
  - Services for older adults
  - Collection development – selection, acquisition, weeding, institutional neutrality, budgeting, vendors, patron needs' assessment, managing donations
  - Cataloging – basics of cataloging, Montana Shared Catalog (for members), access to materials, classification systems)
  - Reference – the reference interviews, databases and resources to help with reference questions

# Draft CE Topics and Course List

- Public relations and media
- Customer service
- Technology – includes circulation, managing public computers and wifi, security
- Outreach and programming for children, teens, summer reading program, homebound services, seniors
- Ethical and legal issues – copyright, fair use, licensing, patron privacy, protecting data, Freedom of Information Act

List generated from subcommittee discussions.

# Draft CE Topics and Course List

## Catalog of MSL Continuing Education

### MSL Learn Courses

- Board Member Basics – 2 hours
- Written Plans – 1 hour
- Montana State Library: A Greater State of Knowledge – 1 hour
- Trustee Essentials: Responsibilities – 1 hour
- Trustee Essentials: Understanding Local Government Budgeting and Finance – 1 hour
- Trustee Essentials: Understanding Local Government and Its Relationship to the Library – 1 hour
- Montana Library Law – 1 hour
- Next Level Montana Library Law – 1 hour
- Public Library Standards – 1 hour
- Connecting with Local Government Officials – 1 hour
- Getting to Know ASPeN – 30 minutes
- Hacking ASPeN: A How-to Course for Directors, Staff, and Trustees – 2 hours
- MontanaLibrary2Go – 2 hours
- Montana History Portal – 1.5 hours
- Youth Services Overview – 1 hour
- Youth Services Early Childhood – 1 hour
- Youth Services School-Aged – 1 hour
- Youth Services Tween and Teen – 1 hour

Total of 20 hours/credits

# Draft CE Topics and Course List

## MSL YouTube Channel Playlists

- [Collection Management and Technical Services](#) – a series of webinars about MSL services and information, how to catalog, how to manage the library's collection of materials, how to manage Montana collections, and how to improve people's access to the materials.
  - Approximate time – 5.5 hours.
- [Connecting with Local Government Officials](#) – Tracy Cook facilitated a series of webinars to encourage library board members and directors to develop positive relationships with their local government officials. She hosted 4 economists who talk about the value of libraries in a way that often makes sense to local leaders.
  - Approximate time – 4.5 hours
- [Legal Topics with Kris Goss](#) – formerly an attorney for the Montana School Board Association, Kris Goss earned his master's degree in library science and eventually became the Director of the Helena College of Technology. He is a lawyer and a librarian and brings that knowledge and expertise to a series of 1-hour webinars that explore open meeting law and drafting legal and enforceable policies for patron behavior, meeting rooms, video recordings/surveillance, personnel management, and children/minors use of the library. Approximate time
  - Approximate time - 8 hours.
- [Library Facilities, Safety, and security](#) – how to maintain safety within the library; how to conduct and what to expect during a safety inspection. Safety inspection webinar was a collaboration with the Department of Labor.
  - Approximate time – 3 hours.
- [Lifelong Learning](#) – teach how to change story time to develop early literacy skills, teach about other partners who support literacy, sessions about summer reading and how to make it more robust, sessions about health literacy, serving older adults, and teens.
  - Approximate time – varies from 1 hour to full-day sessions.
- [Montana Shared Catalog](#) – webinars about how to use the software, how to get the reports libraries need, how to manage circulation, cataloging, and ordering materials through the automated library system. Note: only webinars that are teaching librarians how to use a part of the system are eligible. The membership meetings are not eligible.
  - Approximate time – 5.5 hours.
- [MSL Data Tutorials](#) – a series that covers reports required by the state library and how to get the most out of the software used by the state library. Libraries can run reports comparing their statistics to other libraries or comparing themselves over time. They also can create annual reports and brochures. This series also included how to manage patron records, keep things secure, and safe for patrons.
  - Approximate time – 3 hours
- [Navigating the Road Map](#) – next steps in the public library standards – webinar series – featuring libraries that selected something from the voluntary road map. Facilitated by MSL consulting librarians who interview board members and library directors about why they chose the item, what they did, what they learned, and what advice they have for other libraries.
  - Approximate time: 8 hours

# Draft CE Topics and Course List

- [Public Library Budgets and Finance](#) – short videos that demonstrate various budget and finance topics. The videos are embedded in several MSL Learn courses.
  - ☐ Approximate time – 30 minutes
- [Strategic Planning for Public Libraries](#) A collection of videos related to different aspects of strategic planning. [Video discussion guide](#)
  - ☐ Approximate time – 30 minutes
- [Trustee Training Videos](#) – short videos created by MSL staff that focus on the job of the board, effective meetings, budget and finance, policy development, planning, role of the board chair, and working with Friends and Foundations. These videos were designed to be short and used by libraries to discuss the different duties of the board during a board meeting.
  - ☐ Approximate time – 5 hours
- [Webside Chat Webinars](#) – news, updates, and announcements from the State Library.
  - ☐ Approximate time (annual) – 5 hours



# Draft CE Topics and Course List

## Partner Providers

- [MSU Local Government Center](#) – run by Dan Clark and Ashley Kent. This organization provides board training around the state of Montana. They cover open meeting, ethics, serving on boards, managing public comment and provide guidance for volunteer board members on how to stay out of trouble, comply with the law, and still do the work.
  - Approximate time of their f2f trainings – usually provided at county or city invitation – 3 to 4 hours.
- [Montana Association of Counties](#) – staff from MACo will invite county library systems to join them for training about
  - Personnel management – how to hire, provide feedback, discipline, and/or terminate staff and stay out of trouble.
  - IT – how to be more secure, how to have more accessible website
  - Budget/finance - types of funding available, how to read financial reports, and how the local government budget process works
- [Associated Employers](#) – recommended by MACO and the League. This organization provides training around personnel. They cover the law, how to manage personnel, and HR 101. [Summer 2025 catalog](#)
- [WebJunction](#)
  - [LIFT – Library Foundational Training](#) covers the basics of library collections. How to select materials, what should be included in a collection development policy, how to manage collections, how to weed, and how to catalog -
  - Approximate time: 6 hours.

# MSL Certification Program Options for Discussion

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Drafts of certification program options with foundational course list with provider and number of credits

# MSL Certification Program Options for Discussion

## Option A

### Montana State Library Certificate

Directors must be certified to meet requirements in ARM 10.102.1160 Personnel.

Trustees and staff may voluntarily certify.

#### Initial

Applicants complete 20 credits within the first year of employment from a course of study adopted by the Commission and delivered through the MSL Learn platform.

~~Master of Library Science degree earned within past 2 years may replace the requirements.~~

#### Renewal

Applicants complete 40 credits within 4 years of initial certification from a course of study and pre-approved continuing education providers adopted by the Commission.

~~Master of Library Science degree earned within past 2 years may replace the requirements.~~

# MSL Certification Program Options for Discussion

## Option B

### Library Director Initial Certification Track

- Required of public library directors

#### Current certification requirements

- Initial track is 60 credits in 4 years. 30 in Library Administration and 30 elective.

#### Proposed changes

- Initial track 60 credits in 5 years. No categories. Use foundational list. Can use degree or years of experience to opt out of library specific areas.

#### *Provider – Montana State Library staff MSL Learn*

– approximately 20 hours of credit

- Montana Library Law – 1 hour
- Next Level Montana Library Law – 1 hour
- Trustee Essentials: Responsibilities – 1 hour
- Trustee Essentials: Understanding Local Government Budgeting and Finance – 1 hour
- Trustee Essentials: Understanding Local Government and Its Relationship to the Library – 1 hour
- Connecting with Local Government Officials – 1 hour
- Public Library Standards – 1 hour
- Written Plans – 1 hour
- Board Member Basics – 2 hours
- Montana State Library: A Greater State of Knowledge – 1 hour
- Getting to Know ASPeN - .5 hour
- Hacking ASPeN: A How-to Course for Directors, Staff, and Trustees – 2 hours
- MontanaLibrary2Go – 2 hours
- Montana History Portal – 1.5 hours
- Youth Services – for small public library directors that do everything – like to give them credit for all the Youth Services courses in MSL Learn. The other courses cover early childhood to teenagers – what to expect, how each age group develops, and how to best serve them. Approximate time – 3 hours

#### *Provider – Montana State Library Staff sometimes with other presenters – YouTube offerings*

– approximately 35 hours of credit

- All of the items listed under the board member certification track PLUS
- [Library Facilities, Safety, and security](#) – how to maintain safety within the library; how to conduct and what to expect during a safety inspection. Safety inspection webinar was a collaboration with the Department of Labor.
  - Approximate time – 3 hours.
- [MSL Data Tutorials](#)– a series that covers reports required by the state library and how to get the most out of the software used by the state library. Libraries can run reports comparing their statistics to other libraries or comparing themselves over time. They also

# MSL Certification Program Options for Discussion

can create annual reports and brochures. This series also included how to manage patron records, keep things secure, and safe for patrons. Approximate time – 3 hours

- [Montana Shared Catalog](#) – webinars about how to use the software, how to get the reports libraries need, how to manage circulation, cataloging, and ordering materials through the automated library system. Note: only webinars that are teaching librarians how to use a part of the system are eligible. The membership meetings are not eligible. Approximate time – 5.5 hours.
- [Collection Management and Technical Services](#) – a series of webinars about MSL services and information, how to catalog, how to manage the library's collection of materials, how to manage Montana collections, and how to improve people's access to the materials. Approximate time – 5.5 hours.
- [Lifelong Learning](#) – teach how to change story time to develop early literacy skills, teach about other partners who support literacy, sessions about summer reading and how to make it more robust, sessions about health literacy, serving older adults, and teens. Approximate time – varies from 1 hour to full-day sessions.

## *Potential providers for CE committee to consider for foundational/library 101 training*

– MSL staff would like to recommend pre-approving this training/organization - approximately 6 hours of credit

- LIFT – Library Foundational Training – from Webjunction – covers the basics of library collections. How to select materials, what should be included in a collection development policy, how to manage collections, how to weed, and how to catalog - <https://learn.webjunction.org/course/index.php?categoryid=130> Approximate time: 6 hours.

# MSL Certification Program Options for Discussion

## Library Director Renewal Track

- required for public library directors

### Current certification requirements

- Renewal is 60 credits in 4 years. Any category is fine.

### Proposed changes

- Renewal is 20 credits in 5 years. Do not use categories. Use foundational list (non-library specific)

### *Potential renewal topics*

- Proposal is that directors take at least 1 hour of training in the following areas. They can use MSL Learn or MSL staff led trainings OR an MSU Local Government Center training that covers law and boards.
  - Pertinent laws – state, federal, and open meeting law
  - Budget/finance
  - Working with boards
  - Policy development
  - Personnel management
  - MSL services – including the Montana Shared Catalog or other services used by libraries.
  - Facilities management
  - Local government – roles and responsibilities and building relationships
  - Library services – led by MSL staff. We often hear about a new service or change to a service and invite librarians or other state agencies to assist us with a 1-hour webinar. Example would be hearing about how changing the way the children's collection was organized increased usage and the amount of reading completed and asking those 2 libraries to talk about their experience and their advice to other libraries.

### *Potential providers for CE committee to consider for pre-approval of personnel management, budget/finance, and IT trainings.*

- [Montana Association of Counties](#) – staff from MACo will invite county library systems to join them for training about
  - Personnel management – how to hire, provide feedback, discipline, and/or terminate staff and stay out of trouble.
  - IT – how to be more secure, how to have more accessible website
  - Budget/finance - types of funding available, how to read financial reports, and how the local government budget process works
- [Associated Employers](#) – recommended by MACO and the League. This organization provides training around personnel. They cover the law, how to manage personnel, and HR 101. [Here is a link to their catalog.](#)

# MSL Certification Program Options for Discussion

## Library Board Members Certification Track

- voluntary

### Current Certification Requirements

- 15 credits in 4 years. 15 in Library Administration. 5 are elective.

### Proposed Changes

- 20 credits in 5 years. From approved provider/foundational list. No longer maintaining categories.

### *Provider – Montana State Library staff MSL Learn*

– approximately 11 hours of credit

- Montana Library Law – 1 hour
- Next Level Montana Library Law – 1 hour
- Trustee Essentials: Responsibilities – 1 hour
- Trustee Essentials: Understanding Local Government Budgeting and Finance – 1 hour
- Trustee Essentials: Understanding Local Government and Its Relationship to the Library – 1 hour
- Connecting with Local Government Officials – 1 hour
- Public Library Standards – 1 hour
- Written Plans – 1 hour
- Board Member Basics – 2 hours
- Montana State Library: A Greater State of Knowledge – 1 hour
- Getting to Know ASPeN - .5 hour

### *Provider – Montana State Library Staff sometimes with other presenters – YouTube offerings*

– approximately 26 hours of credit

- [Navigating the Road Map](#)– next steps in the public library standards – webinar series – featuring libraries that selected something from the voluntary road map. Facilitated by MSL consulting librarians who interview board members and library directors about why they chose the item, what they did, what they learned, and what advice they have for other libraries. Approximate time: 8 hours
- [Legal Topics with Kris Goss](#)– formerly an attorney for the Montana School Board Association, Kris Goss earned his master's degree in library science and eventually became the Director of the Helena College of Technology. He is a lawyer and a librarian and brings that knowledge and expertise to a series of 1-hour webinars that explore open meeting law and drafting legal and enforceable policies for patron behavior, meeting rooms, video recordings/surveillance, personnel management, and children/minors use of the library. Approximate time – 8 hours.
- [Connecting with Local Government Officials](#) – Tracy Cook facilitated a series of webinars to encourage library board members and directors to develop positive relationships with their local government officials. She hosted 4 economists who talk about the value of libraries in a way that often makes sense to local leaders. Approximate time – 4.5 hours
- [Trustee Training Videos](#) – short videos created by MSL staff that focus on the job of the board, effective meetings, budget and finance, policy development, planning, role of the

# MSL Certification Program Options for Discussion

board chair, and working with Friends and Foundations. These videos were designed to be short and used by libraries to discuss the different duties of the board during a board meeting. Approximate time – 5 hours

## *Potential providers for CE committee to consider for board trainings*

– MSL staff would like to recommend pre-approving this trainings/organization - approximately 4 hours of credit

- [MSU Local Government Center](#) – – run by Dan Clark and Ashley Kent. This organization provides board training around the state of Montana. They cover open meeting, ethics, serving on boards, managing public comment and provide guidance for volunteer board members on how to stay out of trouble, comply with the law, and still do the work. Approximate time of their f2f trainings – usually provided at county or city invitation – 3 to 4 hours.



# MSL Certification Program Options for Discussion

## Library Staff Certification Track

- voluntary

### Current certification requirements

- 60 credits in 4 years. 5 credits in Library Administration, Library Services to the Public, Collection Management and Technical Services, and Technology. Remaining 40 credits are elective

### Proposed changes

- 30 credits in 5 years. No categories. Use foundational list.

### *Provider – Montana State Library staff MSL Learn*

– approximately 8 hours of credit

- Youth Services Overview – 1 hour
- Montana History Portal – 1.5 hours
- Getting to Know ASPeN - .5 hour
- MontanaLibrary2Go – 2 hours
- Youth Services – for small public library staff that do everything or staff who work with youth – like to give them credit for all the Youth Services courses in MSL Learn. The other courses cover early childhood to teenagers – what to expect, how each age group develops, and how to best serve them. Approximate time – 3 hours

### *Provider – Montana State Library Staff sometimes with other presenters – YouTube offerings*

– approximately 20 hours of credit

- [Library Facilities, Safety, and security](#)– how to maintain safety within the library; how to conduct and what to expect during a safety inspection. Safety inspection webinar was a collaboration with the Department of Labor. Approximate time – 1.5 hours.
- [MSL Data Tutorials](#)– a series that covers reports required by the state library and how to get the most out of the software used by the state library. Libraries can run reports comparing their statistics to other libraries or comparing themselves over time. They also can create annual reports and brochures. This series also included how to manage patron records, keep things secure, and safe for patrons. Approximate time – 3 hours
- [Montana Shared Catalog](#) – webinars about how to use the software, how to get the reports libraries need, how to manage circulation, cataloging, and ordering materials through the automated library system. Note: only webinars that are teaching librarians how to use a part of the system are eligible. The membership meetings are not eligible. Approximate time – 5.5 hours.
- [Collection Management and Technical Services](#) – a series of webinars about MSL services and information, how to catalog, how to manage the library's collection of materials, how to manage Montana collections, and how to improve people's access to the materials. Approximate time – 5.5 hours.
- [Lifelong Learning](#) – teach how to change story time to develop early literacy skills, teach about other partners who support literacy, sessions about summer reading and how to make it more robust, sessions about health literacy, serving older adults, and teens. Approximate time – varies from 1 hour to full-day sessions.

# MSL Certification Program Options for Discussion

*Potential providers for CE committee to consider for foundational/library 101 training – MSL staff would like to recommend pre-approving this training/organization*

- approximately 4 hours of credit

- LIFT – Library Foundational Training – from Webjunction – covers the basics of library collections. How to select materials, what should be included in a collection development policy, how to manage collections, how to weed, and how to catalog - <https://learn.webjunction.org/course/index.php?categoryid=130> Approximate time: 6 hours.

# Subcommittee Reviewing Continuing Education and Certification



Tuesday, July 22, 2025 | 2:00 pm to 3:30pm | [Online via Zoom](#)

Attendees: Carmen Cuthbertson, Colet Bartow, Tammy Hall, Tracy Cook

## Notes

- Discuss ARM and/or Policy Adoption Recommendations and Timelines
  - Group decided on 1 track focused on library directors. Staff and board members are welcome to follow that track.
  - Historically librarian meant chief librarian or the library director. We will maintain that definition since that is what is in statute.
  - Purpose is to focus on the basics.
  - ARM will focus on purpose, that Commission will adopt the list, the process for approval, and review.
  - Initial track will incorporate something like the following – Tracy and Colet will wordsmith – director has the following basic duties. Staff will use the “101” designation on courses required in each of these areas.
    - Understand state and federal laws that apply to libraries
    - Understand the budget, library finances, and financial reports
    - Work with boards, local government officials, community members, and the Montana State Library
    - Assist the board with policy development and adoption
    - Work with the board to create a plan for the library
    - Manage the library facility and ensure community members can safely access and use the building
    - Understand the basics of library services and oversee collection management, programming, outreach, information services, and technology.
    - Supervise library staff and volunteers
  - Renewal track can be in any of these areas.
  - Tracy and Colet will create a catalog for the initial and renewal track.
- Discuss Provider Approvals
  - Commission will not approve providers but will approve courses. Process involves a request for MSL staff to present a course and provider for approval. MSL staff will work with requestor to identify course, outcomes, and credits. Full Commission will approve the course at a regular Commission meeting. People will need to meet the deadline for the next Commission meeting. Colet and Tracy will craft language for the timeline and process.
  - MSL staff that provide face-to-face training in any of the approved topic/course list areas can give continuing education credit for that training.
  - Federations will need to be addressed. Colet and Tracy will create language for Commission to review.

- Materials to Prepare for August 13 Commission Meeting – group reviewed the timeline and the action steps. Tracy and Colet will create a draft of materials for committee to review with the goal of having everything ready by the August 6 deadline.
- General Discussion
  - Should we have only one (1) MSL certification track? Only for directors? Anyone who wants to be certified would need to meet those requirements? This would simplify the process.
    - Only 1 track
  - Should we get rid of categories? Currently, we use Library Administration, Collection Management and Technical Services, Library Services to the Public, and Technology. While the foundational list is referring to these, it doesn't exactly align.
    - We will get rid of these categories but still need a list of basic/foundational duties/skills
  - Should we require at least 1 hour of **library services** (led by MSL staff) for renewal? Things do change in that area. .5 is current minimum credit allowed.
    - We can have library 101 but this is the area that staff will need to monitor most closely and will need to seek pre-approval unless it is MSL staff who are following the basic principle of foundational skills.
  - Are we pre-approving providers or pre-approving courses/course of study?
    - Pre-approving the course of study. MSL staff will need to seek pre-approval of additional courses and subject matter experts (only for that course).
  - What are the criteria for approving providers? How can providers appeal a decision not to approve?
    - We are not pre-approving providers. We are approving a course list/catalog. Process will be for **requestors** to work with MSL staff, to include a description and number of credits along with a reason for adding to the catalog. Commission will decide whether to **add it.[SJ1]**
  - MSL staff work with other non-MSL staff – usually subject matter experts. Examples include the Department of Labor, Kris Goss (librarian/lawyer), early literacy/early childhood experts. Do we need pre-approval?
    - We will seek pre-approval of the current courses, but any NEW courses will need to go through the pre-approval process.
  - How often will we review the foundational list?
    - Annually
  - How many years of experience will substitute for the library classes? What evidence would be required to document experience?
    - We are not going to substitute experience.
  - Will a recent Library and Information Science master's degree fulfill initial certification requirements?
    - We are not going to substitute a degree. We can revisit any of these as we work through the process.



#### Action Items

- Update the suggested ARM language – Colet
- Create a list of duties/topics and catalog for initial and renewal – Tracy
- Craft language for MSL staff and federations – Tracy and Colet
- Craft language for approval process – Tracy and Colet