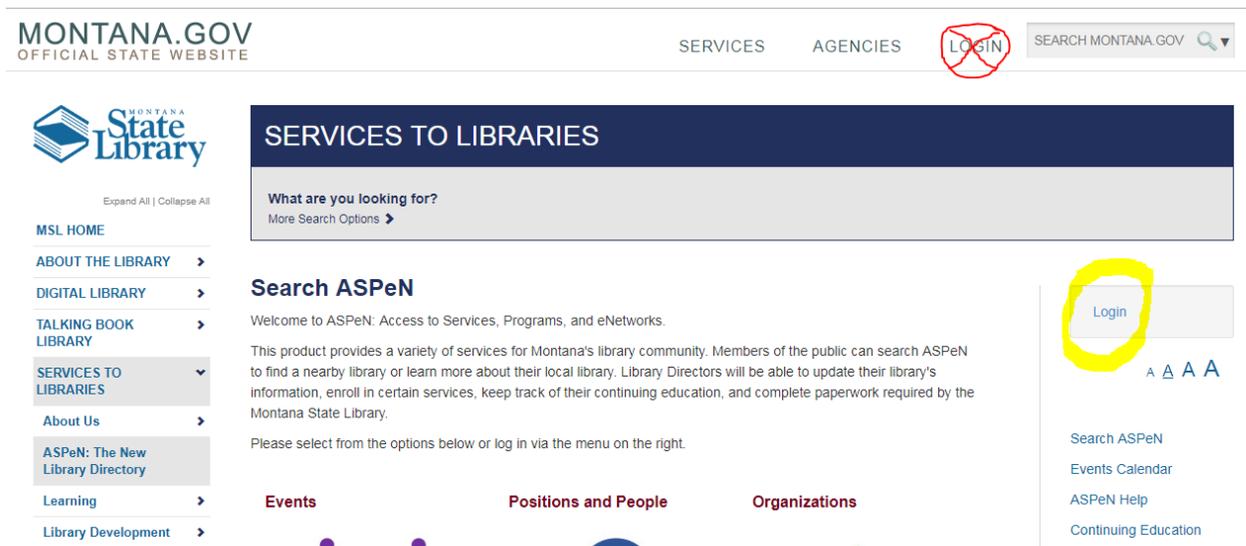


Applying for or Renewing Certification in ASPeN

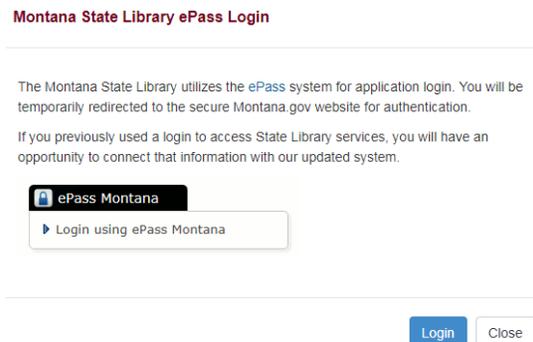
Once you have collected sufficient credits to meet the requirements for your selected CE program Track and posted those credits in ASPeN, use these instructions to submit your application in ASPeN.

1. Open the ASPeN Website (<http://aspen.mt.gov/>)
2. Click Login as seen below to access ASPeN



The screenshot shows the Montana State Library website. At the top, there is a navigation bar with 'MONTANA.GOV OFFICIAL STATE WEBSITE', 'SERVICES', 'AGENCIES', a 'LOGIN' button circled in red, and a search bar. Below this is a 'SERVICES TO LIBRARIES' section with a search bar and a 'Search ASPeN' heading. The 'Search ASPeN' section contains text about the service and navigation options: 'Events', 'Positions and People', and 'Organizations'. On the right side, there is a 'Login' button circled in yellow, along with 'Search ASPeN', 'Events Calendar', 'ASPeN Help', and 'Continuing Education' links. A sidebar on the left contains a menu with options like 'MSL HOME', 'ABOUT THE LIBRARY', 'DIGITAL LIBRARY', 'TALKING BOOK LIBRARY', 'SERVICES TO LIBRARIES', 'About Us', 'ASPeN: The New Library Directory', 'Learning', and 'Library Development'.

3. Login to Montana State Library ePass



The screenshot shows the 'Montana State Library ePass Login' page. It contains the following text: 'The Montana State Library utilizes the ePass system for application login. You will be temporarily redirected to the secure Montana.gov website for authentication. If you previously used a login to access State Library services, you will have an opportunity to connect that information with our updated system.' Below this text is a button labeled 'ePass Montana' with a sub-button 'Login using ePass Montana'. At the bottom of the page, there are two buttons: 'Login' and 'Close'.

4. Go to Continuing Education



SERVICES TO LIBRARIES

What are you looking for?
More Search Options >

- Expand All | Collapse All
- MSL HOME
- ABOUT THE LIBRARY >
- DIGITAL LIBRARY >
- TALKING BOOK LIBRARY >
- SERVICES TO LIBRARIES >
- About Us >
- ASPeN: The New Library Directory
- Learning >
- Library Development >
- Montana Memory Project
- Montana Shared Catalog
- Statewide Projects >
- LEGISLATIVE SNAPSHOT

Search ASPeN

Welcome to ASPeN: Access to Services, Programs, and eNetworks.

This product provides a variety of services for Montana's library community. Members of the public can search ASPeN to find a nearby library or learn more about their local library. Library Directors will be able to update their library's information, enroll in certain services, keep track of their continuing education, and complete paperwork required by the Montana State Library.

Please select from the options below or log in via the menu on the right.

Events



Positions and People



Organizations



Welcome.

- Logout | ePass
- Montana Home
- ASPeN User
- ASPeN Verification
- SLR
- MSL Admin
- MSL ASPeN Admin

A A A

- ASPeN Admin
- Search ASPeN
- Events Calendar
- ASPeN Help
- Continuing Education

5. Click on the Track you want to submit

Continuing Education

Need Help? [Continuing Education](#), [Continuing Education \(Admin\)](#)

Certification Track

View/Edit Current Certification Track

| Program Track | Progress | Status | Type | Begin Date | End Date |
|---|----------------------------------|---------------|------|------------|------------|
| Montana State Library Certification - Library Staff Track | <div style="width: 100%;"></div> | Not Submitted | MSL | 11/26/2018 | 11/26/2022 |

[View/Edit Past Continuing Education Program Track Participations](#)

6. Select the person validating your track and submit.

Continuing Education Program Track Participations - Detail

[Eligible Continuing Education Credits](#) | [Edit](#)

[Delete This Continuing Education Track Participation](#)

Montana State Library Certification - Library Staff Track

| | |
|---|---|
| Person | <i>i</i> Your Name Here |
| Progress | <div style="background-color: #0070C0; height: 15px; width: 100%;"></div> |
| Continuing Education Program Track Participation Status | <i>i</i> Not Submitted <i>This Continuing Education Program Track Participation is eligible for submission.</i> 2 Submit your application for certification |
| Begin Date | <i>i</i> 11/26/2018 |
| End Date | <i>i</i> 11/26/2022 |
| Final Submission Date | <i>i</i> 11/26/2023 |
| Validation Position | <i>i</i> 1 Flick, Joann - Staff (Montana State Library, Training and Development S  |

Note: Once your certificate is issued, all of the credits in your application as of the date of your submission will be marked "inactive" in ASPeN and will not be able to viewed in your current CE track participation list. You can always view inactive (used) credits another way.