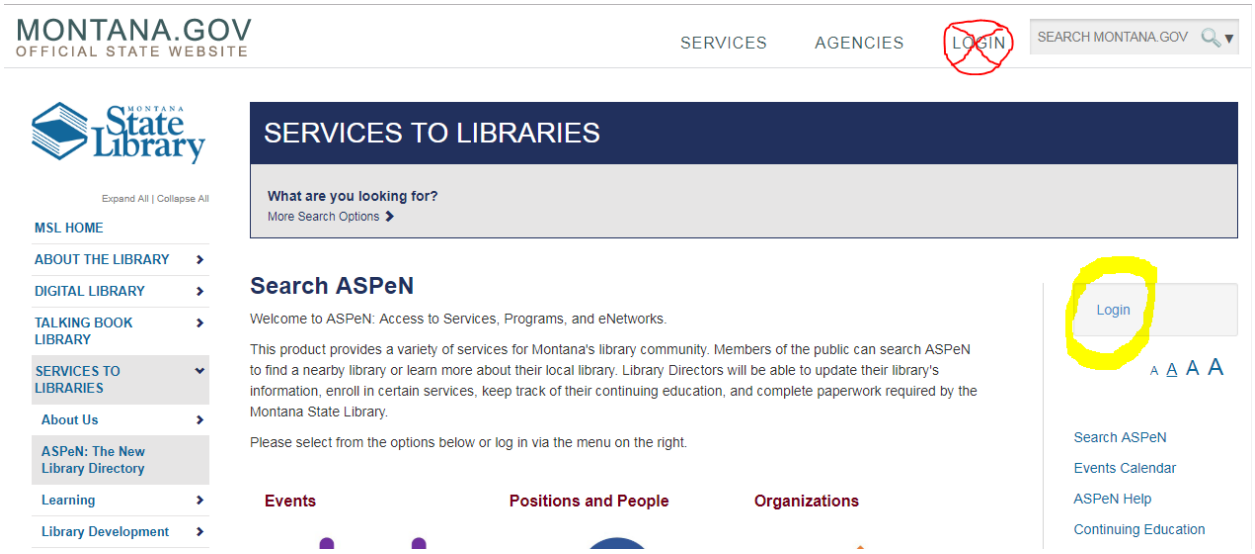
MONTANA State Library
P.O. Box 201800 • Helena, Montana 59620-1800 • 406-444-3115
FAX: 406-444-0266 • http://msl.mt.gov

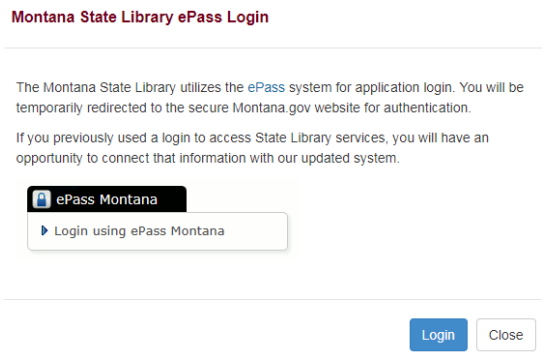
Applying for or Renewing Certification in ASPeN

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.

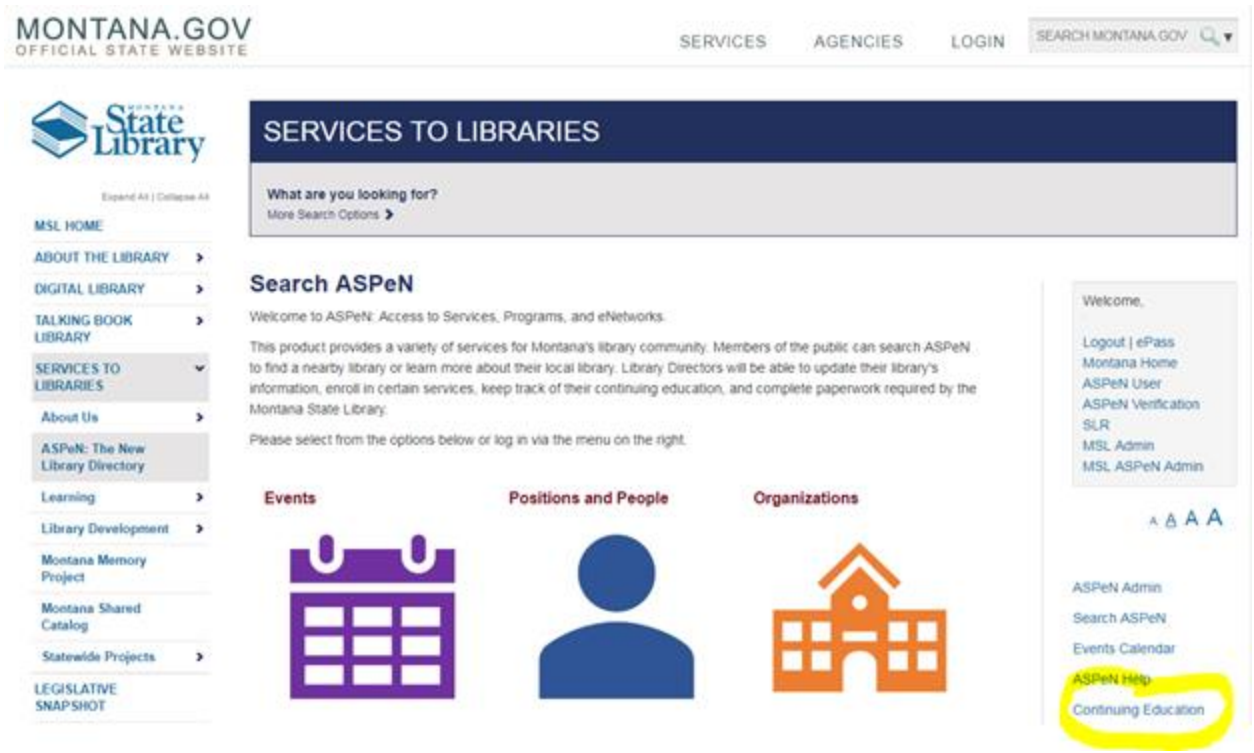
1. Open the ASPeN Website (http://aspen.mt.gov/)
2. Click Login as seen below to access ASPeN



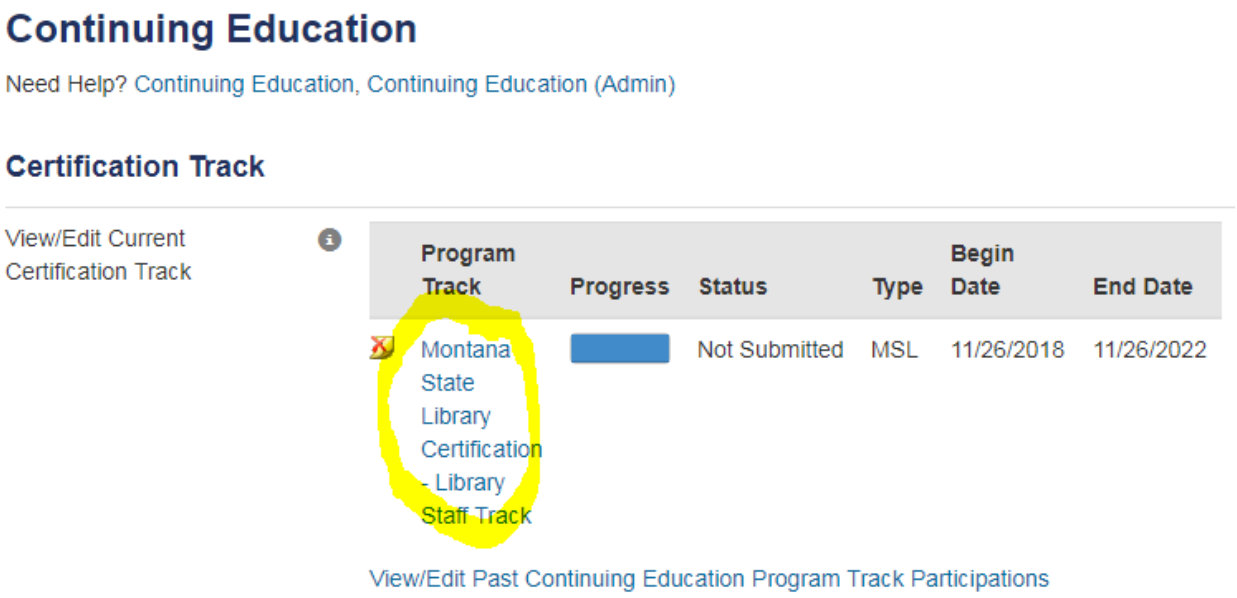
3. Login to Montana State Library ePass



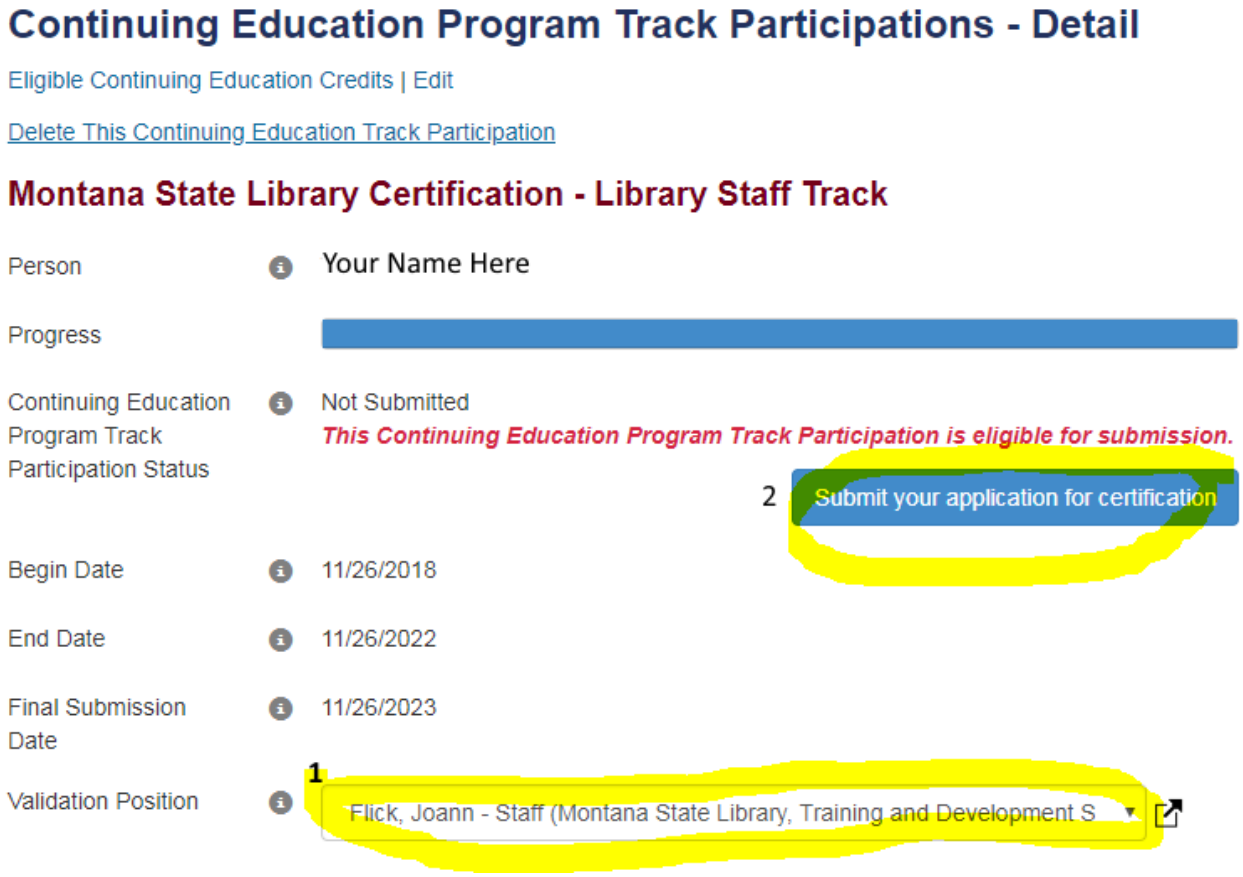
4. Go to Continuing Education



5. Click on the Track you want to submit



6. Select the person validating your track and submit.



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.