

Continuing Education: Getting Started

Continuing education main page (you will need to login to ASPeN to access the Continuing Education section):

1. From ASPeN admin, refer to the menu in the right-hand margin. Click "Continuing Education"
 - a. Or, visit this link: <https://mslservices.mt.gov/ASPeN/Admin/ContinuingEducation>

Add new certification track:

1. Refer to the "Add New Certification Track" option under "Certification Track."
2. Use the drop-down box to select either a library staff, library administrator, or trustee track.
3. Click "Go!"
4. Complete the fields in the form provided.* (see note in bold below)
 - a. Click the "i" icon for additional details about that field.
5. Click "Save" at the bottom of the page
6. You will be redirected to a page where you can make changes to your new CE track. Double check the information on this page and make any changes necessary.
7. Click "Save" half-way down the page when you are done.
8. The bottom-half of the page details the CE categories and credits you need to complete your CE track. This page also indicates which credits you have already received. You can return to this page later by clicking on the certification track listed in the gray box on your ASPeN Admin Page.
9. Click "Return to Continuing Education Home Page" to exit this page.

***Your START date for your current CE Program Track Participation needs to be set as either:**

- **the date that your last certificate expired, or**
- **the first day of the month/year that you began to collect credits (so that ASPeN will gather all your credits)**

Keep in mind, if you started to collect credits more than 48 months (4 years) ago, those old credits will be expired. So, don't select a start date that is more than 48 months ago, ever.

There are three ways to report continuing education credits:

1. System automatically adds CE credit
2. Add existing independent learning event
3. Create new independent learning event

System automatically adds CE credit:

- When you register for a continuing education event in ASPeN, the system will automatically apply your credit. See the following cheat sheet for instructions on how to

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register for an event:

[http://docs.msl.mt.gov/ASPeN/Register and Review Events in ASPeN.pdf](http://docs.msl.mt.gov/ASPeN/Register_and_Review_Events_in_ASPeN.pdf)

Add existing independent learning event:

- An existing independent learning event might be a session from the Montana Library Association, a recorded webinar, other library organization sponsored event that you attended, etc.
1. From ASPeN admin, refer to the menu in the right-hand margin. Click “Continuing Education.”
 - a. Or, visit this link: <https://mslservices.mt.gov/ASPeN/Admin/ContinuingEducation>
 2. Scroll down to “Continuing Education Credits.”
 3. Refer to the “Add Independent Learning Event” field. Use the drop-down box to find your event.
 4. Click “Go!”
 5. Review the information in the next page. Check the “Email on Assigned Credit” box if you want to be notified when the CE credit is approved.
 6. If all the information looks correct, click “Save” at the bottom.

Create new independent learning event:

- A new independent learning event might be a local non-library training session, a college course, an out-of-state conference, etc.
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 - a. Or, visit this link: <https://mslservices.mt.gov/ASPeN/Admin/ContinuingEducation>
 2. Scroll down to “Continuing Education Credits.”
 3. Refer to the “Add Independent Learning Event” field. Click “Create New.”
 4. Complete as many fields as you can.
 - a. Click the “i” icon for additional details about that field.
 5. Click “Save” at the bottom when you are done.
 6. An MSL staff member will review your event. Once they approve an event, the credit will appear on your continuing education credits’ list.