# Applying for Montana State Library Certification

Effective September 15, 2014, Montana library staff and trustees may complete the application process for certification online.  To begin, use the **ACCESS** path in the Library Directory**.**  Then, follow these three steps:

1.  Log into the Library Directory and click on **TRACK CONTINUING EDUCATION**

    This brings you to the menu for the CE Tracker.  The CE Tracker is where you gather all your CE activities into one online reporting form.  You will need at least 60 CE hours total to qualify for certification, with at least 10 CE hours in each category (15 for Trustee certification, any category),  and at least 20 of your total hours in the Library Administration category to qualify for Library Administration Track Certificate (required for public library directors in Montana).  To update your tracking form, choose MANAGE MY CE TRACKING FORM.  When you have enough credits to qualify for a certificate, move on to the next step.

2.  Click **SUBMIT MY CE CERTIFICATION APPLICATION FORM** and complete the form.

3.  Obtain **verification** via email.  Submitting your form automatically generates an email report with your list of CE credits claimed that is sent to the person in your library who will verify that you have completed the work you have claimed. This email is also copied to the CE Coordinator at the MT State Library.

    Follow-up with the person completing the verification process, as your application cannot be processed until they provide an email to the CE coordinator at the MT State Library, Jo Flick (jflick@mt.gov).   Once the verification email is received, your application will be processed in the next quarterly batch (applications are processed in January, April, July, and October for applications received by the end of the previous month).

    Note:  The Montana State Library no longer sends out press releases upon request as part of the certification program.  Local libraries should use this template press release to broadcast the news.