Eligibility Criteria for the Certified Education Technology Leader (CETL) Program

To be deemed eligible for the CETL certification exam you must have a minimum of a Bachelor's degree plus (4) four years of education technology experience. "Education technology experience" is defined as:

Demonstrable experience in the tasks included on the Detailed Content Outline for the CETL exam, which fall into three broad categories: Leadership & Vision; Understanding the Educational Environment; and Managing Technology & Support Services

In addition, candidates will be required to sign a *Code of Conduct and Terms of Confidentiality* before an application is accepted for review.

If a candidates does not meet the minimum <u>education</u> requirements, the candidate must have at least seven years of demonstrable experience in education technology. To be deemed eligible using these criteria, a candidate may request that the Certification Governance Committee (CGC) grant a waiver of the education requirement. This appeal must be writing and must include the following:

1) A current CV or resume
2) A cover letter outlining a minimum of seven years of experience in education technology, specifically relative to the content areas covered on the Detailed Content Outline
3) A signed recommendation from the candidate's supervisor attesting to your experience.

This request may be sent via hard copy to: Certification Governance Committee – Eligibility Request, Consortium for School Networking, 1325 G Street, NW, Suite 420, Washington, DC 20005. A pdf of the signed request may also be emailed to certification@cosn.org.

No requests for a waiver of the <u>experience</u> requirement may be made.

MONITORING AND REVIEW SCHEDULE
Monitor as needed and review in conjunction with each new job analysis.

DATE APPROVED
February 9, 2018

DATE REVIEWED

DATE MODIFIED