Certified Education Technology Leader (CETL)
Certification Governance Committee (CGC)
CETL Recertification Policy

The goal of the Certification process is to ensure, as much as possible, the continuing competence of each certificant and maintain the professional standard of those engaged in implementing and maintaining the integration of technology into K-12 learning environments. There are a number of professional activities that can contribute to that goal.

The purposes of the Continuing Competency requirements established by the Certification Governance Committee are that Certified Education Technology Leaders:

- obtain current professional development information;

- explore new knowledge in specific content areas;

- master new skills and techniques related to educational pedagogy and the use of technology;

- enhance approaches to effective use technology in learning environments, both within their specified job role and beyond;

- further develop professional judgment;

- conduct themselves in their role as education technology leaders in a legal and ethical manner.

The Certification Governance Committee expects that education technology leaders engage in lifelong development to maintain and improve knowledge and skills for competent practice. This includes continuous self-assessment to identify professional strengths and learning needs, establishment of short- and long-term goals for individual professional development, and selection of appropriate professional development to meet these goals.

Candidates for Recertification should choose those professional development activities that provide them with the most benefit, keeping in mind that the length and rigor of a program contribute to its value. Advance planning for Professional Development enables candidates to choose more appropriate courses and also to control expenses more effectively. Professional development programs provide one of the main methods for keeping up with professional practice.

Recertification is required every three (3) years. Each candidate for Recertification must demonstrate that he/she meets the current requirements in order to successfully recertify and be permitted to continue to use the designation.

Given that the average lifecycle of technology infrastructure is less than 5 years, a three year recertification period allows an appropriate amount of time for an education technology leader to become aware of new advances, thought leadership, and legal requirements and to be able to educate other members of the education community on those changes with sufficient planning time to ensure students can continue to thrive.

Requirements

Three years after the date of issue, your CETL certification will expire. To remain certified, you are required to stay current in the CTO field by completing 60 hours of continuing education activities (CEAs) or retake and pass the CETL exam before your certification expires. Recertification activities must take place within your three-year certification cycle.

All CEAs must be tied to one or more of the knowledge and task statements found on the CETL Examination Detailed Content Outline. CEAs are exclusively a CoSN CETL measurement and are calculated as noted below. Credit is only awarded for education-related activities supporting elements of the Detail Content Outline and furthering your knowledge of the profession (registration, exhibit hall, and meal time hours at education activities, should not be included in your calculations). CEAs may be earned in the following ways:

CoSN Conferences or Similar Conferences

Sessions at CoSN or other similar conferences count as 1 CEA per conference "hour" of at least 50 minutes. Maximum of **48** hours or up to **80%** of the hours can be achieved this way over 3 years.

Structured Continuing Education

Structured continuing education includes activities such as seminars, college courses, on-the-job professional development classes or similar vehicles that contribute to the certificant's knowledge and understanding of the profession. For most structured education, 1 education hour (at least 50 minutes) is 1 CEA. For university/college courses awarding semester credits, one semester credit hour equals 15 CEAs. Maximum of **48** hours or up to **80%** of the hours can be achieved this way over 3 years.

Structured online courses (e.g. e-learning without assessment/college credit)

Structured e-learning courses without assessment that contribute to the certificant's knowledge and understanding of the profession generate 1 CEA per hour. Maximum of **20** hours or up to **33%** of the hours can be achieved this way over 3 years.

Professional Activities

Professional activities that contribute to the certificant's further knowledge and understanding of the profession can also earn CEAs. Such activities fall into the following categories:

Project or Industry-Related Certification

Four (4) hours will be awarded per project or industry-related certification, specifically for CoSN Micro-credentials, PMI, Comp TIA, CISSP and select vendor certifications. Maximum of **12** hours or up to **20%** of the hours can be achieved this way over 3 years.

Professional Membership

Membership in CoSN, ISTE or another approved organization related to the education technology field earns 2 hours per year, per membership. Maximum of **5** memberships or up to **17%** of the hours can be achieved this way over 3 years.

Published Works

Articles, white papers, instructional materials, and other published works (paper or online) that impart significant knowledge related to one or more of the 10 skill areas earn 4 hours per publication. Maximum of **12** hours or up to **20%** of the hours can be achieved this way over 3 years.

Teaching/Instruction

Instruction including sessions on new technology-enhanced learning options for key personnel such as faculty or administration in the district or state is awarded for the first time the instruction is given. For each hour of instruction, one CEA is earned. Maximum of **30** hours or up to **50%** of the hours can be achieved this way over 3 years. **NOTE**: if course content changes significantly then can count as a first time presentation.

Volunteer/Leadership Work

Work performed as an active member of a CoSN committee, a CETL Ambassador, a study group leader, CTO mentor or other extra-job related activity involving one or more of the content areas found on the Detailed Content Outline for the CETL Exam. Volunteer hours can be reported, hour for hour, for a maximum of **21** hours or up to **35%** of the hours can be achieved this way over 3 years. **Example:** start a group/meetings in your local area that incorporates one or more of the content areas.

Completing your recertification tracking form and application

Keep track of your CEAs as you complete them. You may use this recertification tracking form and application or keep track of activities in whichever way you to choose. This tracking tool, when complete, will be your application for recertification. Once you have accumulated 60 hours of activities, you may submit this form to recertify. Your activities will not be monitored by CoSN or approved by the CETL Certification Governance Committee until you have accumulated the required 60 hours and your application is submitted. If you have questions about a specific activity, please email us at certification@cosn.org. The cost to recertify is $150 ($300 for nonmembers).

Non-compliance with the Recertification Requirements

Candidates for Recertification are expected to submit an application for Recertification that fulfills all the necessary requirements no later than his/her certification expiration date. A candidate will be considered non-compliant if:
- no application for Recertification was submitted;
- if the application submitted does not meet the stipulated requirements and the candidate has not rectified any deficiencies; or

- if randomly selected, the candidate has not satisfied the requirements of the Document Verification
- Process.

If compliance is not achieved within the stipulated timeframe, the candidate's certification will expire and the designation will be permanently removed from his/her record. The individual must stop using the designation and/or representing him or herself as certified.

Once a candidate's certification has been removed from his/her record, the only way to regain use of the credential is to apply to the program as a candidate for initial certification, meet current eligibility requirements, and to take and pass the current form of the examinations.

MONITORING AND REVIEW SCHEDULE
Monitor as needed and review every three years.

DATE APPROVED
November 2, 2018

DATE REVIEWED

DATE MODIFIED