# (CETL) Recertification Activities Tracking Tool

Your CETL certification will expire thr	e years after the date of issue.	(enter y	your expire o	date h	nere)
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To remain certified, you are required to stay current in the CTO field by completing 60 hours of continuing education activities (CEAs). All activities must be tied to one or more of the ten skill areas identified in the <u>Framework</u>.

Note: CEAs are calculated on a 1:1 basis (for example: I hour at a conference session = I CEA hour) unless otherwise noted below. Credit is only awarded for education-related activities (registration, exhibit hall, and meal time hours, for instance, should not be included in your calculations).

Keep track of your CEAs as you complete them. Once you have accumulated 60 hours of activities, you may submit your application to recertify. Your activities will not be monitored or approved by CoSN 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 <a href="mailto:certification@cosn.org">certification@cosn.org</a>.

You may use your own methods for tracking your recertification activities or you may use the charts on the following pages.

## **Continuing Education**

Includes activities such as conferences, seminars, college courses, on-the-job professional development classes, or other educational activities.

Maximum of 60 hours

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## **E-Learning/Online Courses**

Courses in which you are given an assessment at the end of the course, and/or include college credit. *Maximum of 60 hours* 

Courses with no assessment or college credit (e.g., webcasts, videoconferences, podcasts).

Maximum of 20 hours

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### **Industry-Related Certification**

Four (4) hours will be awarded per industry-related certification (e.g., Comp TIA, CISSP). Maximum of 12 hours

#### Teaching/Instruction

Instructional hours are awarded on a 1:1 basis (note: credit is only awarded for the first time the instruction is given). In addition, 3 hours will be awarded per activity for prep time

Maximum of 30 hours

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## **Professional Membership**

Membership in an organization related to the education technology field (e.g., CoSN, ISTE, etc.)

2 hours per year, per membership

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#### **Published Works**

Articles, blogs, and other related works that impart knowledge related to the 10 skill areas.

4 hours per article. Maximum of 12 hours

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## **Volunteer/Leadership Work**

Work performed outside your job related to one of the 10 skill areas (e.g., CoSN Committee, mentoring, focus group participation). One hour of work = one hour of credit.

Maximum of 20 hours

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