(CETL)
Recertification Activities Tracking Tool

Your CETL certification will expire three years after the date of issue. _____ (enter your expire date here)

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 *Framework*.

Note: CEAs are calculated on a 1:1 basis (for example: 1 hour at a conference session = 1 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 certification@cosn.org.

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

Name of activity/location	Date completed	Number of hours	Framework Skill Area

Description of Activity

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Description of Activity

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

Name of activity/location	Date completed	Number of hours	Framework Skill Area
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Description of Activity

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

Name of activity/location	Date completed	Number of hours	Framework Skill Area
Description of Activity			

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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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Description of Activity

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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Description of Activity

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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