

How to Renew Your CoSN Credential

To renew your CoSN credential, please complete the instructions below.

1. Log in to the [CoSN website](#) by selecting **Member Login**
2. Enter your CoSN login credentials.
3. Once you are successfully logged in, select **MyCoSN**.
4. Under **CoSN Credentials**, select **Apply/Renew for CoSN Credential**
5. Select **Submit Application**
6. **Select Purchase for “Your Name”**
Important: Do not select **Purchase for Organization** when renewing a CETL® or CCRE credential.
7. The application fee will be automatically selected. Select **Start Application Renewal** to continue.
8. **Confirm your address.** Then, under **Education Credits Requirements**, select **Add New Education Credit** for each continuing education activity that qualifies for renewal.

The screenshot shows the 'Add New Education Credit' form with the following fields and values:

- Education Credit Type:** Continuing Education
- Instructions:** Please include each of the continuing education hours for your CETL recertification. You may include activities such as conferences, seminars, college courses, on-the-job professional development classes, or other educational activities. You will need a total of 60 hours. For questions about eligibility, please contact certification@cosn.org.
- Description:** Cybersecurity Online Workshop 301: Planning & Running Tabletop Incident Response Exercises
- Number of Credits Earned:** 5
- Credit Earned On:** 5/15/2024
- Provider:** CoSN #55089
- State/Province:** State/Province
- Reference:** E-Learning/Online Courses

Buttons: Save, Cancel

- **Description:** This field should be the title of the activity
- **Number of Credits Earned:** Total number of credits for this particular activity
- **Credit Earned On:** Date that you completed the activity
- **Provider:** Not required, but you can add the name of the provider of the activity
- **State/Province:** Not required, but you can add the state/province you earned the activity
- **Reference:** Use one of the following references to properly identify the activity:
 - a. Continuing Education: Includes activities such as conferences, seminars, college courses, on-the-job professional development classes, or other educational activities.
 - b. E-Learning/Online Courses: Courses in which you are given an assessment at the end of the course, and/or include college credit OR Courses with no assessment or college credit (e.g., webcasts, videoconferences, podcasts).
 - c. Industry-Related Certification: Four (4) hours will be awarded per industry-related certification (e.g., Comp TIA, CISSP).
 - d. Professional Membership: Membership in an organization related to the education technology field (e.g., CoSN, ISTE, etc.)
 - e. Published Works: Articles, blogs, and other related works that impart knowledge related to the 10 skill areas.
 - f. Volunteer/Leadership Work: Work performed outside your job related to one of the 10 skill areas (e.g., CoSN Committee, mentoring, focus group participation).

9. Once you have entered all of your eligible continuing education credits, select **Submit and Pay** to complete your renewal.