



CETL Recertification 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 ten skill areas identified in the Framework of Essential Skills of the K-12 CTO. 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 Framework body of knowledge 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, one credit hour equals 15 CEAs. Maximum of **60** hours or up to **100%** of the hours can be achieved this way over 3 years.

Structured online courses (e.g. e-learning with assessment/college credit)

Structured e-learning courses with assessment that contribute to the certificant’s knowledge and understanding of the profession generate 1 CEA per hour. 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 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 10 skill areas earn CEAs. One key activity equals three CEAs. 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 10 skills 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).