

## CETL CERTIFICATION FOR EDUCATIONAL TECHNOLOGY STAFF



The Certified Education Technology Leader (CETL™) examination is a rigorous, two-part exam that identifies those who have mastered the framework skills and knowledge needed to bring 21st century skills to schools. The exam is a true measure of today's education technology field. The CETL program is also professional development to enhance the knowledge of learning technologies.

Superintendents who have encouraged CETL certification report these benefits:

- Stakeholders see that they are committed to the highest standards in administration.
- They hire and promote only the most skilled and knowledgeable education technologists.
- Their districts keep current on latest trends and best practices in education technology.
- Asking for CETL demonstrates commitment to their employees' professional growth.
- The technology team skills are well matched to the job requirements of their positions.



More than half of CETL-certified educational technology leaders hold district, cabinet-level positions.

### The Examination

Only candidates passing both parts of the two-part exam earn the CETL designation. Candidates must pass Part I to be eligible to take Part II.

- Part I is a multiple-choice exam administered at proctored sites throughout the country. It identifies those who have a clear understanding of best practices, federal laws, and existing and emerging technologies in the education technology field.
- A critical aspect of a CTO's role is to effectively communicate highly technical concepts to a broad stakeholder base. The essay-based Part II tests the candidate's on this and is graded by a panel of experts trained by testing specialists using a pre-determined rubric.

## Eligibility Requirements

- A bachelor's degree plus four years of educational technology experience
- Educational technology experience is defined as demonstrable experience in the three overarching skills areas of the CoSN *Framework of Essential Skills of the K-12 CTO*.

To stay current in the field, CETL-certified professionals must recertify by completing 60 hours of continuing education during a three-year certification cycle.

## Preparing for the Exam

Completing specific prep courses is not required to sit for the exam. Applicants should understand the skills outlined in the framework and seek professional development for areas they need to strengthen. This toolkit includes a Self-Assessment for Chief Technology Officers and Technology Staff to help identify a candidate's strengths and areas for additional training. CoSN also offers an 11-module training guide.

## Costs and Funding

The application fee for the exam is \$299 for CoSN members and \$499 for nonmembers. Many certified educational technology professionals had the fees paid through their district's professional development budgets.

## State Partnerships

State departments of education and education service agencies that already understand the importance of CETL certification are participating in [CoSN's State Partnership Program](#). CETL Partnerships allow states to provide scholarships to their educational technology leaders for preparing for and taking the CETL exam. In exchange, these states show their commitment to 21st century learning in their districts and are recognized for this forward-thinking commitment in a number of ways.

CoSN also partners with educational service agencies to offer professional development and CETL certification exam fees at reduced rates.