



#yourneta

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CETL Certification (Certified Education Leader Certification)



Agenda

- **What is the CETL Certification?**
- **Why certification matters for EdTech leaders**
- **Eligibility requirements and application process**
- **CETL exam overview**
- **How to prepare for the exam**
- **Maintaining the credential through recertification**
- **Upcoming CETL program updates**
- **Q&A**

Learning Objectives

By the end of this session, participants will be able to:

- Understand the purpose and value of the CETL certification for K-12 EdTech leaders
- Review current eligibility requirements and exam structure
- Learn about preparing for the CETL exam and available study resources
- Understand recertification requirements and maintaining the credential
- Learn about upcoming updates to the CETL certification program



- **What is a CETL?**
 - **Certified Educational Technology Leader**
 - **Credential earned by qualified applicants who pass the CETL Examination**
- **Created to certify K-12 education technology leaders who demonstrate expertise in:**
 - **Strategic leadership and vision**
 - **Digital learning environments**
 - **Data-informed decision making**
 - **Technology infrastructure and support**
 - **Managing technology resources and teams**
- **Based on a Delineation of Practice that outlines tasks performed by EdTech Leaders**
 - **Resulted in the Framework of Essential Skills document and the Detailed Content Outline that the exam is based upon**
- **Not just for CTOs!**

Value of Certification

- Shows the public and employers that you have met high national standards for education, training, and experience.
- Enhances your professional reputation, credibility, and provides you with a sense of personal accomplishment.
- Demonstrates your commitment to continued professional development and skills expansion.
- Increases your opportunities for career advancement and increased earnings.
- Provides opportunities for you to contribute to advocacy efforts for the education technology profession.
- Provides networking opportunities with other professionals in the industry.

Certification Governance Committee (CGC)

- Responsible for the oversight, development, and governance of the CETL certification program.
- Comprised of 15 CETLs in good standing, appointed by either the CoSN Board of Directors or by the CGC.
- The CGC has full autonomy over all core credentialing decisions and all important aspects of CoSN's credentialing programs and activities.
 - This includes: strategic oversight of the CETL program; definition of eligibility criteria; exam scope and content; recertification criteria and process, the development, administration, and scoring of assessment instruments; granting of certification; marketing and promotion; and ethics and professionalism, including complaints.
 - Provides reports and updates to the CoSN Board of Directors as needed
- Current CGC Chair- Robin Gunter, CETL

CGC Subcommittees

- **CETL Ambassadors**
Support outreach and engagement by fostering networking among CETLs and promoting the value of the certification.
- **Exam Development SubCommittees**
Volunteer subject matter experts support exam development through Job Analysis, Item Writing and Review, and Form Review activities to ensure the exam reflects current practice in K-12 education technology leadership.
- **Nominating SubCommittee**
Manages the nomination and selection process for members of the Certification Governance Committee (CGC).

Eligibility Requirements (Effective as of June 2025):



Pathway 1

- Bachelor's degree plus four years of education technology experience

Pathway 2

- Associate degree plus seven years of education technology experience

Pathway 3

- Ten years of education technology experience
 - No College degree required



- **Application Process:**
 - **Agree to the CoSN Code of Conduct and Terms of Confidentiality**
 - **10% of all applications are randomly audited**
 - **Supporting documentation is required (e.g., unofficial transcripts, certificates of completion, resume)**
 - **7-10 business day processing time for applications**

Three possible outcomes of application:

- **Eligible- Authorization to Test (ATT) notice is sent to applicant; 6 months to test**
- **Ineligible**
- **Selected for Audit**
- **Application is available at www.cosn.org.**



Exam Details

- 100 multiple-choice questions (closed book)
- Two hours to complete the exam
- Year-round testing offered through Pearson VUE
 - Test center locations can be found at www.pearsonvue.com
 - Hundreds of testing locations across the US
 - International testing is also available
- Remote proctoring option
 - Test in a secure environment of your choosing
- Exam Fees: \$489 Member; \$829 Non-Member; \$339 Exam Retake (Member & Non-Member)



Exam Preparation Tips

- **Review Essential Documents**
 - **CETL Candidate Handbook**
 - **Framework of Essentials Skills Document**
 - **Detailed Content Outline**
- **CoSN Resources/Products**
 - **Foundations Course- self study or facilitated**
 - **CoSN Knowledge Center**
 - **Self-Assessment Tool**
 - **CETL Practice Exam**
- **Form or Join a Study Cohort**
 - **State Chapters- 32 Chapters so far**
 - **Co-Workers/Peers**
- **Identify a Mentor**

What to Expect as a CETL®?

- Official Certificate and lapel pin
- Use of the CETL Designation after your names
- Listed in online CETL Directory- Must opt in to the directory.
- CoSN and LinkedIn CETL Communities
- Notification letter to superintendent and/or supervisor
- Digital badge issued through Credly to share in email and social media
- CETL Exclusive Events at the CoSN Annual Conference
- Opportunities to get involved with the CETL certification program
 - CGC Member
 - Item Writer
 - CETL Ambassador Committee

Recertification

The CETL credential is valid for three years from the date of certification.

Two options for recertification:

- Complete 60 hours of Continuing Education Activities (CEAs) (Conferences, professional activities, and structured CE)
- OR
- Retake and pass the then-current CETL[®] examination

All CEA activities must be tied to the Framework of Essential Skills document and can include:

- Continuing Education
- E-Learning / Online Courses
- Industry-Related Certification
- Teaching / Instruction
- Professional Membership
- Published Works
- Volunteer / Leadership Work

Recertification demonstrates continued competence in the field.

Upcoming CETL Program Updates

- A new CETL exam is scheduled for release in early Summer 2026
- The updated exam reflects current leadership practices in K-12 education technology
- Supporting documentation is now required during both the initial application and recertification processes
- Certification expiration dates will move to the end of the month in which certification was earned

These updates help strengthen the rigor, transparency, and integrity of the CETL certification program.

A CETL Leader's Perspective



How to Get Started

- **Review the CETL Candidate Handbook**
- **Confirm you meet eligibility requirements**
- **Submit your CETL application**
- **Schedule your exam through Pearson VUE**
- **Prepare using CoSN study resources**
- **Connect with other CETLs or study cohorts for support**

Thank you!



Questions?

Contact us:

certification@cosn.org



We're Presenting!

NETA Spring Conference 2026

CETL Certification (Certified Education Leader Certification)

Friday, May 1, 2026 @ 1PM CST



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