



## **CoSN's CETL Candidate and Certificant Code of Conduct and Terms of Confidentiality**

Those holding CoSN's Certified Education Technology Leader (CETL) designation represent, through knowledge and conduct, the highest professional standards expected of an educational technology leader. Those seeking and holding the CETL agree to abide by the CETL Candidate and Certificant Code of Conduct and Terms of Confidentiality set forth below.

### ***Certified Education Technology Leader Code of Conduct***

Those seeking or holding the CETL certification agree to:

- Comply with all local, state, and federal laws, regulations, and statutes applicable to the field of education technology
- Demonstrate the highest standards of integrity and professional conduct
- Encourage others in the profession to act in an ethical and professional manner
- Fully and accurately disclose any professional or business-related conflicts or potential conflicts of interest in a timely manner
- Refrain from offering or accepting payments or other forms of compensation or tangible benefits, which do not conform with applicable laws and which may provide unfair advantage for themselves or others they may represent
- Conduct professional activities in a manner that is fair, honest, accurate, unbiased, and otherwise appropriate
- Respect and protect the intellectual property rights of others, and properly disclose and recognize the professional and intellectual contributions of others
- Strive to enhance professional capabilities, skills and knowledge; and accurately and truthfully represent professional qualifications
- Not discriminate on the basis of race, color, religion, national origin, age, sex, disability, family status, or any other local, state, or federally protected class
- Not obtain or attempt to obtain certification or re-certification by misrepresentation, bribery, fraud, or deception

### ***Certified Education Technology Leader Terms of Confidentiality***

Those seeking or holding the CETL certification agree as follows:

- The questions and answers on the CETL exam are the exclusive and confidential property of the Consortium for School Networking (CoSN), are copyrighted, and are protected by CoSN's intellectual property rights
- Not to disclose the exam questions or answers or discuss any of the content of the exam materials with any person without prior written approval of CoSN
- Not to remove from the examination room any exam materials of any kind provided to you or any other material related to the exam, including, without limitation, any notes or calculations
- Not to copy or attempt to make copies (written, photocopied, electronically, or otherwise) of any exam materials, including, without limitation, any exam questions or answers

- Not to sell, license, publish, reproduce, transmit, distribute, give away, or obtain from any other source other than CoSN the exam materials, including, without limitation, any exam questions or answers without the prior written approval of CoSN
- That obligations under the Terms of Confidentiality will continue in effect after the examination and, if applicable, after termination of your certification, regardless of the reason or reasons for termination and whether such termination is voluntary or involuntary

I have read the CoSN Code of Conduct and Terms of Confidentiality, and I agree to uphold and abide by its terms. I understand that a violation of the CoSN Code of Conduct and/or the Terms of Confidentiality may be grounds for disciplinary action, including cancellation of exam scores, denial or revocation of certified status, and/or disqualification from future examinations and programs. I also understand that the Code of Conduct and/or the Terms of Confidentiality Policy may be revised by CoSN at any time.

(NOTE: Those applying to sit for CETL exam will be prompted to accept these terms before their exam application will be approved.)