



Hosting a CETL Test Site

Generally, CETL exams are administered where education tech leaders are already gathered (e.g., conferences, chapter meetings); however, **an exam can be given anytime/anywhere. To host a CETL exam, you will need three things: a proctor, computers with internet access and, of course, testers. You may host an exam with as little as one test taker.** The test takers themselves can arrange the test site but must have a proctor who meets the requirements as listed below.

If you are hosting a test site and space permits, CoSN would appreciate the opportunity to list the test date and site on web site. We will confirm this before posting your site information.

Following are the requirements for hosting a test site for the CETL certification exam. CoSN will review all test site requests before making a final decision.

Information about the Site

To host a site, CoSN must have the following information:

Site Host Name and Contact Info:

Exact Address of Exam:

Date of Exam:

Time of Exam:

Time the Computer lab opens:

(Exam is 2 hours. We recommend opening the test site at least a half an hour before the start of the exam.)

Proctor Name and Contact Information:

Number of computers available at site. Note, test takers may use their own laptop but the laptop must meet the computer requirements as listed below and must allow time before the test start time to load the lockdown browser onto the laptop. The test is administered using Internet Explorer on a PC (the test cannot be administered on a Mac):

The information above should be sent to certification@cosn.org. Note that this information must be received by CoSN before we can set up an application. We appreciate this information no later than one month before the exam date.

Proctor Requirements

CoSN will approve and train the proctor prior to the test date on how to load the computers with a lockdown browser and will provide a Proctor's Manual. The proctor must sign a Confidentiality Agreement and must agree not to take the CETL exam for at least two years after they've proctored an exam.



The exam proctor will be responsible for:

- Ensuring that all computers are properly configured (see computer requirements below) and that the lockdown browser is installed on the computer.
- Checking tester IDs (e.g., a government-issued photo ID such as a driver's license) and ensuring they have been approved to take the exam. (Tester will be given an Authorization to Test Letter, which must be presented to the proctor.)
- Launching the exam (the exam is launched at one time once all testers have logged in).
- Monitoring the behavior of the testers to ensure that no copying or use of external materials occurs.
- Closing down site.
- Sending a report to CoSN about how many testers were present and any issues that arose.

It is preferable that a proctor is a certified school or district administrator familiar with proctoring high-stakes exams, a supervisor to the tester(s) or a CETL-certified professional.

Computer Requirements

The test site must have computers with internet access. The test site should also be closed to all outsiders throughout the duration of the exam.

A lockdown browser will need to be installed on each computer (this takes 2-3 minutes per computer and can be done the day before). The lockdown browser blocks the test taker from accessing anything other than the exam (e.g., internet sites, email, internal or external documents).

The minimum computer specifications are

- Pentium class computer – 75MHz or higher processor speed (Macs are not compatible)
- Windows 7, Vista or XP operating system
- 256 MB RAM; 4 MB free disk space
- Microsoft Internet Explorer (Firefox and other browsers are not compatible)
- Java
- Reliable Internet access, i.e., DSL, cable etc. WiFi is not recommended; however, if using WiFi, ensure that it can accommodate the number of testers you'll have at your site.

The IBT web application requires all browsers to have:

- JavaScript enabled
- Session (in memory) cookies enabled
- Popup blockers disabled
- Screen resolution of 1024 X 768, 256 colors (minimum)

Marketing the Exam

If applicable, CoSN will market the test site to other ed tech professionals in the area. The site host will be responsible for marketing to those in the region. CoSN will provide literature and other marketing pieces to forward to potential applicants. CoSN will also market the test administration to our own contacts/members in the area.

See next page for FAQs about the exam.



CETL FAQs

- 1. What is the Certified Education Technology Leader (CETL) exam?** This exam is administered in two parts: Part I is a 2-hour, multiple choice exam administered via Internet-Based Testing (IBT) at proctored test sites. Part II is an essay-based exam, also administered via IBT. Those who pass Part I will be sent an email with instructions on how to access Part II. Part II will be completed on the test taker's own computer through a secure internet site. Testers are given 7 days to take Part II.
- 2. Who can take the CETL exam?** All test takers will be required to fill out an application at the CoSN website to ensure they meet the program's eligibility requirements. Those who meet these requirements will be sent an Authorization to Test letter, which must be presented to the proctor on the day of the exam.
- 3. What are the exam eligibility requirements?** To sit for the CETL certification exam, applicants must have a minimum of a Bachelor's degree plus four years of education technology experience. "Education technology experience" is defined as demonstrable experience in the three overarching skills areas of the *Framework of Essential Skills of the K-12 CTO*, which are:
 - Leadership & Vision
 - Understanding the Educational Environment
 - Managing Technology & Support ServicesIf an applicant doesn't meet the minimum education requirements, they must have at least seven years of demonstrable experience in education technology. To be deemed eligible using these criteria, the applicant must appeal to the Certification Governance Committee (CGC). This appeal must be in writing and must include an explanation of the applicant's experience plus a signed recommendation from their supervisor attesting to that experience. Send this appeal to: Certification Governance Committee, Consortium for School Networking, 1025 Vermont Avenue, NW, Suite 1010, Washington, DC 20005. A pdf of the signed appeal may also be emailed to certification@cosn.org.
- 4. What is the cost to take the exam?** The cost is \$299 for CoSN members and \$499 for nonmembers.
- 5. How do you become a member of CoSN?** In order to receive the CoSN member discount for the CETL exam, candidates must have a Corporate, Institutional, or Individual membership with CoSN. All affiliate members of a CoSN Corporate or Institutional member will receive the member discount (see "Affiliate Membership" below for more information). An outline of CoSN membership categories appears below.

Corporate Membership

For corporate participation through membership and sponsorship opportunities.

Institutional Membership

For school districts, educational service agencies, charter or private schools, state departments of education, colleges and universities, or other associations.

Affiliate Membership

An individual officially associated with a Corporate or Institutional Membership account (e.g., district staff, corporate employees, organizational members).

Affiliate members must be registered with CoSN to be eligible for member rates. The CoSN key contact person within an institutional or corporate membership is responsible for approving and registering Affiliate Member accounts on the CoSN site. Once the account is set up, the affiliate member will receive



a User ID, which will be used when applying to obtain the member discount. If you are an employee or associate of a CoSN Corporate or Institutional Membership and do not have a CoSN membership number, contact the CoSN key contact at your school or organization to ask to be added as an affiliate member.

Individual Membership

For individuals with an interest in educational technology issues, such as recent retirees, graduate students, or ed tech consultants.

Non-members

If you are not a CoSN member and do not wish to become one, you must create an online user account in order to register for the CETL exam. Please note that the full exam price will be charged to those with non-member CoSN online user profiles; creating an unpaid online user account does not constitute membership.

6. **When will the testers get their scores?** The tester will receive their score for Part I as soon as they end the exam. Those who pass Part I will be sent an email with instructions for taking Part II. Part II is also administered through a secure internet site. Testers will be given 7 days to complete Part II.
7. **How can people apply to take the CETL exam?** Once we've identified a test site host, CoSN will set up a site-specific online application on the CoSN website.
8. **How can people prepare for the exam?** The CETL exam is based on the *Framework of Essential Skills of the K-12 CTO*. The exam is designed to measure the tester's knowledge in the skills identified in the Framework. Because people come to the CTO field in a variety of ways (e.g., from a technology background, from an educational background), there is no best way to study for the exam. In addition, there are no preparatory materials that will "teach to the test." Therefore, assessing your personal experiences in and knowledge of the education technology field should be the first step.

Included on the the CoSN website are a number of exam prep suggestions. CoSN also suggests that applicants first review the Framework and then take our Self-Assessment, which will help you identify the skill areas in which to concentrate your studies.

For more information about hosting a CETL exam in your area, please contact the CETL certification team at certification@cosn.org or 202.470-2780.

