Eligibility Criteria for the Certified Education Technology Leader (CETL) Program

To be deemed eligible for the CETL certification exam you must have a minimum of a Bachelor’s degree plus (4) four years of education technology experience. “Education technology experience” is defined as:

Demonstrable experience in the tasks included on the Detailed Content Outline for the CETL exam, which fall into three broad categories: Leadership & Vision; Understanding the Educational Environment; and Managing Technology & Support Services.

In addition, candidates will be required to sign a Code of Conduct and Terms of Confidentiality before an application is accepted for review.

If a candidates does not meet the minimum education requirements, the candidate must have at least seven years of demonstrable experience in education technology. To be deemed eligible using these criteria, a candidate may request that the Certification Governance Committee (CGC) grant a waiver of the education requirement. This appeal must be writing and must include the following:

1) A current CV or resume
2) A cover letter outlining a minimum of seven years of experience in education technology, specifically relative to the content areas covered on the Detailed Content Outline
3) A signed recommendation from the candidate’s supervisor attesting to your experience.

This request may be sent via hard copy to: Certification Governance Committee – Eligibility Request, Consortium for School Networking, 1325 G Street, NW, Suite 420, Washington, DC 20005. A pdf of the signed request may also be emailed to certification@cosn.org.

No requests for a waiver of the experience requirement may be made.

MONITORING AND REVIEW SCHEDULE
Monitor as needed and review in conjunction with each new job analysis.

DATE APPROVED
February 9, 2018

DATE REVIEWED

DATE MODIFIED