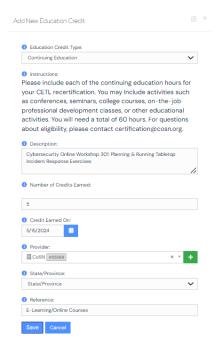
How to Recertify

To renew your CETL Certification, please complete the instructions below or view this video -

- 1. Log in to the CoSN website by selecting Member Login
- 2. Enter your login credentials (Note: We updated our systems in early May. If you haven't logged in recently, you will need to reset your password.)
- 3. Once successfully logged in, select MyCoSN
- Under CETL Certification, select Apply/Recertify for CETL
- 5. Select Submit Application
- Based on your membership status, the application fee will appear. You will then select Start
 Application Renewal
- Confirm your address, then under Education Credits Requirements, select Add New
 Education Credit for each continuing education that would be eligible for recertification. You
 must complete 60 hours of continuing education activities.



- Description: This field should be the title of the activity
- Number of Credits Earned: Total number of credits for this particular activity
- Credit Earned On: Date that you completed the activity
- Provider: Not required, but you can add the name of the provider of the activity
- State/Province: Not required, but you can add the state/province you earned the acticity
- **Reference**: Use one of the following references to properly identify the activity:
 - Continuing Education: Includes activities such as conferences, seminars, college courses, on-the-job professional development classes, or other educational activities.
 - E-Learning/Online Courses: Courses in which you are given an assessment at the end of the course, and/or include college credit OR Courses with no assessment or college credit (e.g., webcasts, videoconferences, podcasts).
 - Industry-Related Certification: Four (4) hours will be awarded per industry-related certification (e.g., Comp TIA, CISSP).
 - d. <u>Professional Membership</u>: Membership in an organization related to the education technology field (e.g., CoSN, ISTE, etc.)
 - e. <u>Published Works</u>: Articles, blogs, and other related works that impart knowledge related to the 10 skill areas.
 - f. <u>Volunteer/Leadership Work</u>: Work performed outside your job related to one of the 10 skill areas (e.g., CoSN Committee, mentoring, focus group participation).

8. Once you have added all your credits, select **Submit and Pay** to proceed.