

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**
4. Under **CETL Certification**, select **Apply/Recertify for CETL**
5. Select **Submit Application**
6. Based on your membership status, the application fee will appear. You will then select **Start Application Renewal**
7. 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.

Add New Education Credit

1 Education Credit Type:
Continuing Education

2 Instructions:
Please include each of the continuing education hours for your CETL recertification. You may include activities such as conferences, seminars, college courses, on-the-job professional development classes, or other educational activities. You will need a total of 60 hours. For questions about eligibility, please contact certification@cosn.org.

3 Description:
Cybersecurity Online Workshop 30: Planning & Running Tabletop Incident Response Exercises

4 Number of Credits Earned:
5

5 Credit Earned On:
5/15/2024

6 Provider:
CoSN #55069

7 State/Province:
State/Province

8 Reference:
E-Learning/Online Courses

Save Cancel

- **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 activity
- **Reference:** Use one of the following references to properly identify the activity:
 - a. **Continuing Education:** Includes activities such as conferences, seminars, college courses, on-the-job professional development classes, or other educational activities.
 - b. **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).
 - c. **Industry-Related Certification:** Four (4) hours will be awarded per industry-related certification (e.g., Comp TIA, CISSP).
 - d. **Professional Membership:** Membership in an organization related to the education technology field (e.g., CoSN, ISTE, etc.)
 - e. **Published Works:** Articles, blogs, and other related works that impart knowledge related to the 10 skill areas.
 - f. **Volunteer/Leadership Work:** 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.