

The Certified Chief Technology Officer (CCTO) Continuing Professional Education Policy

CTO Mentor

Overview

Participants who successfully complete the program offered by the CTO Mentor Program will be required to renew their certificates through the Certified Chief Technology Officer (CCTO) program in order to keep their certificates current. Successful participants will receive a certificate that expires in three years if recertification guidelines are not followed and required CPE hours are not earned. CETPA offers the following policy to guide the member through the recertification process.

The goal of the Certified Chief Technology Officer (CCTO) Continuing Professional Education Policy is to ensure that all CCTOs maintain the appropriate level of current knowledge and proficiency in the three defined strands of the program: Leadership, Technology and Education.

The CETPA Board of Directors sets the requirements for the continuing professional education (CPE) hours.

CCTO Certification Requirements

The certificate earned in the CTO Mentor Program must be renewed every three years. In addition, there is a minimum level of CPE hours that must be earned and submitted for approval each year. It is important that the certificate holder submit annually the required documentation. The renewal maintenance fees are due annually.

- Attain and report an annual minimum of 20 CPE hours with a total of 100 CPE hours over a three year period
- Submit annual renewal maintenance fees to CETPA along with the required documentation of CPE activities
- Comply with the CCTO code of ethics

Failure to comply with the certification requirements will cause the individual's certificate to expire. The expiration can be appealed to the CETPA Board of Directors by submitting a written request no later than sixty (60) days after notice of expiration has been received.

The annual and three year reporting period begins on January 1 of the year following the completion of the CTO Mentor Program. Hours earned during the year in which the student receives their CTO Mentor Program Certificate can be applied to the first year of reporting. For example, if the CTO Mentor Program Candidate completes training in the latest network certification, while also attending the CTO Mentor classes, the number of hours completed in the network class can be applied to the first year of CPE hours to renew their CTO Mentor Program Certificate. All hours applied to renewal of the CTO Mentor Program Certificate are subject to approval by CETPA.

Documentation Requirements and Audits

A CCTO is required to submit a completed Tracking Form (located in this policy) annually. This form lists the activities and numbers of hours completed. No other documentation is necessary unless the CCTO is chosen for a random audit of hours.

Valid documentation includes letters, certificates of completion, attendance rosters with signature, Verification of Attendance forms (located in this policy) or other appropriate documentation indicating completion. Records must contain, at minimum, the name of the sponsoring organization, activity title and description, the date of the activity and the number of CPE hours awarded or claimed. A CCTO is required to maintain the appropriate documentation for twelve months following the end of the three year reporting cycle.

Retired and non-practicing CCTOs can apply for retired status if over 55 years of age and permanently retired from a CTO position, or are unable to perform the duties of a CTO by reason of permanent disability. CPE are not required for those with a retired status, however the annual maintenance fee is still required.

CETPA may choose to randomly audit any CCTO. Those selected for audit must comply with the request for documentation of hours submitted for one or more of the audit years. Failure to comply with the request for documentation may result in automatic expiration or revocation of certification. CCTOs will not be asked to produce documentation older than 3 years, 11 months.

Qualifying Professional Education Activities

Both formal training and activities that include the sharing of professional knowledge with other industry professionals can qualify for CPE credit. Meetings held in the course of one's job are not considered professional development and will not count as CPE hours. Activities that qualify must apply directly to the three strands of the CTO Mentor program: Leadership, Technology and Education. Check with CETPA for the application of activities not listed here. The following categories explain activities that have been approved for CPE credits.

- CETPA led activities and meetings
 - Attendance at the Annual Conference – fifteen (15) CPE hours annually. In addition:
 - Speaker at Annual Conference – three (3) CPE hours for each session presented not including preparation or post activities related to the session. Each session can only be submitted once. If you repeat the same session, the hour(s) for the second session may not be applied.
 - Volunteering at the Annual Conference - one (1) CPE hour for each hour volunteered.
 - Attendance at CETPA sponsored meetings and events other than the annual conference – one (1) CPE hour for each hour attended not including lunch and other breaks.

- CTO Mentor Program Activities
 - Acting as a Mentor – three (3) CPE hours for each hour spent with the participant. Meetings must be verified by both the mentor and the participant with signature. Up to twenty (20) CPE hours annually.

- Acting as an Instructor or Presenter – one (1) CPE hour for each hour of the class or presentation, up to twelve (12) CPE hours annually.
- Attending other CTO Mentor Program activities – one (1) CPE hour for each 4 hours of the activity. Up to eight (8) CPE hours annually.
- CoSN sponsored activities and meetings – one (1) CPE hour for each hour of active participation in professional development activities, up to twelve (12) CPE hours annually. Attending the CoSN Annual Conference allows for twelve (12) CPE hours maximum. Active participation is defined as attendance for an event that has been specifically defined as professional development.
- CUE/ISTE sponsored activities and meetings – one (1) CPE hour for each hour of active participation in professional development activities, up to twelve (12) CPE hours annually. Attending the NECC Annual conference allows for twelve (12) CPE hours maximum. Active participation is defined as attendance for an event that has been specifically defined as professional development.
- FCMAT sponsored activities and meetings - one (1) CPE hour for each hour of active participation up to twelve (12) CPE hours annually. Active participation is defined as attendance for an event that has been specifically defined as professional development. Meetings held in the course of one’s job are not considered professional development and will not count as CPE hours.
- CCSESA sponsored activities and meetings - one (1) CPE hour for each hour of active participation up to twelve (12) CPE hours annually. Active participation is defined as attendance for an event that has been specifically defined as professional development. Meetings held in the course of one’s job are not considered professional development and will not count as CPE hours.
- Publications – CPE hours earned for the actual hours taken to complete the material.
 - Databus article
 - Written or website article, monograph or book published in another publication that relates to the three strands: Leadership, Technology, Education
- University Courses that relate to the three strands – Successfully completed courses can earn fifteen (15) CPE hours per semester credit hour and ten (10) CPE hours per quarter hour (Semester = 15 weeks of class or more, Quarter = 10 weeks of class). The course must be approved by CETPA to ensure the curriculum applies to the CTO Mentor Program.
- Other seminars or workshops relating to the three strands – one (1) CPE hour for each hour of active participation. The course must be approved by CETPA to ensure the curriculum applies to the CTO Mentor Program. Submission for approval can be made to CETPA prior to the beginning of the class.
- Self Study and online courses that relate to the three strands – are only accepted if the course provider issues a certificate of completion with the CPE hours earned for the course. . The course must be approved by CETPA to ensure the curriculum applies to the CTO Mentor Program. Submission for approval can be made to CETPA prior to the beginning of the class.
- Teaching/Lecturing/Presenting information directly related to the three strands – CPE hours are earned based on actual presentation time and does not include the preparation for the delivery or any post delivery activities. CPE hours cannot be acquired for subsequent delivery of the same presentation unless approved in writing by the CETPA Board prior to the delivery.
- Passing related professional exams – one (1) CPE hour is earned for each exam hour and does not include the preparation for the exam or any exam related activities after the exam.

- Other professional certifications related to technology such as, but not limited to CISSP, CCNP, MCSE, etc. – one (1) CPE hour for each hour of active participation in the certification program including tests, up to fifteen (15) CPE hours per year.
- Participation in related professional organizations – These activities include active participation in organizations related to technology, education or leadership. One (1) CPE hour is earned for each hour of active participation up to ten (10) CPE hours annually.

Calculating CPE hours

One CPE hour is earned for each fifty minutes of active participation excluding breaks, lunch, or preparation before or after the event.

Sample Calculation:

An activity that is scheduled from 9:00am to 5:00pm with 1 hour for lunch and two 15 minute breaks.

Activity	Actual Hours	Minutes
9:00am-5:00pm	8	480
Less 1 hour for lunch	1	60
Less 30 minutes for breaks	.5	30
Total	6.5	390

The calculation will be:

390 minutes divided by 50 minutes equals 7.8 or 7 CE hours (rounded down)

$$390/50 = 7.8 \text{ or } 7 \text{ rounded down}$$

Calculations must be rounded down to the hour.

Code of Professional Ethics

CETPA provides the following code of ethic to help guide certificate holders in their professional and personal conduct.

CETPA/CCTO certification holders shall:

1. Perform their duties with objectivity, due diligence and professional care, in accordance with professional standards and best practices.
2. Support the implementation of, and encourage compliance with, appropriate standards, procedures and controls for information systems.
3. Serve in the interest of stakeholders in a lawful and honest manner, while maintaining high standards of conduct and character, and not engage in acts discreditable to the profession.
4. Maintain the privacy and confidentiality of information obtained in the course of their duties unless disclosure is required by legal authority. Such information shall not be used for personal benefit or released to inappropriate parties.
5. Support the professional education of stakeholders in enhancing their understanding of technology.

Failure to comply with this Code of Ethics may result in an investigation of a member's conduct and ultimately a certification revocation by CETPA. A revocation can be appealed to the CETPA Board of Directors by submitting a written request no later than sixty (60) days after notice of revocation has been received.

Recertification Processing Fee

The processing fee for recertification is \$75.00 annually. This fee is subject to change.

The annual maintenance fee is invoiced upon request by CETPA. Payment and reporting of CPE hours are due by January 31 to retain certification.

It is the certificate holder's responsibility to notify CETPA of any change in contact information. When the three year term is complete, and all CPE hours have been approved CETPA will renew the participant's certificate for another three years. Confirmation of compliance will be sent by CETPA within 90 days after the prompt receipt of reporting hours and maintenance fees.

Contact Information

California Educational Technology Professional Association
(CETPA)
980 9th Street
Floor 16, Suite 21
Sacramento, CA 95814
916-704-7397
info@cetpa.net

Verification of attendance form

Use this form each time you participate in an activity to record hours earned. Copies of these forms must be submitted annually for verification of compliance and recertification.

**CERTIFIED CHIEF TECHNOLOGY OFFICER (CCTO)
VERIFICATION OF ATTENDANCE FORM**

CCTO Certification Number: _____

_____ attended the following professional educational activity
(NAME)

(TITLE OR NAME OF PROGRAM/COURSE)

Date(s) _____ CPE Hours Earned: _____

(NAME OF SPONSORING ORGANIZATION, COMPANY OR SCHOOL)

Description _____

Location: _____

Name of Presenter: _____ email: _____

Phone: _____ Place of Work: _____

Signature: _____

(PRESENTER OR AUTHORIZED PERSON)

Note: If you are the presenter of the professional activity, please have the course sponsor sign

Tracking Form

CCTO Certification Number: _____

Name: _____

Certification Period _____ to _____

Activity Title	Description	Date(s)	CPE Hours Earned	Documentation (Y/N)

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Frequently Asked Questions

1. What documentation do I submit each year?

Submit the Tracking Form completed with at least 20 hours of professional development. Please list the events clearly and completely.

2. What happens if I get audited?

If you are chosen for an audit, follow the instructions sent with the audit letter. You will be required to submit documentation for one or more years within the recertification timeline. If you have not kept the documentation or cannot retrieve verification of attendance, you risk automatic expiration or revocation of your certificate.

3. How long to I keep the documentation?

You must keep the documentation for twelve months after the last year of the recertification cycle. For example, if your first recertification year is 2009, you must keep that documentation until December 31, 2013

4. What if I didn't get a signature for the presentation?

Send a copy of the agenda, program or other documentation received at the event.

5. Do I have to get a signature from every presenter if I attend a conference?

No. Conference attendance can be submitted as a maximum number of CPE units along with your receipt for registration, a copy of your badge or other documentation that shows you attended. For example, if you attend the CETPA Conference you can submit 15 CPE units along with a copy of your receipt or badge. If you did not save your badge, submit documentation that shows you actually attended.

6. How do I record my volunteer activities at the CETPA or other conferences?

Submit a copy of the schedule of hours you volunteered or other documentation that verifies the number of hours.

7. Will there be a yearly review on my progress?

You are responsible for tracking and documenting your progress and submitting it to CETPA. CETPA will review annually upon submittal of your paperwork or in response to your request for a review.

8. Do activities I did while I was in the program apply to recertification?

Yes, the activities defined in this document and any other approved by CETPA completed during the time you were enrolled in the program may be submitted for approval toward recertification.

9. How do I know if something qualifies for recertification?

General guidelines are written in this document. If you are unsure about an activity, please contact CETPA.

10. What if I earn more than 100 units within a 2 year period? Will I be recertified early?

No. Recertification happens every three years.

11. What if I earn more than 100 units during a 3 year period, will the units carry over?

At least 20 units per year must be earned. You may not carry over units from the previous year unless you earn at least 20 units in the current year. For example, you earn 30 units in year one, then earn 25 units in year two. You have earned a total of 55 units and need 45 more in year three. If you earn 100 units by the end of year two, you must still submit 20 units for year three to qualify for certification.

12. If I don't earn enough units to recertify after three years but wish to continue as a CCTO, what process do I go through to appeal?

If you have not earned enough units to qualify for recertification, you may appeal to the CETPA Board of Directors for a waiver. Contact the project manager for more details. If your appeal is denied, you will be required to re-apply for the program and complete it successfully before you are considered a CCTO.