

CITE Certified Chief Technology Officer (CCCTO) Continuing Professional Education Policy & Recertification Instructions

CCCTO Recertification Requirements

- 30 CPE hours/year
- \$25 maintenance fee

Process to Submit CPE Hours Online

Each professional development credit opportunity will be recorded through the submission form. It will subsequently be reviewed and approved or denied, and you will be notified via email. Please only submit one activity per form.

Step 1: [Fill out this form for each activity](#)

- Use this document to support your Description of Activity (see below for complete guide)
- Ensure you request no more than the maximum number of hours per activity type

Step 2: Once you receive the approval of your submitted hours via email notification, [complete \\$25 maintenance payment here](#)

Step 3: CITE will notify you of certification renewal approval status via email. Once approved and paid, an updated CCCTO certificate will be included as an attachment.

Overview

The goal of the CITE Certified Chief Technology Officer (CCCTO) 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 CITE Board of Directors sets the requirements for the CPE hours. CITE offers the following policy to guide the member through the recertification process. Participants who successfully complete the program offered by the CITE CTO Mentor Program will be required to renew their certificates through the CITE Certified Chief Technology Officer (CCCTO) program to keep their certificates current.

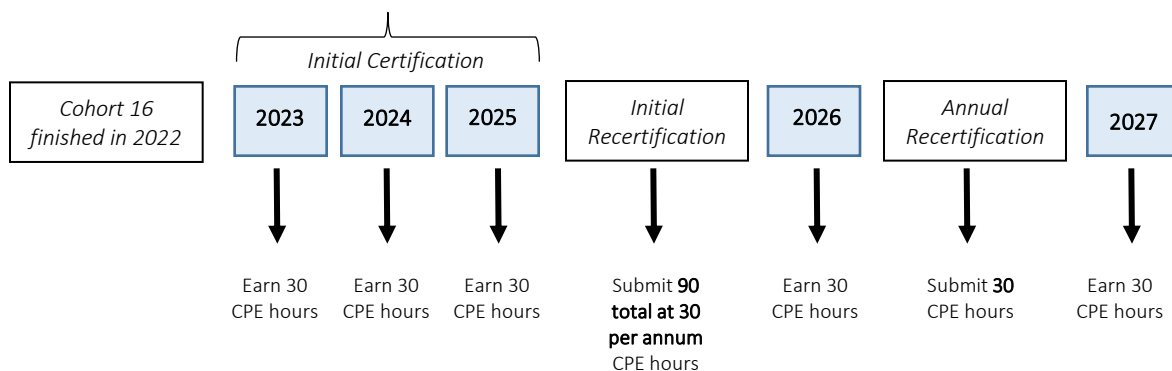
Initial Recertification

Successful participants will receive an initial certificate from CITE that expires in three years, meaning they do not need to submit hours in the system. However, they are still expected to complete 30 CPE hours annually. They will submit all hours (90 total) at the end of their initial recertification period, after 3 years. If recertification guidelines are not followed and required continuing professional education (CPE) hours are not earned within those initial three years, the certificate will expire. They do not pay the maintenance fee during their initial recertification period. **We strongly recommend that those in their initial period still submit their hours to keep track and avoid miscalculations!**

Recertification Following Initial Period

After the initial certification period, the certificate earned in the CTO Mentor Program must be renewed annually by completing 30 CPE hours. **You may submit hours online at any time throughout 2023 and no later than February 29, 2024. After your 30 CPE hours are approved, you will be sent a link to pay the \$25 maintenance fee.**

Example of Recertification Process



Failure to comply with the certification requirements will cause the individual's certificate to expire. The expiration can be appealed to the CITE Board of Directors by submitting a written request by the deadline in the notification of expiration. Once expired, a CCCTO must re-apply and re-complete the CITE CTO Mentor Program to recertify.

The annual and three-year reporting period begins on January 1 of the year following the completion of the CITE CTO Mentor Program. Non-CITE service hours earned during the year in which the student receives their CITE CTO Mentor Program Certificate can be applied to the first year of reporting. All hours applied to renewal of the CITE CTO Mentor Program Certificate are subject to approval by CITE.

Example 1: Candidate earns a network certification while completing the CITE CTO Mentor Program. These hours would be approved for the following year if the program meets criteria.

*Example 2: Candidate volunteers at CITE Annual Conference while completing the CITE CTO Mentor Program. These hours would **not** be approved.*

Qualifying Professional Education Activities

Activities that qualify must apply directly to the three strands of the CITE CTO Mentor program: Leadership, Technology and Education. Check with CITE for the application of activities not listed here. The following table of categories explains activities that have been approved for CPE credits.

Activity Areas	Examples of Approved Activities <i>These are not all-inclusive examples.</i>	Maximum Number of Hours	Verification required
CITE-led Activities and Meetings	Attending the Annual Conference	Fifteen (15) CPE hours	Please note your attendance in the description box.
	Speaking at Annual Conference	Three (3) CPE hours for each session presented. Each session can only be submitted once. If you repeat the same session, one (1) additional CPE hour.	Please note your session in the description box.
	Volunteering at the Annual Conference	One (1) CPE hour for each volunteer hour served.	Please submit the number of hours you volunteered.
	Attending CITE-sponsored Regional Group meetings, webinar, and events.	One (1) CPE hour for each hour attended, excluding lunch and other breaks.	Please submit the number of hours you attended.

Activity Areas	Examples of Approved Activities <i>These are not all-inclusive examples.</i>	Maximum Number of Hours	Verification required
CITE-led Activities and Meetings	Planning and organizing CITE Regional meetings by regional group leadership positions and attendance at meetings.	Maximum of three (3) CPE hours per Regional Group meeting.	Please submit the number of hours spent planning and organizing.
	Serving as a facilitator for CITE Education Programs other than CTO Mentor, such as the Technology Management Advancement Program, CITE Academies, and other courses.	One (1) CPE hour for each hour spent preparing for and/or facilitating the course. Maximum determined by each course CPE hours.	Please submit the number of hours spent annually. Please note the name of the course in your submission.
	Serving as a Subject Matter Expert in the development of new course content.	Maximum of 20 CPE hours per course.	Please submit the number of hours per course.
CTO Mentor Program Activities	Serving as a Mentor, Instructor, or on the CTO Mentor Program Steering Committee member.	Automatic one-year renewal at the culmination of the year of service.	This will be tracked internally by CITE staff.
	Attending other CTO Mentor Program Activities such as serving as a final presentation panelist.	One (1) CPE hour for each hour of the activity Maximum of eight (8) CPE hours.	Please state the activity like serving as a panelist for final presentations.
Activities and meetings sponsored by technology or	Formal CITE Partners: <ul style="list-style-type: none"> ● CUE 	One (1) CPE hour for each hour of active participation in	Please submit registration confirmation,

Activity Areas	Examples of Approved Activities <i>These are not all-inclusive examples.</i>	Maximum Number of Hours	Verification required
<p>educationally focused organizations Including teaching, lecturing, or presenting information related to the three strands.</p>	<ul style="list-style-type: none"> ● District Administration (DA) ● CoSN 	<p>professional development activities that relate to the three strands. Maximum of twelve (12) CPE hours Note: Completion of the DA Technology Leadership Academy qualifies for fifteen (15) CPE hours.</p>	<p>agendas, or other relevant documentation.</p>
<p>Activities and meetings sponsored by technology or educationally focused organizations Including teaching, lecturing, or presenting information directly related to the three strands of Leadership, Technology, and Education.</p>	<p>CITE Collaborating Organizations such as:</p> <ul style="list-style-type: none"> ● ACSA ● California County Superintendents ● CASBO ● CSBA ● FCMAT ● MS-ISAC 	<p>One (1) CPE hour for each hour of active participation in professional development activities. Maximum of eight (8) CPE hours.</p>	<p>Please submit the meeting registration, agenda, or other relevant documentation.</p>
<p>Other professional certifications related to technology Passing Related Professional Exams</p>	<p>Such as, but not limited to CISSP, CCNP, MCSE and others</p>	<p>One (1) CPE hour for each hour of active participation in the Certification Program including tests and exams. Maximum of fifteen (15) CPE hours</p>	<p>Please submit confirmation of participation in the programs or exams.</p>

Activity Areas	Examples of Approved Activities <i>These are not all-inclusive examples.</i>	Maximum Number of Hours	Verification required
Publications, Podcasts, Blogs, and other communications that relate to the three strands.	(in)CITE article (in)CITE Podcast Written or website article Other publication	One (1) CPE hour for each hour of active participation. Maximum of twelve (12) CPE hours	Please note which activity type you participated in and submit any relevant documentation.
<p>The following activities require approval prior to the beginning of class</p> <p>Please note: The Course must be preapproved by CITE to ensure the curriculum applies to the CTO Mentor Program</p>			
University Courses that relate to the three strands.	Please note: The courses must be preapproved by CITE to ensure the curriculum applies to the CTO Mentor Program	Successfully completed courses can earn fifteen (15) CPE hours per semester credit hour, and ten (10) CPE hours per quarter hour credit.	Please submit the course catalog description prior to attending for pre-approval. Then please submit evidence of completion.
Self-study, seminars, workshops, 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.		One (1) CPE hour for each hour of active participation. Maximum of twelve (12) CPE hours	Please submit the provider's description for pre-approval. Then please submit the certificate of completion. A sample certificate is included in this packet if needed.

Calculating CPE Hours

Each hour of service counts for one CPE hour. Please remove lunch, breaks, and travel time from your activity before calculating hours; we trust you to be honest!

Rounding calculations follows commonly accepted data practices. All partial hours <0.5 will be rounded down; all partial hours >0.5 will be rounded up.

Recertification Processing Fee

The processing fee for recertification is \$25 annually. Payment and reporting of CPE hours are **due by February 29, 2024** to retain certification.

It is the certificate holder's responsibility to notify CITE of any change in contact information. When the initial three-year term is complete, and all CPE hours have been approved, CITE will renew the participant's certificate for another year. Once hours are approved and payment is made, CCCTOs will receive their new certificate via email.

Documentation Requirements and Audits

To prove you participated in any given activity, please provide a valid form of documentation when you submit your hours. We recommend taking a photo or screenshot and uploading it.

Valid documentation includes:

- Letters or email confirmation
- Picture of conference badge
- Certificate of completion
- Attendance rosters with signature
- Other appropriate documentation indicating completion

Records must contain, at minimum, the name of the sponsoring organization, activity title and description, and the date of the activity. A CCCTO is required to maintain the appropriate documentation for twelve months following the end of the reporting cycle.

Retired and non-practicing CCCTOs 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 because of permanent disability. CPE hours are not required for those with a retired status; however, the annual maintenance fee is still required.

CITE may choose to randomly audit any CCCTO. 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.

CCTO Code of Professional Ethics

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

CITE Certified CTOs 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 CITE. A revocation can be appealed to the CITE Board of Directors by submitting a written request following the timeline outlined in the notice of revocation.

Frequently Asked Questions

1. What documentation do I submit each year?

Submit a description of each activity and documentation via the annual link. A minimum of 30 CPE hours must be earned annually in order to recertify.

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 2023, you must keep that documentation until December 31, 2024.

4. How do I record my volunteer activities at the CITE or other conferences?

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

5. Will there be a yearly review of my progress?

You are responsible for tracking and documenting your progress and submitting it to CITE. CITE will review annually upon submittal of your hours.

6. 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 CITE completed during the time you were enrolled in the program may be submitted for approval toward recertification. However, CITE service hours while enrolled in the CITE CTO Mentor Program do **not** apply for recertification.*

7. If I don't earn enough units to recertify but wish to continue as a CCCTO, what process do I go through to appeal?

If you have not earned enough units to qualify for recertification, you may appeal to the CITE Board of Directors for a waiver. Contact the program 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 again considered a CCCTO.

8. What if I leave K-12 education and secure a job at a university?

You may remain a CITE Certified CTO and continue to submit for recertification as long as the university is public.

9. What if I leave K-12 education and secure a full-time job at a private company?

The program is designed to train and certify K-12 public education CTOs. If you leave public education to the private sector, you must return to public education before the expiration of your current certification. If you remain in private sector employment at the end of your current certification period, you will not be able to recertify and you may no longer use the CITE Certified CTO designation. During the period of private sector employment, you will be unable to earn hours from CITE and CITE CTO Mentor Program activities.

10. What if I still work in K-12 public education but have a part-time consultant job for the private sector?

If you accept a part-time private employment position that may be a conflict of interest to the CITE CTO Mentor Program community, you must inform the CITE Program Manager. The Steering Committee will determine if the part-time employment is a conflict of interest and may discuss with the CITE Certified CTO about appropriateness to remain in the community.