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

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CCCTO Recertification Requirements

- 30 CPE hours/year
- $25 maintenance fee

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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.

- 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 be required to 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 2024 and no later than February 15, 2025. After your 30 CPE hours are approved, you will be sent a link to pay the $25 maintenance fee.**

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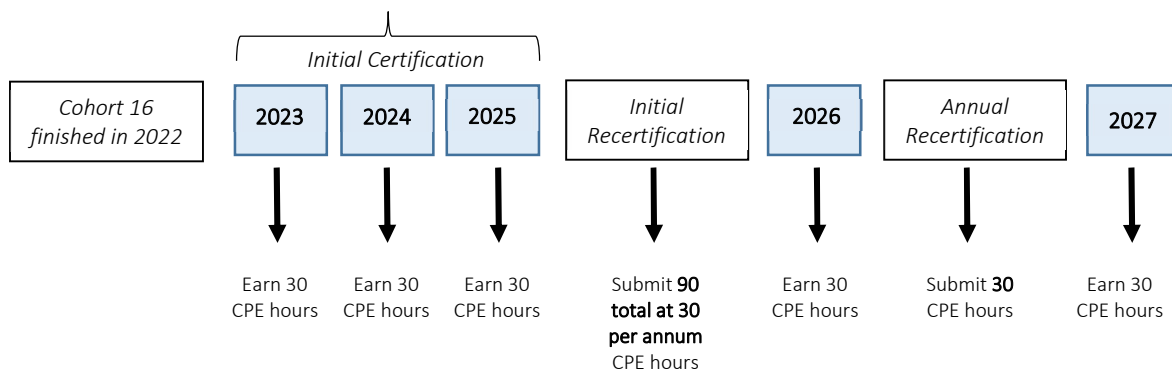
Failure to comply with the certification requirements will cause the individual's certificate to expire. The expiration can be appealed to the CITE Board of Directors by submitting a written request by the deadline in the notification of expiration. Once expired, a CCCTO must re-apply and re-complete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

To receive credit, please submit receipts, attendance records, or other documentation that includes hours attended/participated, and length of event.

For certifications or courses, you must submit a certificate of completion or evidence of completion.

Lists provided are examples. If you have any questions, please email ty.ishimoto@cite.org for more information

Activity Areas	Activities	Detail
CITE Conference	Attending	15 hours
	Speaking	3 hours per session If you repeat the same session, 1 additional CPE hour
	Volunteering	No maximum
CITE Regional Group Meetings or Webinars	Attending CITE Regional Group meetings, webinar, and events.	No maximum 1 CPE hour for each hour attended, excluding lunch and other breaks
	Planning and organizing CITE Regional meetings	3 hours maximum per meeting

[1] Organizations including: ACS California County Superintendents, CASBO, CSBA, FCMAT, MS-ISAC, All other Organization events are subject to CITE Education Team approval.   3

CITE Education Programs	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
	Attending other CTO Mentor Program Activities such as serving as a final presentation panelist	1 CPE hour for each hour of the activity
	Serving as a facilitator for CITE Education Programs other than CTO Mentor	1 CPE hour for each hour spent preparing for and/or facilitating the course; maximum determined by each course
	Serving as a Subject Matter Expert in the development of new course content.	1 CPE hour for each hour spent developing the course; maximum determined by each course
Non-CITE Conferences/Webinars	Attending events led by formal CITE Partners: • CUE • District Administration (DA) • CoSN	12 hours maximum 1 CPE hour for each hour of active participation in professional development activities related to K-12 IT leadership Note: Completion of the DA Technology Leadership Academy qualifies for 15 CPE hours
	Attending events (Webinars, Conferences, classes) led by CITE Collaborating Organizations. [1]	8 hours maximum 1 CPE hour for each hour of active participation in professional development activities
Blogs/Publications/ Social Media Posts	Posting or writing publications related to K-12 IT leadership, in locations such as: • (in)CITE article • (in)CITE Podcast • Written or website article • Other publication	12 hours maximum 1 CPE hour for each hour of active participation

[1] Organizations including: ACS California County Superintendents, CASBO, CSBA, FCMAT, MS-ISAC, All other Organization events are subject to CITE Education Team approval.

The following activities require approval by a CITE Program Manager. To check if your activity counts for credit, please email education@cite.org.		
University Courses	Completing a University course that relates to K-12 IT leadership	Successfully completed courses can earn 15 CPE hours per semester, and 10 CPE hours per quarter
Online Courses	Completing an online course that relates to K-12 IT leadership	12 hours maximum 1 CPE hour for each hour of active participation
Professional Certifications	Completing a certificated course such as CISSP, CCNP, MCSE and others.	15 hours maximum 1 CPE hour for each hour of active participation in the Certification Program, including tests and exams

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 15, 2025** 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.

[1] Organizations including: ACS California County Superintendents, CASBO, CSBA, FCMAT, MS-ISAC, All other Organization events are subject to CITE Education Team approval.

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 sponsoring organization's name, activity title and description, and the activity date. A CCCTO must maintain the appropriate documentation for twelve months after the reporting cycle ends.

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 during 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.