

## Certified Chief Technology Officer (CCTO) Continuing Professional Education Policy and Recertification Instructions

### 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 an initial certificate from CITE that expires in three years. If recertification guidelines are not followed and required continuing professional education (CPE) hours are not earned within those three years, the certificate will expire. CITE offers the following policy to guide the member through the recertification process.

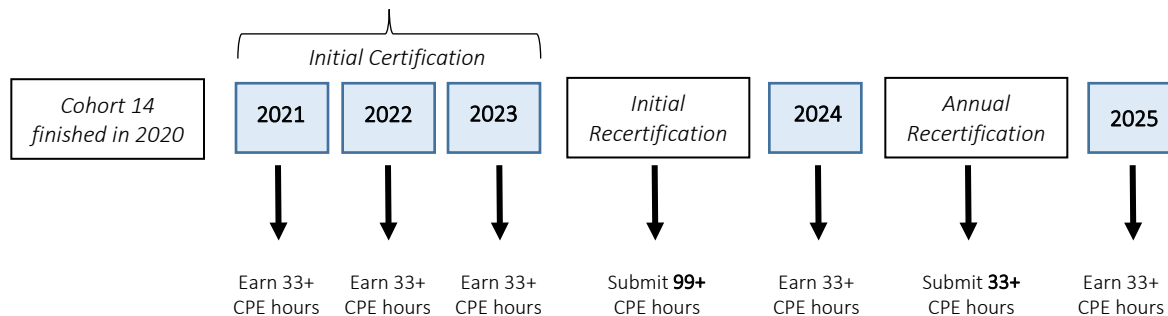
The goal of the Certified Chief Technology Officer (CCTO) Continuing Professional Education Policy is to ensure that all CCTOs maintain the appropriate level of current knowledge and proficiency in the three defined strands of the program: Leadership, Technology and Education.

The CITE Board of Directors sets the requirements for the CPE hours.

### CCTO Certification Requirements

After the initial certification period, the certificate earned in the CTO Mentor Program must be renewed annually. There is a minimum level of CPE hours that must be earned and submitted for approval each year. **You may submit hours online at any time throughout the year.**

#### Example of Recertification Process



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 33 CPE hours
  - Initial recertification must complete 99+ CPE hours for the three-year period
- Submit annual renewal maintenance fees to CITE 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 CITE Board of Directors by submitting a written request no later than sixty (60) days after expiration. Once expired, a CCTO must re-apply and re-complete the CTOM Program to recertify.***

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

*Example 1: Candidate earns a network certification while completing the CTOM 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 CTOM Program. These hours would **not** be approved.*

## Documentation Requirements and Audits

A CCTO is required to submit their hours and documentation annually via the CITE membership system (instructions provided later in this document). No other documentation is necessary unless the CCTO is chosen for a random audit of hours.

Valid documentation includes:

- Letters
- Certificate of completion
- Attendance rosters with signature
- Verification of Attendance forms (located in this policy)
- 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 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.

CITE 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. CCTOs must be currently employed in a public education organization (e.g., school district, county office of education, public community college) in order to earn CITE-led and CTO Mentor Program CPE hours, per the *CTOM Program Operating Guidelines*.

***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 CITE for the application of activities not listed here. The following categories explain activities that have been approved for CPE credits.

- CITE-led Activities and Meetings
  - Attendance at the Annual Conference – **fifteen (15) CPE hours** annually.
    - **Additional hours:** 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.
    - **Additional hours:** Volunteer at the Annual Conference - **one (1) CPE hour for each hour volunteered.**
  - Attendance at CITE-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

- Serving as a Mentor – **three (3) CPE hours for each hour spent with the participant.**
  - Maximum of **twenty (20) CPE hours** annually.
- Serving as an Instructor or Special Guest Speaker – **one (1) CPE hour for each hour of the class** or presentation
  - Maximum of **twelve (12) CPE hours** annually.
- Attending other CTO Mentor Program activities – **one (1) CPE hour for each 4 hours of the activity.**
  - Maximum of **eight (8) CPE hours** annually.
- Activities and meetings sponsored by educationally focused organizations and CITE Partners such as CUE, ACSA, CASBO, FCMAT, CCSESA, ACSA, and ISTE– **one (1) CPE hour for each hour of active participation** in professional development activities
  - Maximum of **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, Podcasts, Blogs, and Other Communications – **one (1) CPE hour for each hour** taken to complete the material.
  - Maximum of **twelve (12) CPE hours** annually.
  - Examples: (in)CITE article, (in)CITE Podcast
  - Written or website article, monograph or book published in another publication that relates to the three strands: Leadership, Technology, Education
  - Opportunities offered in the course of one’s job are not considered professional development and will not count as CPE hours.
- 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 CITE to ensure the curriculum applies to the CTO Mentor Program.**
  - Submission for approval can be made to CITE prior to the beginning of the class.
- 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 CITE to ensure the curriculum applies to the CTO Mentor Program.
  - Submission for approval can be made to CITE 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 CITE to ensure the curriculum applies to the CTO Mentor Program.
- Submission for approval can be made to CITE 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 CITE Program Manager 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, maximum of fifteen (15) CPE hours per year.
- Volunteer 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 (50) 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
Minus 1 hour for lunch	-1	-60
Minus 30 min. for breaks	-0.5	-30
Total	<b>6.5</b>	<b>390</b>

390 minutes divided by 50 minutes equals 7.8 or 8 CE hours.

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

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.

## 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 no later than sixty (60) days after notice of revocation has been received.

## Recertification Processing Fee

The processing fee for recertification is \$25.00 annually. This fee is subject to change. Payment and reporting of CPE hours are due by January 31 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, CCTOs will be able to print their new certificate directly online.



## Contact Information

California IT in Education (CITE)  
1540 River Park Drive, Suite 112A  
Sacramento, CA 95815

### **CTO Mentor Program Manager:**

Laurel Nava, Director of Education & Partnerships  
916-704-0898  
[Laurel.nava@cite.org](mailto:Laurel.nava@cite.org)

## Verification of Attendance Form

If the professional development opportunity does not provide a certificate of completion and/or signed attendance, you may use this form each time you participate in an activity to record hours earned. The completed form must be scanned and uploaded to the hour submission online.





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

\_\_\_\_\_ 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*

## Frequently Asked Questions

**1. What documentation do I submit each year?**

*Submit a description of each activity and documentation via the online system. A minimum of 33 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 2022, you must keep that documentation until December 31, 2023.*

**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 CITE 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 CITE 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 CITE. CITE will review annually upon submittal of your hours.*

**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 CITE 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 CITE.*

**10. If I don't earn enough units to recertify 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 CITE 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 again considered a CCTO.*

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

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

**12. 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 Certified CTO designation. During the period of private sector employment, you will be unable to earn hours from CITE and CTOM Program activities.*

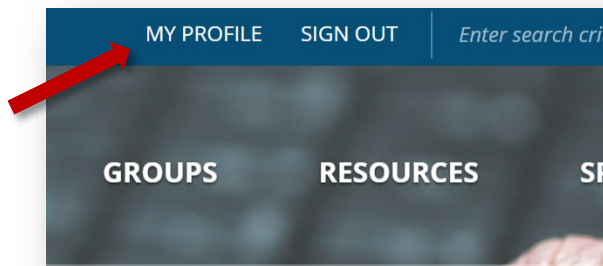
**13. What if I still work in K-12 public education but have a part-time consultant job for the private sector?**

*If you accept a part-time private employment position that may be a conflict of interest to the CTOM 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 Certified CTO about appropriateness to remain in the community.*

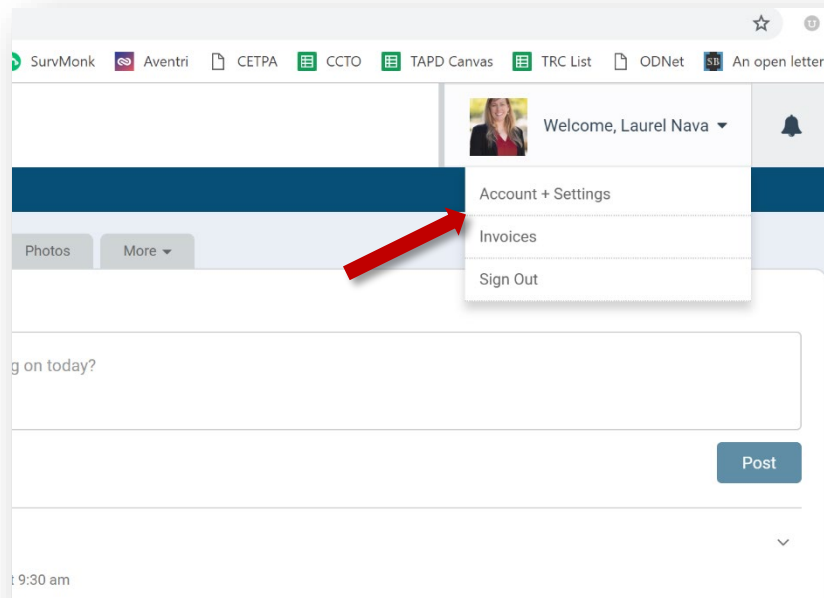
## Process to Submit CPE Hours Online

In order to update your units for recertification, you can enter them online as part of the CITE membership system. Each professional development credit opportunity can be recorded as a journal entry which will be reviewed and approved or denied.

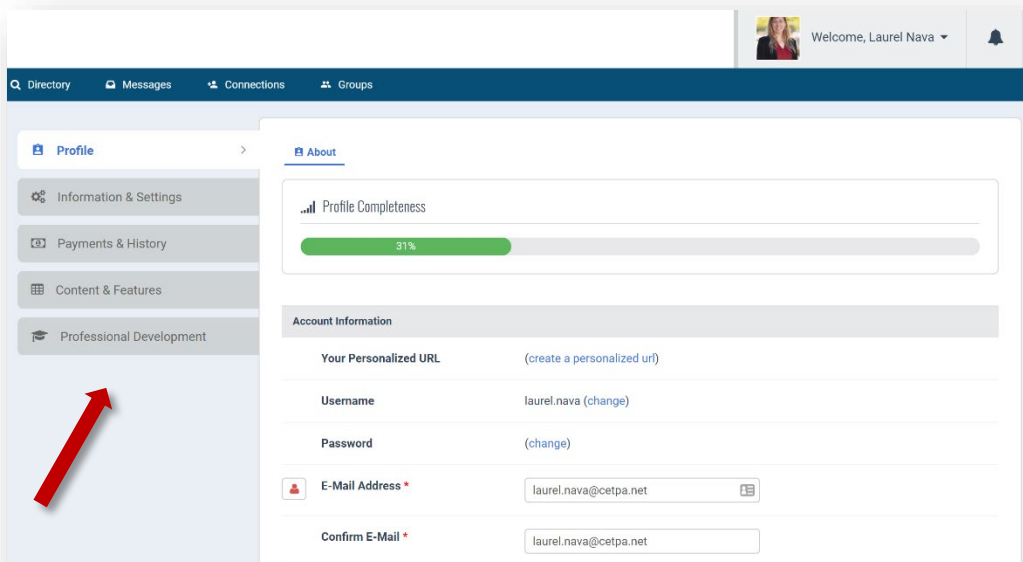
**Step 1:** Navigate to your profile at CITE.org



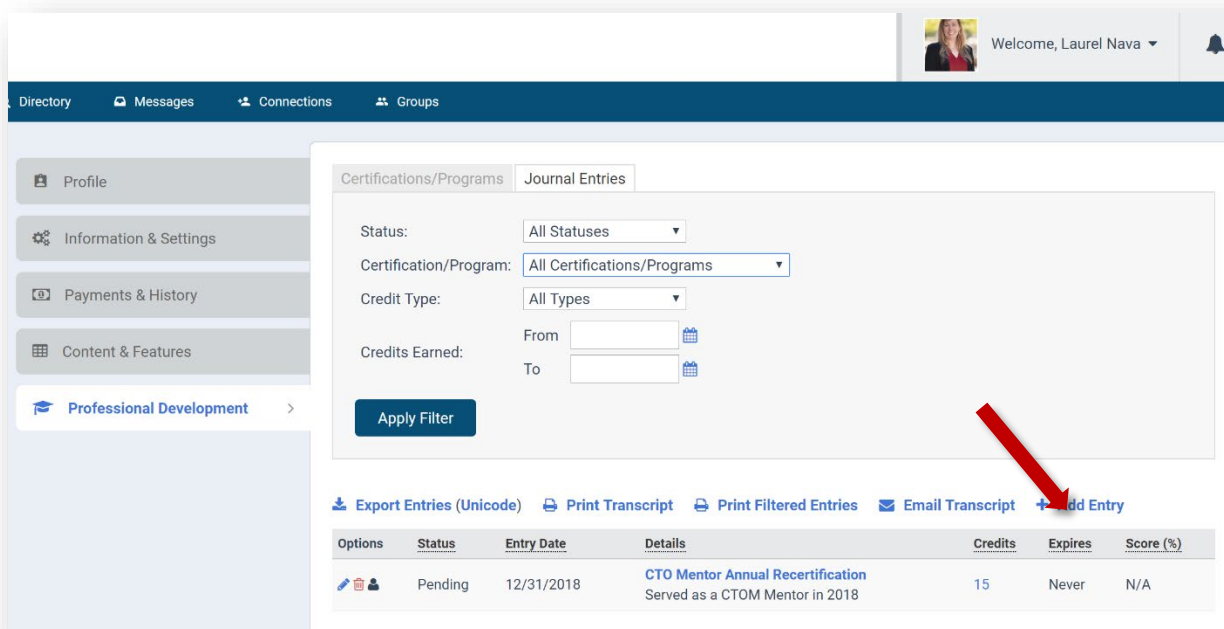
**Step 2:** On your profile page, navigate to your Account & Settings link



**Step 3:** On the Account & Settings page, navigate to the Professional Development section.

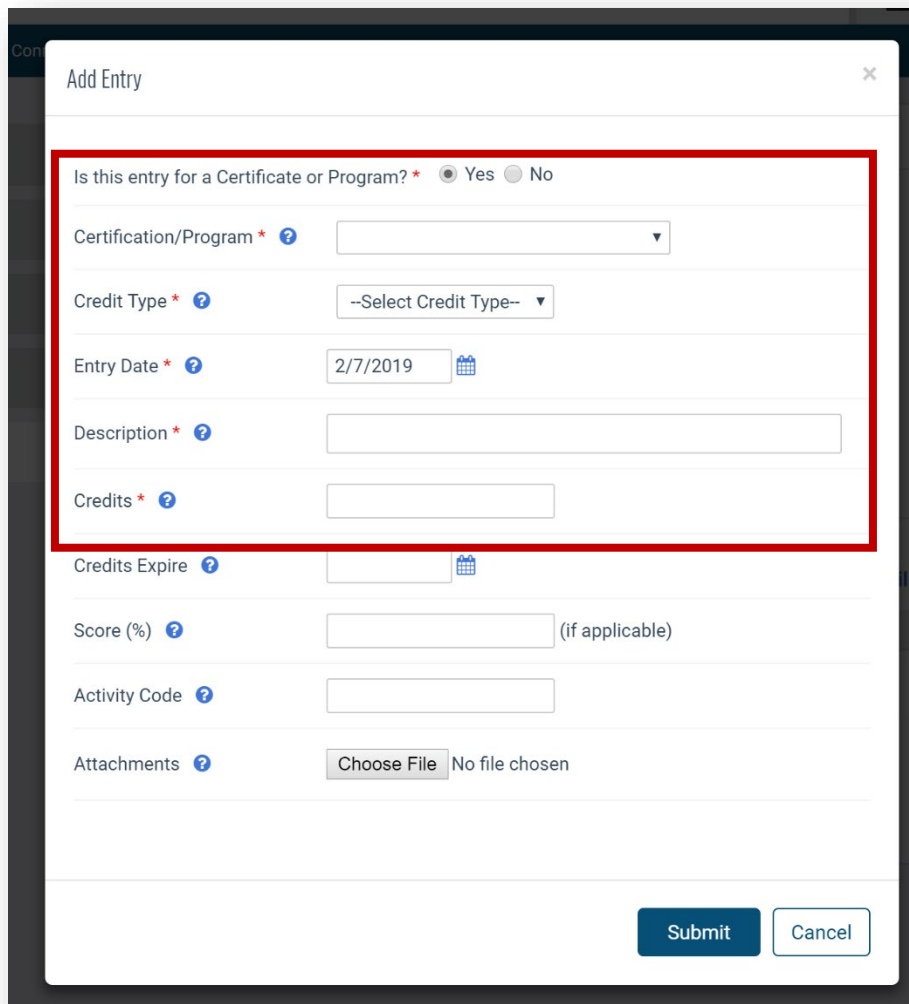


**Step 4:** In the Professional Development section, select the link to Add Entry.



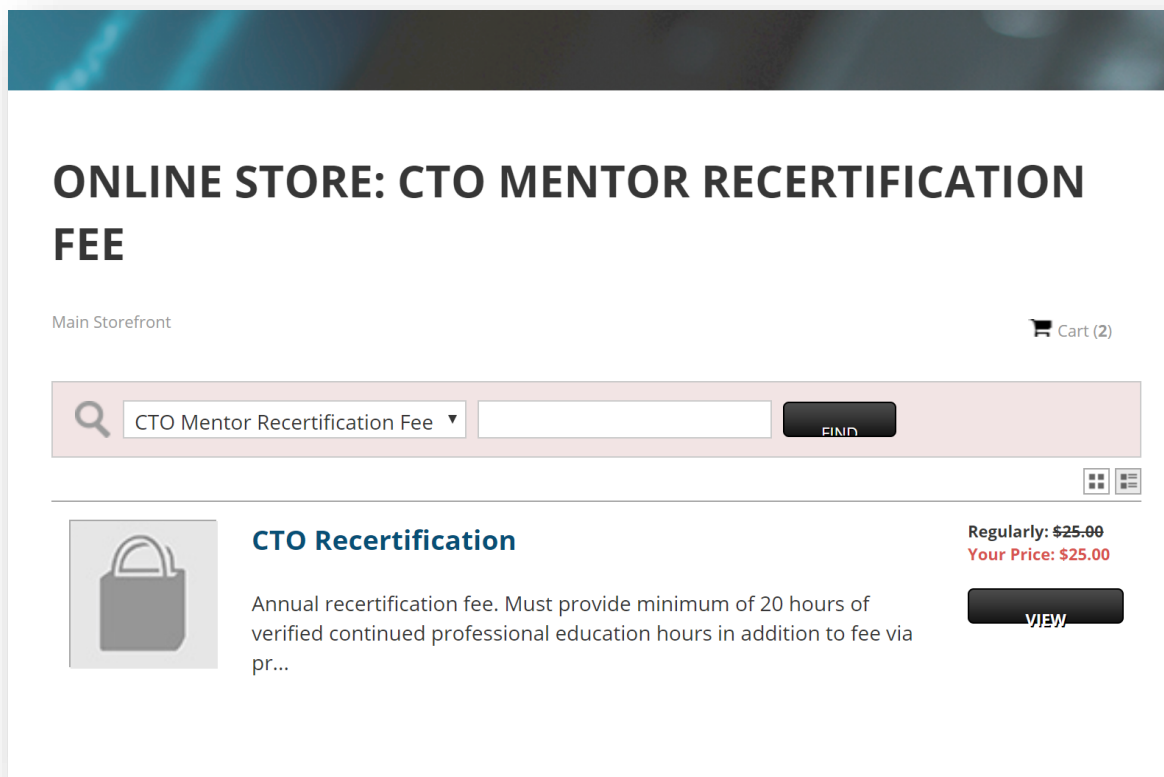
**Step 5:** A Journal Entry window will pop up. Select the CCTO Mentor Recertification Program and enter the details of your certification credit activity. Only enter information in the required fields (noted by an asterisk and in the box below).

Please refer to this guide for information on each type of credit earning opportunity. The entry date is the date on which the activity took place or was completed (e.g., for serving as a mentor in 2018, you can select any date after the close of the conference, such as November 30, 2018).



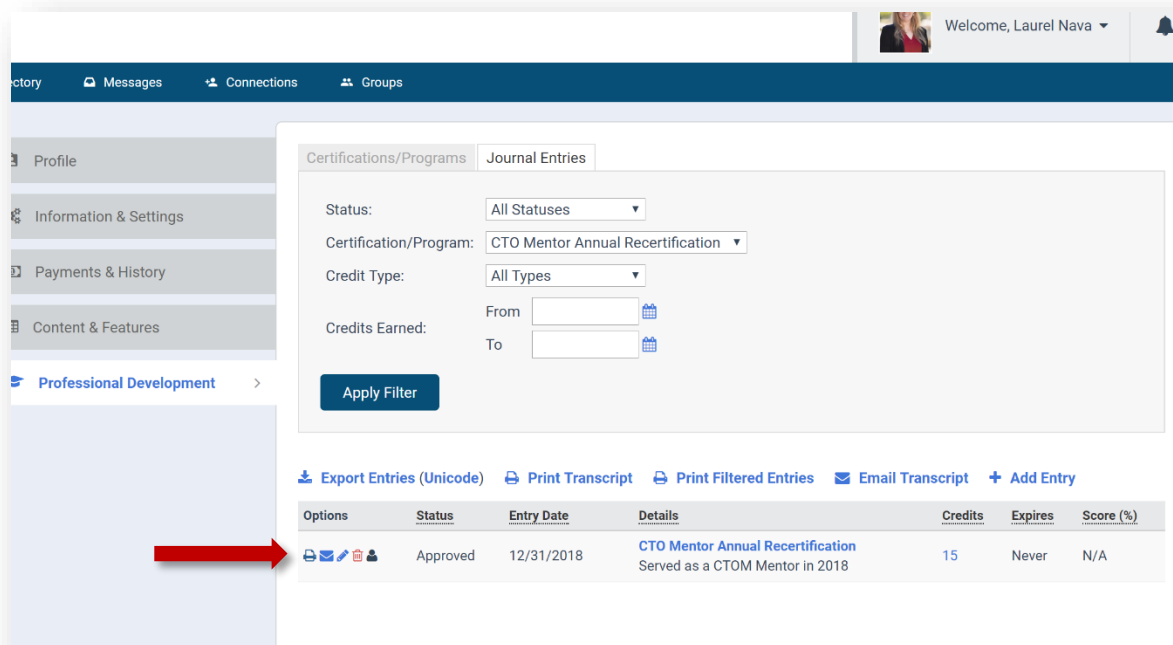
The screenshot shows a web form titled "Add Entry" with a close button (X) in the top right corner. The form contains several input fields, each with a question mark icon for help. A red rectangular box highlights the following fields: "Is this entry for a Certificate or Program?" (with radio buttons for Yes and No), "Certification/Program" (a dropdown menu), "Credit Type" (a dropdown menu with "--Select Credit Type--"), "Entry Date" (a date input field with a calendar icon, showing "2/7/2019"), "Description" (a text input field), and "Credits" (a text input field). Below the highlighted section, there are additional fields: "Credits Expire" (a date input field with a calendar icon), "Score (%)" (a text input field with "(if applicable)" to its right), "Activity Code" (a text input field), and "Attachments" (a "Choose File" button and the text "No file chosen"). At the bottom right of the form are two buttons: "Submit" (in a dark blue box) and "Cancel" (in a white box with a blue border).

**Step 6:** Once you have completed all your journal entries, navigate to the CITE store.  
<http://cite.org/store>. Purchase the CTO Mentor Program Annual Recertification fee. We are switching to \$25/year versus paying \$75/every three years.






**Step 7:** Once the journal entries and purchase of the fee are complete, email Laurel Nava at [laurel.nava@cite.org](mailto:laurel.nava@cite.org). Upon confirming the purchase, we will review and approve the pending entries.

**Step 8:** After the entries are approved, you will receive a system notification and when returning to the entry list, you will see a link to a print icon. Click on this link to print out your new certificate.



The screenshot shows a user interface for 'Journal Entries'. On the left is a navigation menu with 'Professional Development' selected. The main area has filter options for Status, Certification/Program, Credit Type, and Credits Earned. Below the filters are action links: 'Export Entries (Unicode)', 'Print Transcript', 'Print Filtered Entries', 'Email Transcript', and 'Add Entry'. A table lists entries with columns for Options, Status, Entry Date, Details, Credits, Expires, and Score (%). A red arrow points to the print icon in the 'Options' column of the first entry.

Options	Status	Entry Date	Details	Credits	Expires	Score (%)
  	Approved	12/31/2018	CTO Mentor Annual Recertification Served as a CTOM Mentor in 2018	15	Never	N/A

