

Continuing Professional Education (CPE) Policy & Recertification Instructions

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Process to Submit CPE Hours Online

Each continuing professional education (CPE) credit activity 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 the form below depending on your program
 - [KITI](#) - 8 CPE hours/year for KITT
 - [TMAP](#) - 20 CPE hours/year for TMAP
 - [CTOM](#) - 30 CPE hours/year for CTOM
- 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

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

Step 3: CITE will notify you of certification renewal approval status via email. An updated certificate can be provided upon the graduate's request.

Overview

The goal of the CITE Continuing Professional Education (CPE) Policy is to ensure that all alumni maintain the appropriate level of current knowledge and proficiency in the three defined strands of our certificated programs: Leadership, Technology, and Education.

The Education Program Team sets the requirements for the CPE hours, approved by the Education Committee, CTO Mentor Steering Committee, and CITE Board of Directors. CITE offers the following policy to guide alumni through the CITE Recertification Process. Participants who successfully complete a CITE-certified Education Program will be required to renew their certificates through the CITE Recertification Process to keep their certifications current.

Certification Guidelines:

- Collect and submit CPE Hours
- Pay the maintenance fee at the end of your initial certification period and then annually
- Stay employed in the K-12, public education field

Recertification

Initial Certification

Successful alumni of CTOM, TMAP, and KITT will receive an initial certificate from CITE that expires in a set amount of years (2 years for CTOM and TMAP, and 1 year for KITT).

- Alumni are expected to gather a set amount of CPE hours during their initial certification period. See table below.
- After initial recertification, alumni are expected to submit hours each year, and follow certification guidelines.
- At the end of their initial certification period, alumni will pay a \$25 maintenance fee.
- We strongly recommend that those in their initial certification period submit their hours as they earn them to keep track and avoid miscalculations!

If a program alumni fails to submit the required number of CPE hours by the end of their initial recertification period, their certification will lapse.

Program	Length of Initial Certification (starting Dec 31 of certification year)	Initial CPE Requirement
CTO Mentor	2 years	30 hours
TMAP	2 years	20 hours
KITT	1 year	8 hours

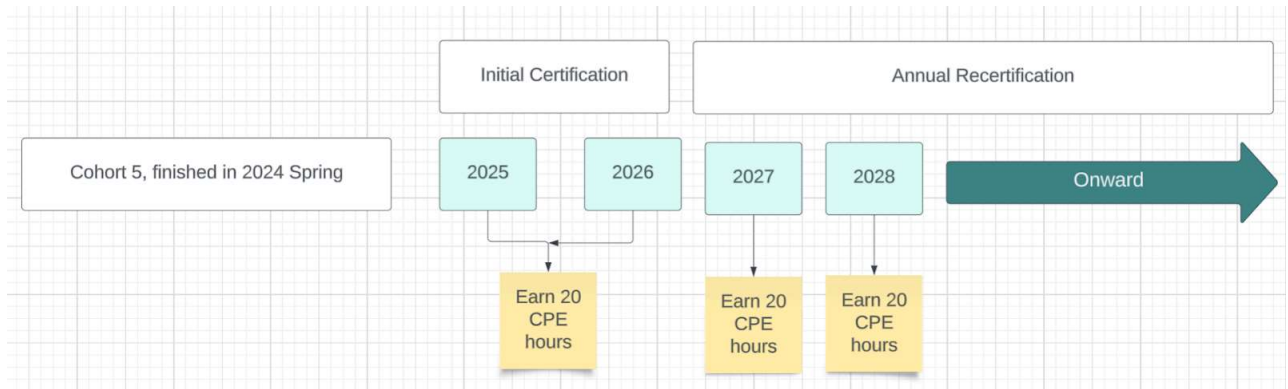
Annual Recertification Following Initial Certification Period

After the initial certification period comes to an end, the alumni's Certificate must be renewed annually by completing CPE hours and paying a \$25 maintenance fee. **You may submit hours online at any time throughout the year and no later than February 15th of each year.**

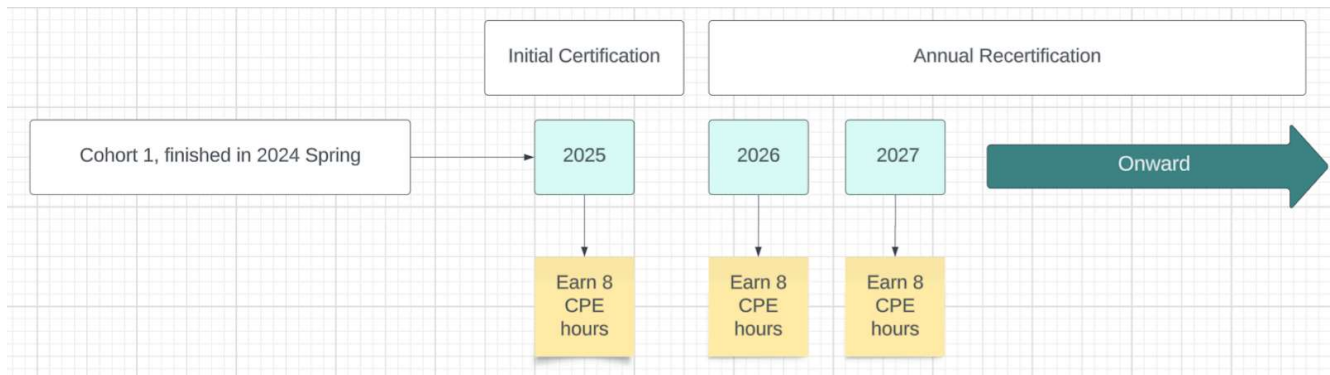
Example of Recertification Process for CTO Mentor



Example of Recertification Process for TMAP



Example of Recertification Process for KITT



The initial and annual reporting periods begin, as noted on the table above, in the year following the completion of a CITE Certified Education Program. All hours applied to renewal of the 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 **not** be approved for the following year, as it does not occur during the initial certification period.

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

Annual Recertification Processing Fee

The processing fee for recertification is \$25 annually following the initial recertification period. Payment and reporting of CPE hours are **due by February 15th of each year** to retain certification.

It is the certificate holder's responsibility to notify CITE of any change in contact information. When the initial 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, alumni will receive their new certificate by request.

Appeal Process

Failure to comply with the certification requirements will cause the individual's certificate to expire. The expiration can be appealed by submitting a written request by the deadline in the notification of expiration. The letter must be addressed to Andrea Bennett, CITE Executive Director. The letter will be approved or denied by the Education Programs Team and escalated to the Board as needed. Once expired, an alumni must re-apply and re-complete the applicable CITE Certified Education Program to recertify.

Qualifying Continuing Professional Education (CPE) Opportunities

To receive credit, please submit receipts, attendance records, or other documentation that includes hours attended/participated, and length of event. Please review the “Documentation Requirements and Audits” page below, for more information.

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

Please use the table below to determine how many hours your CPE opportunity qualifies for.

The table below provides examples of CPE opportunities. If you believe you’ve participated in a CPE opportunity that should qualify for recertification hours, please email education@cite.org to discuss.

Calculating CPE Hours

Except for specific instances, detailed in the table below, 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 follow commonly accepted data practices. All partial hours <0.5 will be rounded down; all partial hours >0.5 will be rounded up.

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	1 CPE hour per hour spent volunteering
CITE Regional Group Meetings or Webinars	Attending CITE Regional Group meetings, webinar, and events.	1 CPE hour for each hour attended, excluding lunch and other breaks
	Planning and organizing CITE Regional meetings	3 hours maximum per meeting
CITE Events	Serving as a CTOM Mentor, CTOM Instructor, or on the CTO Mentor Program Steering Committee	Automatic recertification for one year

	Attending or supporting CITE events (Collab labs, Webinars, panelist for CTOM Oral Presentations, etc.)	1 CPE hour for each hour of the activity
	Serving as a Facilitator or Program Support for CITE Education Programs or Academies	2 CPE hours for each hour spent preparing for, developing, and/or facilitating the course
	Serving as a TA (Teacher's Assistant) in the TMAP Program	1 CPE hour for each hour spent providing TA support
	Serving on a CITE Committee (Education, Conference, Resource Programs, etc)	2 CPE hours for each hour of the activity
Non-CITE Conferences/Webinars	Attending events led by formal CITE Partners: <ul style="list-style-type: none"> • CUE • SETDA • CoSN 	12 hours maximum 1 CPE hour for each hour of 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, one-off classes) led by CITE Collaborating Organizations: <ul style="list-style-type: none"> • ACS California County Superintendents • CASBO • CSBA • FCMAT • MS-ISAC • all other Organization events are subject to CITE Education Team approval 	15 hours maximum 1 CPE hour for each hour of participation in professional development activities
Blogs/Publications/Social Media Posts	Posting or writing publications related to K-12 IT leadership, in locations such as: <ul style="list-style-type: none"> • (in)CITE article • (in)CITE Podcast • Written or website article • Other publication 	12 hours maximum 1 CPE hour for each hour of active participation

The following activities require approval by CITE Education Staff. To check if your activity counts for credit, please email education@cite.org. We highly encourage you to check with CITE BEFORE registering for any course to ensure it will grant CPE hours.

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

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. An alumni must maintain the appropriate documentation for twelve months after the reporting cycle ends.

Retired and non-practicing alumni can apply for retired status if over 55 years of age and permanently retired from a K-12 position or are unable to perform the duties of a K-12 professional 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 alumni. 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.

CITE Education Programs Code of Professional Ethics

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

Alumni 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 Education Program Department 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 program recertification link. annual link.

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 do 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 submission of your hours.

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

No, activities done during the year that you graduated do not count towards recertification.

CTOM example: if you are in the 2026 CITE CTO Mentor Program and you attend a Regional Meeting in 2026, those Regional Meeting hours will not count towards recertification since your recertification period has yet to start (unless you have graduated from TMAP or KITT and are already in your recertification period).

TMAP example: if you take the Spring TMAP class in 2026 and then attend the 2026 Conference, that will not count towards recertification since your recertification period will not begin until January 2027 (unless you have graduated from KITT and are already in your recertification period).

7. If I graduate from multiple programs, will I need to earn recertification hours to fulfill each program's requirements?

No, you are only required to earn recertification hours for the program with the highest number of required hours. For example, if you graduated from TMAP and CTOM, you do not need to earn 50 recertification hours per year, you are only required to earn 30 hours per year. But, your certifications for both TMAP and CTOM will stay valid.

If you are enrolled in a higher level program, your recertification requirements are on hold for the duration of that program.

For example, if you graduated from TMAP and are now enrolled in the CTOM Program, you are not required to gather CPE hours for TMAP.

8. If I don't earn enough units to recertify but wish to continue as an alumni, 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 Education Department for a waiver. Contact education@cite.org 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 an alumni.

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

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

10. 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 IT Professionals. 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 alumni designation. During the period of private sector employment, you will be unable to earn hours from CITE and Education Program activities.

11. 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 alumni community, you must inform CITE by emailing education@cite.org. After that, either the Education Committee or CTOM Steering Committee will determine if the part-time employment is a conflict of interest and may discuss with the alumni about appropriateness to remain in the community.