



Alabama Chief Technology Officer (AL-CTO) AL-CTO Recertification Policy

Benefits of the AL-CTO Certification

The AL-CTO program is unique. It is founded on the understanding that the leadership responsibilities and expertise required for this role are tremendously complex and dynamic. Success in the role of a K-12 CTO means possessing and maintaining a high level of competency in both education and technology, not just one or the other. Regardless of the participant's background, the program has much to offer. It is designed to assist the participant in developing higher levels of competency in the full range of CTO responsibilities while ensuring that Alabama's unique state requirements and opportunities are covered. Throughout the program participants will share with and learn from other professionals, leading to personal and professional growth.

Courses

The AL-CTO Certification Program consists of six courses, covering all major responsibilities of the position. The professional strands are patterned after the CoSN Certified Educational Technology Leader (CETL) framework but are tailored for Alabama. Please note that the CETL program and AL-CTO program are different certifications. Neither is a prerequisite for the other.

- Roles And Responsibilities
- Law, Ethics, and Policies
- Data Management and Governance
- Teaching and Learning
- IT Management
- Technology Planning

The goal of the certification process is to ensure, as much as possible, the continuing competence of each certificant and maintain the professional standard of those engaged in implementing and maintaining the integration of technology into K-12 learning environments. There are a number of professional activities that can contribute to that goal. The purpose of the recertification requirements are that AL-CTO's:

- Obtain current professional development information
- Explore new knowledge in specific content areas
- Master new skills and techniques related to educational pedagogy and the use of technology
- Enhance approaches to effectively use technology in learning environments, both within their specified job role and beyond



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- Further develop professional judgment
- Conduct themselves in their role as education technology leaders in a legal and ethical manner

For those candidates wishing to recertify with the AL-CTO program, the recertification process comes with the expectations that education technology leaders engage in lifelong development to maintain and improve knowledge and skills for competent practice. This includes continuous self-assessment to identify professional strengths and learning needs, establishment of short- and long-term goals for individual professional development, and selection of appropriate professional development to meet these goals.

Candidates for recertification should choose those professional development activities that provide them with the most benefit, keeping in mind that the length and rigor of a program contribute to its value. Planning in advance for professional development enables candidates to choose the most appropriate courses and also to control expenses more effectively. Professional development programs provide one of the main methods for keeping up with professional practice.

Recertification is required every three (3) years. Each candidate for recertification must demonstrate that he/she meets the current requirements in order to recertify successfully and maintain the certified status of AL-CTO.

Given that the average lifecycle of technology infrastructure is less than 5 years, a three year recertification period allows an appropriate amount of time for an education technology leader to become aware of new advances, thought leadership, and legal requirements and to be able to educate other members of the education community on those changes with sufficient planning time to ensure students can continue to thrive.

Recertification Requirements

Three years after the date of issue, your AL-CTO certification will expire. To remain certified, you are required to stay current in the CTO field by completing 60 hours of professional development in required areas and submission of a 3 year district technology plan. Recertification activities must take place within your three-year certification cycle.

All Professional development hours must be tied to the six courses taught throughout the AL-CTO certification process. Credit is only awarded for education-related activities supporting elements within the AL-CTO course framework and furthering your knowledge of the profession



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(registration, exhibit hall, and meal time hours at education activities, should not be included in your calculations of hours).

Details of 60 hour PD requirements:

60 hours over 3 years - 5 hours must be toward each of the six AL-CTO courses and the remaining 30 hours can be applied to any of the 6 courses of your choosing. The following information will be collected when recording your hours for recertification:

Applicant Name and School District
Name of Activity/Location
Date Completed
Number of Hours
Coursework Skill Area
Justification of Relation to Coursework
Description of Activity

Keep track of your hours as you complete them. Enter your hours using the following recertification forms:

[Alpha Recertification Form](#)
[Beta Recertification Form](#)
[Charlie Recertification Form](#)
[Delta Recertification Form](#)

Details of 3 year district technology plan:

Technology Plan submissions must take on the look of a published document and include at a minimum the following sections:

Mission Statement

A technology plan typically includes a mission statement. From a big picture perspective, it outlines where you are planning to go and what you hope to accomplish. The mission statement is typically aligned with the district's overall mission.



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Technology Needs Assessment

What do I currently have and what else might I need in the next three years? The needs assessment includes an appraisal of all technology resources and information systems including staffing needs.

Long-term And Short-term Goals

At a high-level, describe those things that the organization plans to achieve. More detailed information related to each goal should be listed in specific project management plans.

Training and Staff Development Needs

An assessment of current technical skills of staff along with a plan for staff training and education is important for a successful technology implementation.

Resource Requirements

What kind of budget will we need? Your resource requirements is a high-level description of the responsible parties, timelines, benchmarks, required resources, and budgets associated with each goal. Putting together your resource requirements in advance of your budgeting process will also give you a more accurate estimate of resources needed.

Evaluation Method

A method for continually evaluating your plan and making adjustments is important for any technology plan.

Plans will need to be presented to cabinet-level administration within your district. The presentation used to present the plan and signature sheets of those in attendance will also be required to be submitted for all items of recertification to be considered complete.

Non-compliance with the Recertification Requirements

Candidates for recertification are expected to submit all required documentation for recertification that fulfills all the necessary requirements detailed in the above sections no later than his/her certification expiration date. A candidate will be considered non-compliant if:

- No documents for recertification were submitted;
- If the documents submitted do not meet the stipulated requirements and the candidate has not rectified any deficiencies.



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If compliance is not achieved within the stipulated time frame, the candidate's certification will expire and the designation will be permanently removed from his/her record. The individual must stop using the designation and/or representing him or herself as certified.

Once a candidate's certification has been removed from his/her record, the only way to regain use of the credential is to apply to the program as a new candidate and complete all coursework currently required by the AL-CTO program.