



RUTGERS UNIVERSITY  
**Continuing Studies**  
Center for Government Services

## CGCIO <sup>TM</sup> Recertification Policy and Spreadsheet

### Overview

It is imperative that as a graduate of the CGCIO program and a technology leader that you remain active in the information technology management field, particularly with regard to increasing your knowledge and learning activities relating to public sector technology management.

To maintain your designation as CGCIO, you are required to earn at least 60 “contact” hours, or credits, over a three-year period upon graduation from the program. This requirement begins the day after graduation and must be documented every three years to keep your CGCIO status active. All contact hours must occur before the expiration date shown on your most recent certificate.

Credit for contact hours for recertification can be earned by:

- Attending a public sector technology-focused conference, seminar or webinar (not counting meals);
- Participating in PTI Member-only Monthly Tech Talks (For more information, contact [education@pti.org](mailto:education@pti.org))
- Serving as a speaker for a public sector technology-focused conference or seminar as a speaker or panelist (to include documenting the time to prepare for the presentation or speaking role);
- Writing/publishing an article or book chapter that is related to technology governance and management;
- Mentoring a junior staff member in the technology field - *outside of regular work hours (preferably someone outside your organization)*
- Participating in technical certificate or certification programs.

Contact hours must come from a diverse set of activities and cannot be met solely from one activity/category alone.

Requirement for recertification is mandated by the Consortium of organizations that offer the CGCIO program: PTI/Rutgers University, the University of North Carolina, Florida State University, Carl Vinson School of Government. Every qualified professional certification program requires recertification.

The Consortium believes that earning continuing education contact hours should be flexible as well as meaningful. However, ***under no circumstances can you apply normal job activities and responsibilities towards recertification.***

### **Recertification Requirements and Restrictions**

1. For classes/webinars/etc., attended you must submit the agenda/program and indicate which sessions were attended in-person or virtually. The contact hours, or credits, are calculated as actual hours attended. Meal functions do not count.
2. For teaching sessions or seminars, you earn three (3) hours of credit for preparatory time plus one hour of credit for instruction time for every hour taught. If a class is offered more than once, then you receive credit for the preparatory time for the initial class offering. You do receive credit for all instruction time.
3. Written articles and/or research will be reviewed by the instructor based on the length, quality of work, and demonstration of effort. Articles may also be co-authored, but you must state that you have written at least half. The maximum amount of eligible time per article or research project is 6 credits.
4. Diversity is important regarding the sources for earning credits. It is highly advisable that you attend or participate in a variety of activities to claim credit. If you claim more than 20 credits from any one single course, program, etc. all within one year, you must justify in writing as to how and why.
5. While there is no requirement for a student to earn a minimum number of credits in any given year, it is highly recommended that the CGCIO student not wait until the last year to begin documenting credit-related activities.
6. Routine job activities and responsibilities *do not* count towards recertification. Examples include participating in a city/county council meeting, making a presentation to senior staff, in-house training of staff, etc.

### **Recordkeeping**

You are required to maintain your contact hours/credits for submission to Fusion PTI/Rutgers University. On or before the third year that your certification is set to expire, you are required to submit a report outlining the number of contact hours and the manner in which they were earned, including:

- Date
- Number of actual hours per activity (not counting breaks)
- URL or copy of program(s)
- Copies of supporting documentation such as programs, articles, letters, etc.

Submissions and payment must be uploaded to <https://fusionlp.regfox.com/pti-recertification-payment-page>

Questions can be sent to [education@pti.org](mailto:education@pti.org)

Feel free to use the template below to track your contact hours.

**\*Recertification Record** (To be maintained by each student)

| Student Name | Activity Description | Date(s) of Activity | Number of Hours Per Activity |
|--------------|----------------------|---------------------|------------------------------|
|              |                      |                     |                              |
|              |                      |                     |                              |
|              |                      |                     |                              |
|              |                      |                     |                              |

\*Documentation is required and must be submitted along with the spreadsheet.

#### **Recertification Fee**

A recertification fee of \$250 is required when submitting your application. If paying via an offline payment method (Check/Swift, etc), your recertification certificate will not be issued until full payment is received.

Fusion PTI/Rutgers University Center for Government Services reserves the right to change and modify recertification requirements at any time in order keep abreast of current and best professional best practices.

#### **Contact Information**

Please note that **it is your responsibility to update any change in your contact information** in order to remain current with PTI/Rutgers University. This includes your personal email address. Please submit any updates to [education@pti.org](mailto:education@pti.org).

This policy has been updated and takes effect December 15, 2025.