

**Teaching Certificate Holders
Registration Process & CTLE Requirements
Question & Answers for Current Employees**

In March 2016, the board of Regents adopted regulations to implement the new State Law (Section 3006, of the Education Law) related to (re)registration, Continuing Teacher and Leader Education (CTLE) and the approval of sponsors providing CTLE.

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5 YEAR REGISTRATION REQUIREMENT

Who must register?

- Permanent or professional teaching certificate in the classroom teaching service,
- Permanent or professional leader certification in the educational leadership service (i.e., school building leader, school district leader, school district business leader), or
- A Level III Teaching Assistant certificate holder.

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How and when will you register?

For teachers and school leaders with a permanent or professional certificate or a Level III Teaching Assistant certificate issued prior to July 1, 2016 they shall register during the 2016-2017 school year during his/her month of birth beginning on July 1, 2016. They shall renew his/her registration in the last year of each subsequent five-year period thereafter. Registration will be done via the TEACH system.

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Will I receive notification from State Ed about the need to register?

Yes. An email will be sent from the TEACH system prior to your birth month requesting that you register. It is critically important that any change of name or address for a certificate holder must be updated by the holder in the TEACH system within thirty days of any such change. Please access your TEACH account and check that your name, address and e-mail are correct and current.

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Can I register early, or do I have to wait until I receive the notification from State Ed?

Yes, you can register prior to receiving the notification from State Ed, and if you do register early, your five year re-registration period will still coincide with your birth month. For example, if your birth month is September and you register early in July 2016, your five year re-registration period will end in September 2021.

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Is there a cost?

No. There is no cost to (re)register. However, anyone missing his/her deadline for registration will be assessed a \$10.00 per month late registration fee.

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What if I don't register?

Willful failure to register may result in referral to OSPRA.

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100 HOUR CONTINUING TEACHER AND LEADER EDUCATION (CTLE) REQUIREMENT

Is there a change in the Continuing Education requirements for Professional Certificate holders?

Yes. Teachers, school leaders and Level III Teaching Assistants with a professional certificate will be required to complete 100 hours of Continuing Teacher and Leader Education (CTLE) during each five year registration period (this replaces the 175 hours of Professional Development in the previous regulation). The 100 hour requirement begins for everyone in this group with professional certificates on July 1, 2016. All of these professional certificate holders will have a five year time period, based on their birth month, to complete the 100 CTLE hours. For example, if your birth month is September, you will have until September 2021 to fulfill the 100 hour requirement. If your birth month is March, you will have until March 2022 to fulfill the 100 hour requirement.

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If I hold a permanent certification do I need to complete 100 CTLE hours?

No. However, if you have multiple certifications and one of them is a professional certification then you must complete 100 hours, even if you are not working under that certification.

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If I have multiple professional certifications, do I need to complete 100 CTLE hours for each certificate?

No. If you have multiple professional certificates, the 100 CTLE hours that you complete during the five year registration period will be sufficient to fulfill the requirement for all of your professional certificates.

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What happens to my 175 hour professional development requirement for my professional certificate?

The 100 hour CTLE requirement replaces the 175 hour professional development requirement starting on July 1, 2016.

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What happens if I do not complete the 100 hours of CTLE in five years?

If a certificate holder does not complete the required CTLE before the end of his/her five year registration period, he/she shall not be registered and shall not practice until he/she is registered.

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Do I have to still keep track of my 100 hours of CTLE?

Yes. The certificate holder shall maintain a record of completed CTLE, which shall include: the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of English language learners, the sponsor's name and any identifying number, attendance verification, and the date and location of the program. It is also your responsibility to record your CTLE hours in My Learning Plan.

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ACCEPTABLE CTLE COURSES AND ACTIVITIES

What activities and courses are considered acceptable for CTLE?

Acceptable CTLE must be taken through a sponsor approved by State Ed. It is imperative that you check *in advance* with the content provider in order to ensure that they are an approved sponsor *and* that the activity/course being offered is eligible for CTLE credit.

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Can faculty meetings, CSE meetings, etc. still count towards my 100 hours of CTLE?

No. Acceptable CTLE shall be study in the content area of any certificate title held by the individual or in pedagogy, and include any required study in language acquisition addressing the needs of English language learners as described. Acceptable CTLE must be conducted through activities designed to improve the teacher or leader's pedagogical and/or leadership skills, targeted at improving student performance, including but not limited to formal CTLE activities. CTLE approved sites must attest that the workshops, trainings, and conferences meet the rigorous CTLE requirements and the NYS Professional Development Standards.

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If I take a college course after July 1, 2016 will that automatically count towards CTLE?

No. If the institution is not approved by State Ed as a sponsor, then the course will not count towards CTLE. In addition, the course itself will need to meet requirements for CTLE credit.

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How can I tell if a provider is an approved State Ed sponsor for CTLE?

There will be a link on TEACH that will list approved sponsors.

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Where can I find CTLE courses?

CTLE courses are listed on MLP. Courses that can be used for CTLE credit must be from a SED approved provider. Courses earning credit for the ELL's requirement are marked as well.

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LANGUAGE ACQUISITION ADDRESSING THE NEEDS OF ENGLISH LANGUAGE LEARNERS

What are the requirements for CTLE hours in language acquisition addressing the needs of English language learners?

- ***For Holders of ESOL Certificates or Bilingual Extensions:*** Holders of an English to Speakers of Other Languages (ESOL) professional certificate or a bilingual extension are required to complete a minimum of 50 percent of the required CTLE clock hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English language learners.
- ***For Holders of All Other Professional Certificates:*** All other professional certificate holders must complete a minimum of 15 percent of the required CTLE clock hours in language acquisition addressing the needs of English language learners, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for such English language learners.
- ***For Holders of Teaching Assistants III Certificates:*** Teaching Assistant Level III certificate holders must complete a minimum of 15 percent of the required CTLE clock hours dedicated to language acquisition addressing the needs of English language learners and integrating language and content instruction for such English language learners.

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ADDITIONAL INFORMATION AND ASSISTANCE

Where can I find additional information about these new requirements?

The NYSED links below have information about these new requirements:

<http://www.highered.nysed.gov/tcert/>

<http://www.highered.nysed.gov/tcert/news/newsitem05122015.html>

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How can I get assistance with my TEACH account?

TEACH account FAQs can be found at:

<http://www.highered.nysed.gov/tcert/teach/teachappfaq.html>

You can also call the TEACH HELP phone line at 518-486-6041. Help is available from 9:00 AM to 4:00 PM.

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