

## New NYSED Certification Requirements Effective July 1, 2016

Starting July 1, 2016, the New York State Department of Education (NYSED) is implementing a new required registration procedure for teachers and administrators who hold Permanent certificates or Professional certificates, and for teaching assistants who hold Level III Teaching Assistant certificates. NYSED is also implementing new professional development requirements for classroom teachers and school leaders holding a Professional certificate and for Level III Teaching Assistant certificate holders. These new registration and professional development requirements **do not** apply to holders of Pupil Personnel Services (PPS) certificates such as School Counselors, School Psychologists, or School Social Workers; to holders of Initial certificates; or to holders of Level I, II or Continuing Teaching Assistant certificates. The information below summarizes the new requirements; for a more complete explanation of these requirements, click here: <http://www.highered.nysed.gov/tcert/news/newsitem05122015.html>

| <b>New Requirements</b>   | <b>Who does this apply to?</b>  | <b>What do I need to do?</b>   | <b>When do I need to do it by?</b>  |
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| <p style="text-align: center;"><b>Registering with NYSED to Maintain a Valid Certificate</b></p>                              | <ul style="list-style-type: none"> <li>Teachers and administrators who hold <b>permanent</b> certificates or <b>professional</b> certificates</li> <li>Teaching assistants who hold <b>Level III Teaching Assistant certificates</b></li> </ul> | <p>If you hold a <u>permanent</u> or <u>professional</u> certificate or a <u>Level III Teaching Assistant</u> certificate issued before July 1, 2016, log into the TEACH website (<a href="http://www.highered.nysed.gov/tcert/teach/login.html">http://www.highered.nysed.gov/tcert/teach/login.html</a>) during your birth month. <i>You should set a reminder to do this in your birth month during the 2016-17 school year.</i> Once you're logged in, click "View Registration Status" under "Inquiry Links." You will be prompted to answer a series of questions as part of the registration process. Be sure that your home address and email address in TEACH are current; all correspondence regarding these requirements will be sent electronically to your email address. If you notice that your name needs to be changed in TEACH, be sure to update that information by following these steps: <a href="http://www.highered.nysed.gov/tcert/namechg.html">http://www.highered.nysed.gov/tcert/namechg.html</a>.</p> <p>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; any certificate holder who fails to inform NYSED of his or her new name/address may be subject to moral character review by NYSED under this new requirement.</p> <p>If you are having trouble logging into your TEACH account, you can use the "forgot username" or "forgot password" functions or email NYSED at <a href="mailto:TEACHHELP@nysed.gov">TEACHHELP@nysed.gov</a></p> | <p>You will need to register in your birth month during the 2016-17 school year and then re-register every five years thereafter.</p> |
| <p style="text-align: center;"><b>Continuing Teacher and Leader Education (CTLE) Professional Development Requirement</b></p> | <ul style="list-style-type: none"> <li>Classroom teachers and educational leaders who hold <b>professional</b> certificates</li> <li>Teaching assistants who hold <b>Level III Teaching Assistant certificates</b></li> </ul>                   | <p>Effective July 1, 2016, all classroom teachers and educational leaders who hold <u>professional</u> certificates and <u>Level III Teaching Assistant</u> certificates are required to successfully complete 100 clock hours of acceptable Continuing Teacher and Leader Education (CTLE) credits every five years. This replaces the requirement for Professional certificate holders to complete 175 hours of professional development every five years. Holders of an English to speakers of other languages (ESOL) Professional certificate or a bilingual extension will be required to complete a minimum of 50 percent of the required CTLE clock hours in language acquisition. All other Professional certificate holders will be required to complete a minimum of 15 percent of the required CTLE clock hours in language acquisition addressing the needs of English language learners. MyLearningPlan will be used to maintain the record of these CTLE hours. At the end of the five-year period, CTLE certificate holders will be required to attest that they have met the 100-hour CTLE requirement.</p>  | <p>The CTLE requirement begins July 1, 2016, and the 100 hour requirement must be fulfilled within five years.</p>                    |