

CTLE Requirements

**Continuing Teacher and
Leader Education**

Registration

Beginning on July 1, 2016 individuals who

- hold a permanent or professional certificate in the classroom teaching service or
- educational leadership service (i.e., school building leader, school district leader, school district business leader) or
- a Level III teaching assistant certificate

shall apply for initial registration during the 2016-2017 school year during his/her month of birth, and shall renew his/her registration in the last year of each subsequent five-year period thereafter.

Creating a TEACH Account

Website to self-register and create a TEACH account if you don't already have one:

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

Any holder of a permanent or professional certificate in the classroom teaching service or educational leadership service or a Level III teaching assistant certificate holder **not practicing** in a New York State Public School or BOCES, may notify the Department that he/she is no longer practicing in an applicable school.

At such time as the certificate holder may choose to resume practicing in an applicable school, the certificate holder shall register with the Department.

In addition, the proposed amendment requires that if a CTLE certificate holder returns to practice in an applicable school, he/she will be required to register with the Department prior to resuming practice. If the certificate holder is in the middle of a registration period when he/she becomes inactive and is no longer practicing, he/she must complete a minimum of 20 hours of CTLE for every year that he/she was practicing in an applicable school.

Holders of professional certificates are required to successfully complete **100 clock hours of acceptable CTLE** during the registration period if they are employed in a NYS Public school or BOCES.

The CTLE requirement may be completed at any time during the registration period. CTLE completed during a prior registration period may not be carried over.

If a certificate holder does not complete the required CTLE within his/her registration period, he/she shall not be registered by the Department and shall not practice unless and until he/she is registered or conditionally registered.

A conditional registration may be issued to allow a candidate up to one year to complete the remaining CTLE hours to remain eligible to practice in a New York State public school or BOCES.

When the CTLE has been completed, the CTLE certificate holder will be deemed registered for the remaining registration period.

If the CTLE certificate holder continues to practice at an applicable school without his/her registration, he/she may be subject to moral character review pursuant to Part 83 of the Commissioner's regulations.

Recordkeeping Requirements

CTLE certificate holders 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
- the date and location of the program

Such records shall be retained for at least three years from the end of the registration period in which the continuing teacher and leader education was completed and shall be available for review by the Department upon request.

Measurement of CTLE

CTLE credit shall only be granted for CTLE **acceptable to the Department** and **conducted by a sponsor approved by the Department.**

For credit-bearing university or college courses, each semester-hour of credit shall equal 15 clock hours of CTLE credit, and each quarter-hour of credit shall equal 10 clock hours of CTLE credit. For all other approved continuing teacher and leader education courses, one CTLE credit hour shall constitute a minimum of 60 minutes of instruction/education.

Acceptable CTLE

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
- 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. Such activities also shall promote the professionalization of teaching and educational leadership, as applicable, and be closely aligned to district goals for student performance.

Language Acquisition

Holders of an English to speakers of other languages 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.

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

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.**

Adjustments to the CTLE Requirement

An adjustment to the CTLE requirement, in terms of clock hours and/or the time for completing CTLE, may be granted by the Commissioner, provided that the CTLE certificate holder documents good cause that prevents compliance, which shall include any of the following reasons:

- poor health certified by a health care provider,
- extended active duty in the Armed Forces,
- or other good cause acceptable to the Department which may prevent compliance.

National Board Certification

A holder of a certificate in the classroom teaching service who achieves certification from the National Board for Professional Teaching Standards shall be deemed to have met the CTLE requirement, for the registration period in which such National Board Certification is achieved; provided that the CTLE certificate holder must continue to meet the applicable required CTLE requirements in language acquisition.

Mentoring

Time spent mentoring can be counted towards required CTLE, provided that such mentoring is part of the school district's or BOCES' professional development plan under section 100.2(dd) of the Commissioner's regulations.

The WCSD Mentor Program is a part of the District's PDP.