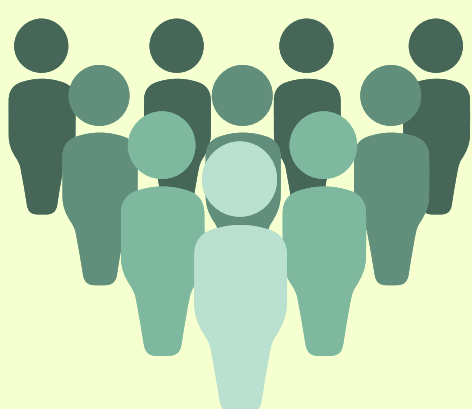


CTLE CHEAT SHEET

Navigate the Continuing Teacher and Leader Education Requirements



WHO?

- Registered and PROFESSIONALLY Certified Classroom Teachers and School Leaders.
- Registered Level III Teaching Assistants.

WHAT?

- 100 Hours of CTLE is required during every five-year registration period.
- At least 15% of PD must address the needs of ELL's. (click **HERE** for more info)
- Must be delivered by an approved provider.
- *You are responsible for keeping track of your hours.*

100



WAYNE - FINGER LAKES
Board of Cooperative Educational Services



WHERE?

- Professional development must be delivered by an approved provider.
- Wayne-Finger Lakes BOCES is an approved provider.
- Click **HERE** for a list of approved providers.

HOW?

- Keep a copy of certificates issued by approved providers.
- Click **HERE** to access the state provided template.
- Districts who subscribe to Frontline (formerly known as MyLearningPlan) may have additional options.



WHY?



- At the end of your Registration period, you will be asked to attest to meeting or not having met CTLE requirements on **TEACH** (click here to access **TEACH Online Services**).
- You are required to maintain records of your CTLE hours for eight (8) years – the five (5) year registration cycle plus three (3) additional years.

Additional Information click here:

<http://www.highered.nysed.gov/tcert/resteachers/ctle.html>