

QUICK GUIDE RE: CTLE Hours

A Registered holder of a **professional classroom teaching certificate**, is required to successfully complete **100 clock hours of acceptable CTLE** during the registration period if they practice 90 days or more in a nonpublic school. 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.

WHERE DO I FIND MY REGISTRATION PERIOD?

In your Home screen of your TEACH account you will see your 'Registration Period' – this is the period in which you will need to complete your 100 CTLE hours. Please keep in mind that 15 must be in ENL/Language acquisition.

ACCEPTABLE CONTINUING TEACHER AND LEADER EDUCATION (CTLE)

Acceptable CTLE must be taken from a [sponsor approved](#) by the Department. 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. Such activities shall promote the professionalization of teaching and educational leadership, as applicable, and be closely aligned to district goals for student performance.

APPROVED CONTINUING TACHER AND LEADER EDUCATION (CTLE) SPONSORS:

The link below will list a table of all approved CTLE sponsors.

<http://www.highered.nysed.gov/tcert/reteachers/ctlesponsors.html>

Please note: MUSFD is now an approved CTLE sponsor. In-service coursework and professional development experiences provided by MUFSD may count as CTLE hours.

CAN A COURSE I TAKE COUNT FOR CTLE HOURS AS WELL AS TOWARDS SALARY ADVANCEMENT?

Yes. You would put in for in-service credit towards salary advancement.

HOW DO I PRINT MY CTLE HOURS?

- You would log onto Frontline Professional Growth System (formerly My Learning Plan)
- Select [My Info]
- Select [My Portfolio] (under PORTFOLIO)
- Click on the course name
- The Activity Details will come up and you can select [Print Certificate]

Print Certificate



Please note that if you took a course from another provider, for example BOCES, they would provide your CTLE certificate.

HOW SHOULD I RECORD MY CTLE HOURS?

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, and 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 CTLE was completed and shall be available for review by the Department upon request. Completion certificates are not to be submitted to the Office of Teaching Initiatives unless they are requested.

Below you can access an individual CTLE Record Keeping Form to assist you.

<http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf>

Sample Form:

Continuing Teacher and Leader Education (CTLE) Individual Record

Directions: This form is provided for use by individuals holding either a Professional Certificate or a Teaching Assistant Level III certificate. This document will assist CTLE certificate holders with maintaining records of CTLE activities in accordance with certification regulations.

1. Document activities in the table below.
2. Keep "Certificate of Completion" forms and/or other documentation with this record. Documentation must be retained for 8 years.
3. DO NOT submit this form or other CTLE documentation to the Office of Teaching Initiatives, unless it is requested. At the end of your Registration period, you will be asked to attest to meeting or not having met CTLE requirements. This document will assist you with making the proper determination.

Name:		DOB:		Last 4 of SSN:		
Certificate Title(s):						
Five-Year Registration Period (See your TEACH Profile to find the dates of your Registration Period): Begin Date: _____ End Date: _____						
Title of Program	Approved CTLE Sponsor Name	Sponsor Category*	Dates (mm/dd/yyyy)	Location	Content / Pedagogy / Language Acquisition	Clock Hours

*Sponsor Categories: 1 = Public School; 2 = BOCES; 3 = Teacher Center; 4 = College/University; 5 = "Other NYSED-Approved Sponsor"
DO NOT SUBMIT THIS FORM. PLEASE KEEP FOR YOUR OWN RECORDS.
Office of Teaching Initiatives Web site: www.highered.nysed.gov/tcert/ E-Mail: CTLE@nysed.gov