

Registration and Continuing Teacher and Leader Education (CTLE) Requirements

Office of Teaching Initiatives

Staff and Curriculum Development Network Meeting

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New York State
EDUCATION DEPARTMENT

Knowledge > Skill > Opportunity

Overview

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Educators Who Need to Register

- Effective July 1, 2016, educators who hold/held at least one of the following certificates must register with NYSED every five years:
 - Permanent or Professional certificate in the classroom teaching service
 - Permanent or Professional certificate in the educational leadership service
 - Level III Teaching Assistant (TA) certificate
- Educators who are subject to registration must have a “Registered-Active” status to practice in a New York State public school district, nonpublic school, or BOCES (i.e., applicable school).

Registering in TEACH

- Educators who are subject to registration and earned their Permanent, Professional, and/or Level III TA certificate **prior to July 1, 2016** were required to register in TEACH during the 2016-2017 academic year.
 - Educators who did not register should do so as soon as possible.
 - The date on which they register will begin their registration period.
 - Educators who are subject to registration and earned their Permanent, Professional, and/or Level III TA certificate **on or after July 1, 2016** are automatically registered in TEACH on the date of issuance.

Length of Registration Period

- The first registration period expires in five years and 0-11 months and ends on the last day of the month preceding the educator's month of birth.
 - For example, if an educator registered on August 10, 2017, and her birthday is on December 15, then her first registration period is from August 10, 2017, to November 30, 2022.
- After the first registration period, the length of the registration period is exactly five years.
 - The expiration date for future registration periods will span from the first day of their month of birth to the last day of the month preceding the educator's month of birth.

Continuing Teacher and Leader Education

- The following educators must complete at least 100 CTLE clock hours from a sponsor approved by NYSED during their five-year registration period while practicing in a New York State public school district, nonpublic school, or BOCES (i.e., applicable school):
 - Professional certificate holders in the classroom teaching service
 - Professional certificate holders in the educational leadership service
 - Level III TA certificate holders
- Educators who hold a Permanent certificate and are subject to registration, but do not hold a Professional certificate, are not required to complete CTLE.
- [Registration and CTLE Requirements Chart](#)

Continuing Teacher and Leader Education

- Educators must maintain their own personal record of completed CTLE. (CTLE completion certificates)
- Educators will not send documentation of their CTLE clock hours to the Department for the re-registration process. However, their CTLE documentation must be available upon request by the Department for a period of three years past their registration period end date.
- Summaries of activities listed in professional learning management systems will not be accepted as documentation of CTLE clock hours if the Department requests documentation.

Acceptable CTLE Clock Hours

- Educators may complete CTLE clock hours in the following categories:
 - pedagogy, and/or
 - the content area of the certificate title, and
 - language acquisition addressing the needs of English language learners (ELLs) (unless the school has a waiver).
- Acceptable CTLE:
 - includes activities designed to improve the teacher or leader's pedagogical and/or leadership skills,
 - promotes the professionalization of teaching and educational leadership, as applicable, and
 - are closely aligned to district goals for student performance.

Required CTLE in Language Acquisition

- Professional English to Speakers of Other Languages (ESOL) certificate holders or Bilingual Education extension holders must complete a minimum of 50% of the required CTLE clock hours.
- All other Professional certificate holders, including SDL, SBL, and SDBL certificate holders, must complete a minimum of 15% of the required CTLE clock hours.
- Level III TA certificate holders must complete a minimum of 15% of the required CTLE clock hours.

Language Acquisition Waivers

- Waivers are obtained through the Office of Bilingual Education and World Languages (OBEWL).
- A frequently updated list of schools with waivers in place for school years beginning 2016-2017 on our website www.highered.nysed.gov/tcert/resteachers/ctle-lang-acquisition-exempt.html.
- OBEWL did not historically backdate waivers for districts and BOCES, however, they may now consider backdating waivers.
- Districts and BOCES should contact OBEWL directly to explore that possibility. OBEWL@nysed.gov

Re-Registration

- The TEACH system will send notices reminding educators to re-register at six months, three months, and one month prior to the expiration date of their registration period to the educators' email address listed in their TEACH account.
- It is essential that their personal or home email is listed in TEACH and is verified and current to receive notifications.
- Educators can register for their next registration period beginning six months before their registration period expiration date.

Re-Registration

- Educators will answer questions about their years of practice during their Registration period.
- Educators will indicate how many years they practiced in a school that had an exemption(s) from the CTLE Language Acquisition Requirements.

Answer the following CTLE Questions

1. During your registration period, how many years did you practice in an applicable school while holding a Professional teacher, Professional educational leader, or a Teaching Assistant Level III certificate? The answer would be a whole number between 0-5.

- "Applicable schools" include New York State (NYS) school districts or BOCES. NYS nonpublic schools also became applicable schools on October 17, 2017. In addition, the New York City Department of Education and any of its components are considered a single applicable school.
- "Practicing" means employed 90 days or more during a school year by a single applicable school in New York State. A day of employment includes a day actually worked in whole or in part, or a day not actually worked but a day paid.

Select ▼

2. During the years that you practiced in an applicable school while holding a Professional teacher, Professional educational leader, or a Teaching Assistant Level III certificate, how many of those years were you employed by an applicable school with an approved exemption for the CTLE language acquisition requirement? You could check the [CTLE language acquisition requirement webpage](#) to see if your employer(s) had an approved exemption in a given year. The answer would be a whole number between 0-5.

- School districts can seek an exemption for the CTLE language acquisition requirement related to ELLs if they have fewer than 30 ELLs enrolled, or ELLs comprise less than 5% of the district's total student population, as of a date established by the [Office of Bilingual Education and World Languages \(OBEWL\)](#). The school district, rather than the educator, would obtain the exemption by submitting the appropriate form to the OBEWL.

Select ▼

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Re-Registration

- Educators will attest that they completed the required CTLE clock hours during their registration period.
- If educator did not complete the required amount of CTLE and CTLE language acquisition hours, they may request the Conditional Registration option.

CTLE Hours Attestation

Based on your responses to the first two questions, you were required to complete a total of **100** clock hours of CTLE during your registration period. At least **15%** of these clock hours must have met the CTLE language acquisition requirement during each year practice takes place in an applicable school without an approved exemption for this requirement. Therefore, **15** clock hours must have met the CTLE language acquisition requirement.

I attest that I completed the total number of CTLE clock hours and the CTLE language acquisition requirement as described above during my registration period and/or conditional registration period, or that I have an approved adjustment to the CTLE requirement from the New York State Education Department (NYSED). I am aware that I must retain documentation verifying the completion of my CTLE clock hours for at least three years from the end of the registration period and that this documentation must be available for review by NYSED if requested.

- Individuals would not send documentation of their CTLE clock hours during this re-registration process.

If you did not complete the total number of CTLE clock hours and/or the CTLE language acquisition requirement as described above during your registration period, would you like to request **conditional registration**? Conditional registration would provide you with an additional year from the expiration date of your current/past registration period to complete the CTLE requirement for your five-year registration period for any reason. Yes No

Re-Registration

- If educator chooses “yes” for conditional registration, they will complete the following attestation agreeing to finish the uncompleted CTLE hours during the one-year conditional registration period.
- A screen confirming the new registration status will appear when complete.

Request Conditional Registration

Individuals who did not complete the total number of CTLE clock hours and/or the CTLE language acquisition requirement during their registration period can continue to be registered by requesting [conditional registration](#), for any reason, by checking the box below. Individuals could also request an [adjustment](#) to the CTLE requirement due to good cause.

• I am requesting conditional registration, which would provide me with an additional year from the expiration date of my current/past registration period to complete the CTLE requirement for my five-year registration period. I agree to complete the total number of CTLE clock hours and/or the CTLE language acquisition requirement by the end of my one-year conditional registration period. I understand that I cannot renew or extend conditional registration absent good cause.

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Re-Registration

- If educator answers they have completed required CTLE and language acquisition hours, they are directed to complete moral character questions.
- Educators will be prompted to select “Active” or “Inactive” status.
- Re-Registration and Conditional Registration directions, see our instructional web page at <http://www.highered.nysed.gov/tcert/resteachers/registration-reregister-cr-direct.html>.

Inactive and Active Status

- Educators who are not practicing in an applicable school need to make/change their registration status to “Registered-Inactive”.
 - They would change their status to “Registered-Active” upon returning to practice in an applicable school.

Applicable schools include New York State (NYS) school districts or BOCES. NYS nonpublic schools also became applicable schools on October 17, 2017.
www.highered.nysed.gov/tcert/resteachers/ctle-applicable-sch.html

Practicing means employed 90 days or more during a school year by a single applicable school in New York State. A day of employment includes a day actually worked in whole or in part, or a day not actually worked but a day paid. (The City School District of the City of New York and any of its components are considered together a single applicable school in New York State.)

Acceptable CTLE Activities

- Districts and BOCES that are approved CTLE sponsors can offer CTLE that is outlined in their NYSED-approved professional development plan.
- Acceptable CTLE is provided by school districts, BOCES, institutions of higher education, and other organizations listed in the following searchable table of approved CTLE sponsors.
 - Table of approved CTLE Sponsors:
<http://www.highered.nysed.gov/tcert/resteachers/ctlesponsors.html>
 - The search tool allows individuals to use keywords to search for entries, names, or locations.

Other Acceptable CTLE Activities

- Other acceptable activities include credit for acting as a mentor for new teachers (limited to 30 hours of credit per educator during their five-year Registration period).
- Or a mentor for a (student teacher) teacher candidate (limited to 25 hours of credit per educator during their five-year Registration period).

Unacceptable CTLE Activities

Activities that are not rigorous training in pedagogy, content, or language acquisition for English language learners. For example:

- Faculty Meetings
- Superintendent's Days
- Certification workshops (DASA, Child Abuse Identification, Autism Awareness, and School Violence Intervention and Prevention)
- Other activities considered part of the typical duties for educators.
- Other examples of training that is probably acceptable as professional development but not as CTLE would include:
 - Sexual harassment training (unless it pertains to students rather than colleagues)
 - Bloodborne pathogen training
 - Hazard Communications

Recordkeeping and Reporting

- Approved sponsors of CTLE make an agreement with NYSED (per Commissioner's Regulations) to keep records and issue acceptable certificates of completion for all CTLE activities.
- Sponsors must either use the NYSED CTLE certificates of completion OR use one of their own design that incorporates all of the elements of the NYSED CTLE form: <http://www.highered.nysed.gov/tcert/pdf/ctle-certificate-completion-form.pdf>.
- Sponsors must keep records of the information about the activity and be able to re-create certificates for educators.
- Sponsors must keep records for eight years from the date of an activity.
- Electronic certificates are acceptable, and education software such as My Learning Plan have mechanisms to produce acceptable CTLE certificates.

CTLE Sponsorship Renewal

- School Districts and BOCES who were approved as CTLE sponsors until 6/30/2021 should complete their renewal application and upload their Professional Learning (PL) Plans through the TEACH system in order to continue offering CTLE under the sponsor guidelines.
- Professional Learning Plans should include the Registration and CTLE requirements as written in the Commissioner's Regulations Subpart 80-6: Registration and CTLE Requirements.

Registration and CTLE Trainings

- The Office of Teaching Initiatives will be offering monthly trainings on the Registration, Re-registration and CTLE requirements.
- The training will be presented through Zoom
 - Upcoming training dates: Dec. 14th @ 4:00, and Jan. 18th @3:00
- Available to district administrators and educators.
- You can register for a training by emailing: CTLEsponsor@nysed.gov
 - Include the training date and contact information for the person organizing it from your district.

Contact Information

Topic	Contact
CTLE questions from educators	Email: CTLE@nysed.gov 518-474-3901 option 5
Registration questions from educators	Email: OTIregistration@nysed.gov 518-474-3901 option 5
School, district, BOCES, and prospective or approved CTLE Sponsor questions about CTLE or registration	Email: CTLEsponsor@nysed.gov CTLEsponsor@nysed.gov CTLE@nysed.gov CTLEsponsor@nysed.gov CTLE@nysed.gov OTIregistration@nysed.gov

Please contact our office with any questions you may have.
We are here to make things easier for you!