



Graduate, In-Service, and CTLE Credit Information

Office of Curriculum & Instruction

Updated 9.23.24

All requests for graduate, in-service or CTLE credit must be at least 15 days prior via Frontline.

Terms:

Graduate Credit: (Counts toward salary increase; district will not pay.)

- To receive salary guide credit, the course must be graduate level course work credited as graduate study by an accredited institution of post-secondary education and directly- or closely related to your current field of work in Manhasset.
- Courses from the issuing institution must be accepted by the institution for a degree granting program. *If the course does not lead to a degree from the institution, then it becomes an in-service credit.*

Click "Graduate Credit" on Frontline. Do NOT click "In-service."

In-Service Credit: (If district pays, this will not count toward salary increase. If you pay, you *may* be able to count toward salary.)

- Must be directly- or closely related to your current field of work in Manhasset.
- Given by the Manhasset Teacher Resource Center or other approved provider.
- If you attend an in-service while school is in session, you may not request in-service credit; you are receiving your regular salary for attending.
- 15 hours = 1 salary credit

Click "In-service credit" only on Frontline. Do NOT click "graduate credit."

CTLE Credit: (Provides NYSED compliance credits only. No impact on salary.)

- Those with professional certification status must complete 100 CTLE hours every 5 years.

Updated 9.24.24

- See [Registration:OTI:NYSED](#) to determine if you are required to submit proof of CTLE hours and for approved providers.
- **You are responsible for monitoring and recording these hours on Frontline. The district will not do so for you.**
- Teachers and teaching assistants attending Superintendent's Conference Days will automatically be awarded 5 hours per day (NYSED allowed maximum) for their participation. The Office of Curriculum & Instruction will enter this information into Frontline.
- ENL teachers must clock at least 50% of their CTLE hours in language acquisition, integrating language and content integration, and the needs of ELLs.
- All other teachers holding a permanent certification a minimum of 15 percent of the required CTLE clock hours dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ELLs.

[Click "CTLE hours" on Frontline.](#)

References:

[Registration:OTI:NYSED](#)

Manhasset Educators' Association contract, 4.19