

# Registration and CTLE: Teachers



Fact Sheet No. 17-11 (Updates and replaces 17-01)

June 2017

## Overview

The 2015 New York State budget included requirements for certain certificate holders to register with the State Education Department (SED) and complete Continuing Teacher & Leader Education hours (CTLE hours). Chapter 56 of the Laws of 2015 specified that these requirements were to be in effect as of July 1, 2016. These regulations are Part 80-6 of Commissioner’s Regulations.

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## Registering with the State Education Department

**AS of July 1, 2016**, any holder of a certificate that is valid for life, must access their TEACH accounts and choose a registration status during the 2016-2017 school year. Permanently or Professionally certified classroom teachers, educational leaders (i.e., School Administrator/Supervisor, School Building leader, School District leader, School District Administrator, School District Business Leader or School Business Administrator) and Level III Teaching Assistants who are practicing in a NYS School District or BOCES must select a registration status on their TEACH account.

Practicing is defined as employed 90 days or more during a school year by a single applicable school in New York in a position requiring state certification. A day of employment includes a day actually worked in whole or in part, or a day not actually worked but a day paid. An applicable school is defined as a NYS public school or BOCES.

Registration is done using the State Education Department’s (SED) TEACH system and is required every five (5) years thereafter. For additional information on how to register with SED, please visit their website at <http://www.highered.nysed.gov/tcert/> and use the ‘Quick Links – Registration’.

	Registration Required
Permanently certified classroom teachers/educational leaders	YES
Professionally certified classroom teachers/educational leaders	YES
Teaching Assistant Level III	YES

**Teachers** subject to registration requirements can select one of the following registration statuses available to them according to SED:

*Registered: The certificate holder has notified the Office of Teaching Initiatives they wish to be registered. This status is for teachers who are working in a NYS public school or BOCES for more than 90 days in a single school year. SED considers this full-time employment for registration purposes.*

*Inactive: The certificate holder has notified the Office of Teaching Initiatives they do not wish to be registered and are not practicing in an applicable school. If a teacher is not working in a public school or BOCES or is working less than 90 days in a single school year, this status applies. If a teacher then returns to full-time employment in a NYS public school or BOCES then he/she would update the registration status to ‘Registered’.*

*Not Registered: The certificate holder has not notified the Office of Teaching Initiatives they wish to be Registered or Inactive.*

**Retired teachers** and currently employed teachers with permanent certificates should note that no matter the status selected, a permanent certificate is still a lifetime credential. The act of selecting a registration status is connected to one’s employment status in the public schools or BOCES.

**Note:** Individuals whose professional certificates or Level III Teaching Assistant certificate are issued after July 1, 2016 will be automatically registered when the certificates are issued. These individuals will then be required to re-register in five (5) years, during the month of their birth.

## Continuing Teacher & Leader Education (CTLE) Requirements

As indicated on the chart below, professionally certified classroom teachers/educational leaders and Level III Teaching Assistants will be required to complete Continuing Teacher & Leader Education hours during each five (5) year registration period. Note that the CTLE hours replace the pre-July 1, 2016 professional development hours’ requirement.

	<b>Required to Complete CTLE Hours</b>	<b>Hours Required per 5-Year Registration</b>
Permanently certified classroom teachers/educational leaders	NO	None
Professionally certified classroom teachers/educational leaders	YES	100
Teaching Assistant Level III	YES	100

These new Registration and CTLE requirements **do not** apply to holders of Continuing Teaching Assistant certificates and Pupil Personnel Services (PPS) certificates, such as School Attendance Teachers, School Counselors, School Psychologists, School Social Workers, School Dental Hygiene Teachers and School Nurse Teachers.

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. CTLE activities are designed to improve the teacher or leader’s pedagogical and/or leadership skills, targeted at improving student performance, and should be aligned to district goals for student performance.

The CTLE hours may be completed at any time during the registration cycle, yet CTLE hours may not be carried over from one registration period to the next. As CTLE cycles had started as of July 1, 2016 and SED had not yet finalized its list of approved sponsors, SED indicated in its June 1, 2016 Field Memo that:

“ . . . professional development completed on or after July 1, 2016, but before the individual’s birthday month will be counted toward the 100 CTLE hours’ requirement for the first 5-year cycle.”

Individuals who are issued their first Professional certification after **July 1, 2016** will be automatically registered for their first **five (5) year** registration period. The registration period will begin the first day of their birth month and end on the last day of the month prior to their birth month in the 5th year of the registration cycle.

If a certificate holder is unable to complete the required CTLE hours within her/his registration period, a conditional registration (allows individuals up to one year to complete missing CTLE hours) may be granted by SED. The application process for the conditional registration will be done using the TEACH online system.

If a certificate holder stops working during a five (5) year registration period, she/he is required to complete a minimum of 20 hours of CTLE for every year that she/he was working in a public school or BOCES during that five (5) year registration cycle. Note: SED considers working 90 days or more in a single year as full-time employment and therefore CTLE hours are required.

The CTLE hours continue to include targeted hours designed to address the needs of English language learners (ELLs). Professionally certified ESOL teachers and holders of the bilingual extension are required to complete a minimum of 50% of their CTLE hours in areas that specifically address the needs of ELLs. All other certificate holders required to complete CTLE hours must complete a minimum of 15% of their hours in areas that address the needs of ELLs. An exemption to the 15% requirements still exists for districts with less than 5% (or 30 enrolled) ELL students.

Adjustments to the CTLE requirement may be granted by SED for a limited number of reasons, including poor health as certified by a health care provider and extended active duty in the Armed Forces.

Note that a peer review teacher or a principal acting as an independent evaluator within a teacher evaluation system may credit such time towards his/her CTLE requirement. Similarly, achieving National Board certification during a registration period will satisfy the CTLE requirement for that 5-year cycle.

## **CTLE Sponsors (approved providers)**

SED regulations require that the CTLE activities be rigorous and offered by SED-approved sponsors. The rigorous portion of this requires that CTLE be aligned with the NYS Professional Development Standards - <http://www.highered.nysed.gov/tcert/pdf/pdstds.pdf>.

A list of SED-approved CTLE sponsors is available on SED’s [website](#). School districts, BOCES, teacher centers, many NYS institutions of higher education, NYSUT’s Education & Learning Trust and other professional organizations are included on this list. All CTLE providers must apply every five years to the State Education Department to continue as CTLE sponsors.

The application to be an approved sponsor is available on SED’s website at [http://www.highered.nysed.gov/tcert/resteachers/CTLE\\_Sponsor\\_Home.html](http://www.highered.nysed.gov/tcert/resteachers/CTLE_Sponsor_Home.html).

## Record-keeping and Reporting CTLE Hours

Districts and other approved CTLE sponsors are required to maintain records of the CTLE activities that they offer for a period of eight (8) years. Similarly, CTLE certificate holders are required to maintain records of their own CTLE hours for eight (8) years – the five (5) year registration cycle plus three (3) additional years.

District-based CTLE activities should be included, (to the extent they are known in advance), in the district Professional Development Plan (PDP) which is still required to be submitted to SED annually – see Part 100.2(dd) PDP regulations. These regulations still stipulate that school districts and BOCES are required to provide CTLE hours so that faculty and staff remain current with their profession, meet the learning needs of their students, and are able to maintain their certificates in good standing.

Districts and other approved CTLE sponsors are required to provide CTLE participants with access to a 'certificate of completion' for each CTLE activity that the participant completes. Original SED guidance was that this was to be a paper copy, updated SED guidance allows for this 'certificate of completion' to be paper or electronic.

Neither CTLE sponsors nor CTLE certificate holders are required to submit hours to SED unless they are specifically asked by SED to provide them. At the end of each five (5) year registration cycle, CTLE certificate holders will attest to completing 100 CTLE hours on their TEACH accounts. SED may randomly audit both CTLE sponsors and CTLE certificate holders to ensure compliance with regulations.

The regulations governing Registration and CTLE requirements are found in Part 80.6 of Commissioner's Regulations.

### **Items for Local Leaders:**

Members need to be able to access their CTLE hours if requested by SED. Members can request paper copies of CTLE Certificates of Completion or can have access to electronic copies of these certificates. Local leaders and members should consider the reliability of a district's CTLE tracking system, (such as My Learning Plan), when determining if paper or electronic copies are preferable.

The process of registering with SED includes a requirement for members to answer a series of 'moral character' questions. Local leaders and members should note that SED has the authority to ask these questions of CTLE certificate holders, as well as members of other professions in NYS.