
Continuing Teacher and Leader Education (CTLE)

Effective 7/1/2016

Who Must Register

- All certified staff holding Permanent, Professional and Level 3 Teaching Assistant Certificates
- Pupil Personnel Services are excluded, unless they hold a Permanent/Professional Certificate in another area
- Continuing Teaching Assistant Certificate holders are excluded

Who Must Register *(cont'd)*

- Substitutes / Retirees
 - If an individual is employed less than 90 days, they do not need to register
 - However, the District Superintendent has the discretion to have all substitutes register before employment
 - If a retiree is a “TEACHER COACH” they must create a TEACH account
 - If retiree is not working, but would like to keep the status of “certified” they must create a TEACH account and indicate “Inactive”
 - Inactive status can be changed at any time by logging back into TEACH

CTLE Requirements

- Staff holding Professional Certificates and Level 3 Teaching Assistant Certificates will need to meet 100 clock hours of Professional Development (PD) every five years from a state approved provider
 - Professional: down from 175 hours
 - Teaching Assistants: up from 75 hours
- Permanent Certificate holders do not need to meet PD requirements, unless they hold a Professional Certificate in another area

CTLE Requirements *(cont'd)*

- ESL or Bilingual teachers must complete a minimum of 50% of required PD in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for ELL students.

CTLE Requirements *(cont'd)*

- Professional Certificate holders must complete a minimum of 15% of required PD in language acquisition addressing the needs of English Language Learners, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for ELL students.

CTLE Requirements *(cont'd)*

- Level III Teaching Assistants must complete 15% of required PD dedicated to language acquisition addressing the needs of English Language Learners and integrating language and content instruction for such ELL students.

CTLE Exceptions

- Teacher or school leader who is employed by a school district or BOCES with an approved exemption pursuant to section 154-2.3(k) shall be exempt from the language acquisition CTLE requirements for each year that they are employed in a district or BOCES with an approved exemption. An exemption is available, if less than 5% ELL students are enrolled within the district. (Must apply for a variance with the State.)

CTLE Exceptions *(cont'd)*

- Adjustments to the CTLE requirements in terms of clock hours or time needed to complete CTLE may be granted by the Commissioner if the certificate holder can document good cause that prevented compliance, i.e.:
 - Poor health (must be documented by physician)
 - Extended active duty in the military
 - Maternity Leave
 - Other cause acceptable to the Department

CTLE Exceptions *(cont'd)*

- Any holder of a National Board certificate will be exempt from the CTLE requirements for the five year period that the certificate is issued. However, they must continue to meet the required CTLE language acquisition requirement.

CTLE Maintenance

- **Certificate holders** must maintain record of completed CTLE which would include:
 - Title of Program
 - Total number of hours completed
 - Number of hours completed in language acquisition for ELL students
 - Sponsor's name and identifying number
 - Attendance verification
 - Date and location of program

CTLE Maintenance *(cont'd)*

- Certificate holders should maintain all records for a minimum of 2 years after the end of their 5 year cycle
- Certificate holders will report their own hours in the TEACH system
 - Districts will no longer input for employees
- NYSED is working with MyLearningPlan and WinCap to develop a system to reflect the pertinent information required

Reporting CTLE – Certificate Holders

- Certificate holder will attest to number of hours completed yearly, must include:
 - Name of course
 - Focus of course
 - Sponsor of course
 - Clock hours
- Records must be retained for 2 years past their validity time frame

Reporting CTLE - Sponsors

- BOCES, School Districts, Teacher Centers, IHEs will do an attestation in TEACH to become an approved provider
- PD plan will need to be uploaded
- All districts must offer at least 100 hours of CTLE, so they should make sure they are an approved provider

Reporting CTLE - Sponsors

- All workshops must be uploaded to TEACH upon completion
- Entry for each workshop
 - course name
 - focus of course
 - list of attendees
 - participation certificate with recipient's
 - Social Security Number
 - Date of Birth
- Certificates must be provided to participants with above noted identifiers; including school conference days

CTLE – Outside Entities

- PD providers must apply to the State and become approved provider
- For the 2016-17 school year, outside providers under the employment of a BOCES, Teacher Center, IHE or school district will be considered an approved provider
- The employer must have them apply for their approval with the State for the 2017-18 school year
- Application process will be extensive
- Application fee is \$600

Acceptable CTLE

- Shall be in the content area of any certificate held
- Must include required study in language acquisition addressing the needs of ELL students
- Must be conducted through activities designed to improve the pedagogy or leadership skills and be targeted at improving student performance

Acceptable CTLE *(cont'd)*

- CTLE activities shall promote the professionalism of teaching and be closely aligned to district goal for student performance
- Must be completed by a State approved provider
- Provider list will be posted on Office of Teaching website *(similar to workshop listing)*
- Records must be maintained for a minimum of eight years

Other Registration Information

- Certificate holders who move or change their name and fail to update their information on TEACH within 30 days may be subject to moral character review
- Certificate holders who fail to register will be assessed a fine of \$10 per month until registration takes place
- There will be no penalty for registering late from 07/01/2016 – 06/30/2017
- Certificate holders who fail to register and are employed will be subject to Part 83 review

Other Registration Info *(cont'd)*

- Applicants who are issued a Professional Certificate on or after July 1, 2016 will automatically be registered for the five year cycle, at the end of the five year period they will need to re-register in their birth month
- For first year, PD accepted from July 1, 2016 to applicant's birth month toward the 100 hours needed in five year period, for example
 - person's birth month for registration is April 2017 and they register early July 2016; their PDH will be accepted from July 2016 through March 2022
 - April 2022 is their next re-registration & restart of 100 hours

Other Registration Info *(cont'd)*

- Districts and Individuals will be able to see registration and validity expiration date in an individual's TEACH account, under "Personal Information"
- Registration will be linked to BEDS to track specific times of employment within a district
 - BEDS reports that come out in the Spring will indicate teacher registration status
- NYSED urges districts to monitor registration status and encourage those who need to register to do so

Other Registration Info *(cont'd)*

- Applicants will register through their TEACH account
 - NYSED to have link available by end of May 2016
- For first time registrants, individuals may register early regardless of their birth month
- Re-registration will be every five years on their birth month
- NYSED anticipates 300 – 350 thousand people should be registering

Other Registration Info *(cont'd)*

- There will be three (3) statuses of registering:
 - Registered
 - Not Registered
 - Inactive
- Retirees wanting to keep the status of certified, should apply for a TEACH account and indicate that they are “Inactive”

Best Practices

- Applicants can register when the link becomes available
- Districts may want to use an end of school year day to meet and communicate the registration process to staff
- Monthly reminders can be sent to applicants during the school year via staff meetings or memos, asking if they have registered

Best Practices *(cont'd)*

- Districts should check each person's TEACH account to ensure that they have registered
- NYSED plans to notify Individuals via email one month prior to the expiration of their validity time-frame

Other Certification Information

- Identifiers:
 - All paperwork sent to the State must include person's SSN and/or date of birth; this includes:
 - Transcripts
 - Work verification forms / letters
 - Name change documents (marriage license / divorce decree, etc. (must be handwritten by applicant))
 - Teaching Assistants must submit a photocopy of their high school diploma for certification
 - Must include a photocopy of their marriage license if the name has changed

Other Certification Info *(cont'd)*

- Names must be full given names
 - No abbreviations when creating a TEACH account or when submitting documentation
 - Any variation to name will result in documentation not being accepted

Teacher and PPS Experience Verification Form

- Effective 09/01/2016 for Professional Classroom Teachers and Permanent PPS Certificates
- All full- and part-time experience must be posted on the form
- Experience verification form must be signed by School District Superintendent

Teacher and PPS Experience Verification Form *(cont'd)*

- Individuals may submit original forms to a Regional Office or to NYSED directly
- Districts and individuals will not be able to input the experience form into TEACH
- The form is available to use now

Three Year Teacher Experience Requirement

- For FIRST Professional certificates, candidates who hold an Initial Certificate effective 02/01/2014 or later, will be held for experience in the content / area / level of the certificate
- If an Individual is submitting substitute part-time and full-time teacher experience they must meet a total of 540 days. One year of Teaching experience equals 180 days

Teaching Assistant Experience Verification Form

- Effective 06/01/2016 for Teaching Assistant Level II and Level III
- All full- and part-time experience must be posted on form
- Experience verification form must be signed by School District Superintendent

Teaching Assistant Experience Verification Form *(cont'd)*

- Individuals may submit original forms to a Regional Office or to NYSED directly
- Districts and individuals will not be able to input the experience form into TEACH
- One year of Teaching Assistant experience is 80% of the 180 days required for a Teacher (total = 144 days)

Additional Experience Form Information

- All TEACH accounts will be updated under an individual's "Account Information" to reflect or link an individual to this experience form
- Should be completed by the end of May 2016

Proposed Regulation Changes

- Creation of a Safety Net for candidates who take and fail Part Two Mathematics of the new Multi-Subject – Secondary Teachers Grade 7-12 CST. (required for Students with Disabilities Grades 7-12 Generalist Certificate)
- If approved will go into effect June 29, 2016

◆ Proposed Regulation Changes *(cont'd)* ◆

- Extensions of Existing Safety Nets for Candidates who take and fail the new teacher certification exams (ALST, ed-TPA, EAS and the Re-developed CSTs)
- If approved will go into effect July, 27 2016

◆ Proposed Regulation Changes *(cont'd)* ◆

- Amendment of Section 80-5.4 of Commissioner's Regulations relating to the employment of substitute teachers without a valid teaching certificate
 - Increase days from 45 to 90 per school year
- If approved will go into effect July 27, 2016

◆ Proposed Regulation Changes *(cont'd)* ◆

- Addition of Part 59 to Commissioner's Regulations relating to the authorization of NY Higher Education Institutions to participate in the State Authorization Reciprocity Agreement (SARA) and approval of out-of-state institutions to provide distance Education to New York Residents
- If approved goes into effect July 27, 2016

◆ Proposed Regulation Changes *(cont'd)* ◆

- Amendment to Section 80-5.8 and 80-5.20 of the Commissioner's Regulations relating to the endorsement of out-of-state certificates for service as a Teacher, School District Leader, School District Business Leader and School Building Leader in New York State
- If approved goes into effect July 27, 2016

◆ Proposed Regulation Changes *(cont'd)* ◆

- All proposed regulation changes are currently in public comment sector. If you wish to give a comment...
 - Email regcomments@nysed.gov
 - In subject line type regulation you are commenting on; ex: “Regulation Change – Creation of Safety Net – Failure of Math Multi-Subject Secondary”