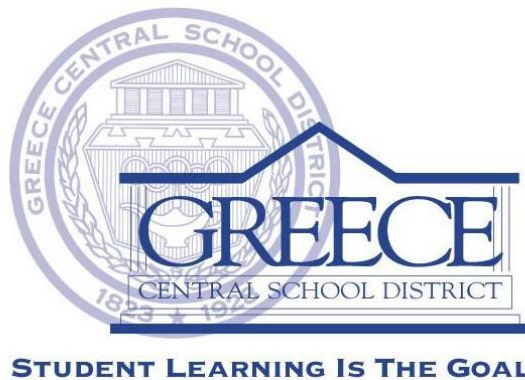


# **Greece Central School District**

## **Holders of Professional Certificates or Level III TA Certificates**

**Continuing Teacher and Leader  
Professional Learning Requirement**

**Effective July 1, 2016**



# **New Registration and Continuing Teacher and Leader Education (CTLE) Requirements (Effective July 1, 2016)**

The Board of Regents, at its March 2016 meeting adopted a new Subpart 80-6 of the Regulations of the Commissioner of Education to implement Chapter 56 of the Laws of 2015 relating to the registration process for any holder of a classroom teaching, school leader and teaching assistant certificate that is valid for life (Permanent, Professional and Level III Teaching Assistant) and the establishment of Continuing Teacher and Leader Education (CTLE) requirements for Professional and Level III Teaching Assistant certificate holders.

## **Who must register?**

Anyone who holds any of the following certifications:

- Permanent Classroom Teacher and Administrative Certificates
- Professional Classroom Teacher and Leadership Certificates
- Teaching Assistant Level III Certificates

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## **How do I register?**

To register, all users must have an active TEACH account. TEACH accounts can be created by logging onto [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert). Once you have created your account, login to your new account to ensure that you can access it. If you cannot access your TEACH account, you will need call the TEACH Helpline at (518) 486 6041 to have your account reset.

Beginning July 1, 2016 and continuing through June 30, 2017, you will need to access your TEACH account during your registration period (which is your month of birth. For example; July birthdays will register in July, etc.) Login to your TEACH account during your birth month and complete the registration process.

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## **Can I register prior to my birthday month?**

Yes, but only for your initial registration. For example: your birthday month is April, therefore, your first registration is required by April 2017, but you can register as early as July 2016. The time frame for your professional learning activity will be accepted from July 2016 through March 30, 2022. April 2022 will start your next five-year cycle of 100 hours of professional learning.

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## **How do I know if I have a TEACH account?**

If you received a certificate after 2008; it is likely that you have an account. If you cannot remember your User ID and/or Password, you need to contact the TEACH Helpline at (518) 486-6041.

If you received a certificate prior to 2008, you may not have an account. Create a TEACH account at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert), click on the "Self- Register with TEACH" button and follow the prompts.

If you have a duplicate account, the system will let you know and you will have to contact the TEACH Helpline at (518) 486 6041. Please note: Just because a School District, Regional Office or NYSED can see your information on the TEACH system, does not mean you have created a TEACH account.

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**Is there a change in the Continuing Education requirements for Professional Certificate holders?**

Yes. Teachers, school leaders and Level III Teaching Assistants with a professional certificate will be required to complete 100 hours of Continuing Teacher and Leader Education (CTLE) during each five-year registration period (this replaces the 175 hours of Professional Development in the previous regulation). The 100-hour requirement begins for everyone in this group with professional certificates on July 1, 2016. All of these professional certificate holders will have a five-year time period, based on their birth month, to complete the 100 CTLE hours. For example, if your birth month is September, you will have until September 2021 to fulfill the 100-hour requirement. If your birth month is March, you will have until March 2022 to fulfill the 100-hour requirement.

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**If I hold a permanent certification, do I need to complete 100 CTLE hours?**

No. However, if you have multiple certifications and one of them is a professional certification then you must complete 100 hours, even if you are not working under that certification.

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**If I have multiple professional certifications, do I need to complete 100 CTLE hours for each certificate?**

No. If you have multiple professional certificates, the 100 CTLE hours that you complete during the five-year registration period will be sufficient to fulfill the requirement for all of your professional certificates.

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**What happens to my 175-hour professional learning requirement for my professional certificate?**

The 100 hour CTLE requirement replaces the 175-hour professional development requirement starting on July 1, 2016.

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**What happens if I do not complete the 100 hours of CTLE in five years?**

If a certificate holder does not complete the required CTLE before the end of his/her five-year registration period, he/she shall not be registered and shall not practice until he/she is registered.

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**Is every Permanent, Professional and Teaching Assistant Level III certificate holder required to register?**

No. Charter, private and parochial school employees are not required to register, they are exempt.

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### **Will I need to complete CTLE Hours?**

All holders of Permanent Classroom Teacher and Administrative certificates will be EXEMPT from completing the 100 hours of CTLE. Holders of Continuing Teaching Assistant certificates or 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, are not subject to Registration or CTLE requirements.

All holders of Professional Classroom Teacher and Professional Leadership and Teaching Assistant Level III certificates, are required to complete, maintain and report their 100 hours of CTLE within a 5-year validity time frame.

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### **What activities and courses are considered acceptable for CTLE?**

Acceptable teacher and leadership education shall be a 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 (ELL). Acceptable professional learning must be conducted through activities designed to improve the teacher, teaching assistant or leader's pedagogical and/or leadership skills, targeted at improving student performance, including but not limited to formal professional learning activities. Such activities also shall promote the professionalization of teaching and educational leadership as applicable and be closely aligned to district goals for student performance. An approved provider listing will be located on the Office of Teaching Website at:

[www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert).

*Acceptable CTLE must be taken through a sponsor approved by the New York State Education Department. It is imperative that you check in advance with the content provider in order to ensure that they are an approved sponsor and that the activity/course being offered is eligible for CTLE credit.*

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### **If I take a college course after July 1, 2016 will that automatically count towards CTLE?**

No. If the institution is not approved by State Ed as a sponsor, then the course will not count towards CTLE. In addition, the course itself will need to meet requirements for CTLE credit.

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### **When teachers wish to use graduate credit granted on or after July 1, 2016 for CTLE hours do they need to have a completion of CTLE certificate from the Institution of Higher Education (IHE) in addition to the transcript as documentation for the CTLE hours?**

College credit that is used for CTLE hours must be from an Approved Sponsor by regulation. Approved IHE's will either issue a transcript **OR** a CTLE certificate of completion. (Note: That is the official answer from the SED Office of Teaching Initiatives, however it raises some concerns and there may be further clarification forthcoming)

**How can I tell if a provider is an approved State Ed sponsor for CTLE?**

There is a link on TEACH that will list approved sponsors:

<http://www.highered.nysed.gov/tcert/resteachers/CTLESponsors.html>

**Where can I find CTLE courses?**

CTLE courses are listed on MLP. Courses that can be used for CTLE credit must be from a SED approved provider. Courses earning credit for the ELL’s requirement are marked as well.

**What are the requirements for CTLE hours in language acquisition addressing the needs of English language learners?**

- For Holders of ESOL Certificates or Bilingual Extensions: Holders of an English to Speakers of Other Languages (ESOL) professional certificate or a bilingual extension are required to complete a minimum of 50 percent of the required CTLE clock hours 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 English language learners.
- For Holders of All Other Professional Certificates: All other professional certificate holders must complete a minimum of 15 percent of the required CTLE clock hours 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 such English language learners.
- For Holders of Teaching Assistants III Certificates: Teaching Assistant Level III certificate holders must complete a minimum of 15 percent of the required CTLE clock hours dedicated to language acquisition addressing the needs of English language learners and integrating language and content instruction for such English language learners.

**I am currently in the middle of 5-year professional learning cycle can my pre-July 1, 2016 hours be carried over?**

No. Professional learning hours prior to 07/01/2016 will not be carried over into the new 100 professional learning requirement. If an applicant completes more than the 100 hours within their validity time period under the new 100 hours no hours can be carried over into the next 5-year cycle.

**If I am a substitute for a district, do I need to register?**

No. Substitutes will not need to register unless they are employed for over 90 days within the District. However, the District Superintendent has the discretion to have all substitutes register before employment begins.

**What happens if I go out on a Medical or Maternity Leave?**

There will be an ability to obtain an adjustment to the PDH for the time frame you are not working.

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**Is the employing School District going to input my professional learning hours once a year, as in the past?**

No. It will be the responsibility of the certificate holder to input their own professional learning hours and submit the verification. The information will be posted on the Office Teaching Website at: [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert).

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**Is there anything additional information that I should I know?**

Yes. Any change of name or address for a certificate holder must be updated in the TEACH system by the certificate holder. Any certificate holder who fails to inform the NYSED of a new address may be subject to moral character review.

Always check the Office of Teaching website for the requirement updates. Visit [www.nysed.gov](http://www.nysed.gov), changes and updates viewed by clicking the “News” button on the homepage.

**Greece Central School District**  
P. O. Box 300  
N. Greece, NY 14615

**The following categories are acceptable activities and learning opportunities for satisfying the CTLE requirement in the Greece Central School District.**

<b>ACCEPTABLE ACTIVITIES</b>		<b>HOURS EARNED</b>	<b>Form to Use in MLP</b>
<b>1</b>	Approved district or Teacher Center courses, committees, collegial circles, PLCs, and BOCES approved workshops.	As per hours attended	District and Teacher Center courses register in <b>MLP Course Catalogue</b> . For BOCES classes, complete a <b>MLP Conference Request Form</b> .
<b>2</b>	Participation Greece Professional Learning Day or staff meetings. Note: "Scoring Days" do not count. Staff meetings and Leadership meetings only count if professional learning is provided.	Actual hours of professional learning	Participants will be pre-registered for professional learning days.
<b>3</b>	Participation in our mentoring program as a mentee.	Mentee hours as logged	Participants complete the <b>MLP Mentor Log</b> .
<b>4</b>	Approved conferences by an approved CTLE provider.	Actual hours in conference (excluding travel time)	<b>MLP Conference Request Form</b> . Must submit <u>prior</u> to the event occurring. Participant will need to request a CTLE certificate from approved conference provider.
<b>5</b>	Higher educational coursework by an approved CTLE provider.	One college credit = 15 hours	Complete <b>MLP Tuition Reimbursement Form</b> prior to the class starting.
<b>6</b>	National Board Certification or recertification.	100 hours during 5-year period	Participants must complete the <b>MLP National Board Certification Candidacy Form</b> .
<b>7</b>	Curriculum writing.	Actual hours served as per supervisor	Proposal submitted by director and pre-registered per Human Resources.
<b>8</b>	Peer Observation/Shadow Day Participation	Up to 6 hours per day	Complete <b>Shadow Day Request Form</b> prior to participating.

<b>Registration and CTLE Requirements</b>			
<b>Certificate Type</b>	<b>Employment Status</b>	<b>Registration Requirements</b>	<b>Continuing Teacher and Leader Education (CTLE) Requirements</b>
<b>Permanent Certificate Holders</b>			
PERMANENT Classroom Teacher/School Leader	Practicing in a NYS school district or BOCES	Active registration is required	NOT subject to CTLE
PERMANENT Classroom Teacher/School Leader	NOT practicing in a NYS school district or BOCES	May choose "INACTIVE" status for their registration	NOT subject to CTLE
PERMANENT Pupil Personnel Services (PPS) such as School Attendance Teachers, School Counselors, School Psychologists, School Social Workers, School Dental Hygiene Teachers and School Nurse Teachers	Practicing OR NOT practicing in a NYS school district or BOCES	NOT subject to registration	NOT subject to CTLE
<b>Professional Certificate Holders</b>			
PROFESSIONAL Classroom Teacher/School Leader	Practicing in a NYS school district or BOCES	Active registration is required	100 hours of CTLE is required during every five year registration period
PROFESSIONAL Classroom Teacher/School Leader	NOT practicing in a NYS school district or BOCES	May choose "INACTIVE" status for their registration	NOT subject to CTLE if INACTIVE
<b>Teaching Assistant Certificate Holders</b>			
Level III Teaching Assistant	Practicing in a NYS school district or BOCES	Active registration is required	100 hours of CTLE is required during every five year registration period
Level III Teaching Assistant	NOT practicing in a NYS school district or BOCES	May choose "INACTIVE" status for their registration	NOT subject to CTLE if INACTIVE
Continuing Teaching Assistant	Practicing OR NOT practicing in a NYS school district or BOCES	NOT subject to registration	NOT subject to CTLE
Level I, Level I Renewal, Level II Teaching Assistants	Practicing OR NOT practicing in a NYS school district or BOCES	NOT subject to registration	NOT subject to CTLE
<b>Other Certificate Holders</b>			
Initial Classroom Teacher/School Leader	Practicing OR NOT practicing in a NYS school district or BOCES	NOT subject to registration	NOT subject to CTLE
Provisional Classroom Teacher or Provisional School Administrator/Supervisor	Practicing OR NOT practicing in a NYS school district or BOCES	NOT subject to registration	NOT subject to CTLE
Provisional Pupil Personnel Services (PPS)	Practicing OR NOT practicing in a NYS school district or BOCES	NOT subject to registration	NOT subject to CTLE