# Spencerport Central School District

## Holders of Professional and Permanent Certificates Or Level III TA Certificates

## Registration and Continuing Teacher and Leader Education (CTLE) Requirements

*Updated May 2023*

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.

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## <u>Registration Requirements</u>

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**Who must register?**

Educators who hold one or more of the following certificates must register with the New York State Education Department (Department) every five years:

- Permanent or Professional certificate in the classroom teaching service
- Permanent or Professional certificate in the educational leadership service (i.e., School Building Leader, School Administrator/Supervisor, School District Leader, School District Administrator, School District Business Leader, or School Business Administrator)
- Teaching Assistant Level III certificate

Educators who are subject to registration must have "Registered - Active" status in order to practice in an applicable school. The definitions of an "applicable school" and "practicing" are provided below:

- "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.

There is one registration period per educator, regardless of the number of certificates held that are subject to registration. An educator who registers or is automatically registered in TEACH, and earns subsequent certificate(s) that are subject to registration, will not register or be automatically registered again for the subsequent certificate(s).

The registration and CTLE requirements **do not** apply to educators who hold a certificate in the pupil personnel service (e.g., School Attendance Teacher, School Counselor, School Psychologist, School Social Worker) or hold a Teaching Assistant Level I or Level II certificate.

**How do I register?**

To register, all users must have an active TEACH account. TEACH accounts can be created by logging onto https://www.highered.nysed.gov/tcert/teach/
Once you have created your account, login to your new account to ensure that you can access it.

For help with the TEACH Online System, or if the system indicated you have a duplicate account, you can send an email to teachhelp@nysed.gov.

**If you have forgotten your TEACH credentials:**

- **Username:** go to https://my.ny.gov/FUIDV3/fuid.xhtml
  When entering your email address through the above link, use the email address with which you created your TEACH account. If the email address with which you established your NY.gov account is no longer your email address, you will be able to change it when you log into your NYS.gov account.
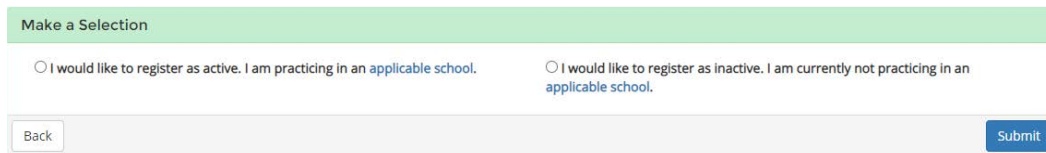- **Password:** go to https://my.ny.gov/FPSV3/fps.xhtml

**Step-by-Step Instructions for first time registration can be found at the link and below:**

https://www.highered.nysed.gov/tcert/resteachers/registration-first.html

1. Log in to your TEACH account.
2. On your TEACH home screen, either:
   - Click on "View or Change Registration Status" under the "Inquiry Links" heading. You will see your "Registration Status" screen. Click "here" in the phrase, "To change your registration status click here."

     OR

   - Click on "Account Information" under the "Inquiry Links" heading. Under "Registration Information", click "here" in the phrase, "To change your registration status click here."
3. You will see a screen with information about registration and CTLE.
4. Answer the moral character and other questions.
5. Select one of the following options:

| Make a Selection | |
|---|---|
| ○ I would like to register as active. I am practicing in an applicable school. | ○ I would like to register as inactive. I am currently not practicing in an applicable school. |
| Back | Submit |

6. You will see a screen confirming your new registration status. You can verify your new registration status by clicking on "View or Change Registration Status" or "Account Information" under the "Inquiry Links" heading on your TEACH home screen.

**When can I register?**

When educators receive their first Professional certificate, they are automatically registered then they will need to re-register every five years after that.  The first registration period might be longer than five years, it might even be close to six years but then after that it will be five years.  Educators can register for their next registration period beginning six months before their registration period expiration date. They can view their registration expiration date by clicking on "View or Change Registration Status" on their TEACH home screen or clicking on "Account Information" on their TEACH home screen and checking the "Registration Information" section.

**How do I re-register?**

**Step-by-Step Instructions for re-registration can be found at
https://www.highered.nysed.gov/tcert/resteachers/registration-reregister-cr-direct.html and below:**

To re-register or obtain conditional registration beginning six months before your registration period expiration date:

1. Log in to your TEACH account.
2. On your TEACH home screen, either:
   o Click on "View or Change Registration Status" under the "Inquiry Links" heading. You will see your "Registration Status" screen. Click "here" in the phrase, "Your current registration is about to expire! Click here to re-register."

   OR

   o Click on "Account Information" under the "Inquiry Links" heading. Under "Registration Information", click "here" in the phrase, "Your current registration is about to expire! Click here to re-register."
3. You will see a screen titled Registration and CTLE. This is an information page, click "Next" in the lower-right of the screen to proceed.
4. Answer the following CTLE questions:



5. In the first paragraph, review the total number of CTLE clock hours and the number of CTLE language acquisition requirement clock hours that TEACH determined that you should complete based on the above CTLE questions. If you complete these required numbers of clock hours, you would attest that you completed the CTLE requirement. If you did not complete these required numbers of clock hours, you could choose whether or not to request conditional registration.

- If you attest to completing the CTLE requirement, you will 1) answer the moral character and other questions, 2) select one of the following options, and then 3) see a screen confirming your new registration status. You can verify your new registration status by clicking on "View or Change Registration Status" or "Account Information" under the "Inquiry Links" heading on your TEACH home screen.

| Make a Selection | |
|---|---|
| ○ I would like to register as active. I am practicing in an applicable school. | ○ I would like to register as inactive. I am currently not practicing in an applicable school. |
| Back | Submit |

- If you choose "yes" for conditional registration (only if you did not meet the CTLE hours requirement), you will complete the following attestation and then see a screen confirming your new registration status. You can verify your new registration status by clicking on "View or Change Registration Status" or "Account Information" under the "Inquiry Links" heading on your TEACH home screen.

| 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. |
| Back    Submit |

- If you choose "no" for conditional registration, you will see a screen informing you that you cannot register at this time.

**Can I set up notifications for reminders to re-register?**

Yes, and that is recommended.

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. The notices will be sent to the educators' email address listed in their TEACH account.

It is essential that their personal email is listed in TEACH and is verified and current to receive notifications. Educators who are subject to registration must update their TEACH account with their new name or address within 30 days of the changes.

**Is it important to keep my information updated on my TEACH account?**

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.

https://www.highered.nysed.gov/tcert/namechg.html

https://www.highered.nysed.gov/tcert/teach/address.html

# **Continuing Teacher and Leader Education (CTLE) Requirements**

**Will I need to complete CTLE hours?**

All holders of Permanent Classroom Teacher and Permanent 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 five-year validity time frame.

https://www.highered.nysed.gov/tcert/pdf/registrationtable.pdf

**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.

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

Educators who do not complete the CTLE requirement during their registration period may request conditional registration (described below) or an adjustment in order to continue practicing in a New York State school district, nonpublic school, or BOCES while completing the CTLE requirement.

Educators who are subject to CTLE can request conditional registration for any reason, providing them with an additional year from the expiration date of their current/past registration period to complete the CTLE requirement for their five-year registration period. They will be able to request conditional registration in TEACH beginning six months before their registration expiration date by following the directions to re-register above.

In the request, educators would agree to complete the CTLE requirement by the end of their one-year conditional registration period. Conditional registration cannot be renewed or extended absent good cause.

After educators complete the CTLE requirement during the conditional registration period, they can register for the next five-year registration period. They will be able to register for their next registration period beginning six months before the conditional registration period expiration date.

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

Courses in our online catalog will indicate CTLE eligibility.  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.  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 sponsor listing will be located on the Office of Teaching website at https://www.highered.nysed.gov/tcert/resteachers/ctlesponsors.html.

**If I take a college course will that automatically count towards CTLE?**

Courses completed at an institution of higher education (IHE) can count towards the CTLE requirement only if the IHE is an approved CTLE sponsor and awards CTLE clock hours for the courses.

For credit-bearing university or college courses, each semester-hour of credit is equal to 15 clock hours of CTLE, and each quarter-hour of credit is equal to 10 clock hours of CTLE. For all other approved CTLE activities, one CTLE clock hour is a minimum of 60 minutes of instruction/education.

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

Spencerport has been granted a waiver from the CR Part 154 Professional Development Requirements, therefore all certificate holders will need to complete their 100 CTLE hours per the listing of approved activities and are not required to have 15 hours in language acquisition, however they can be applied.  The district applies annually for this waiver.

**Is the employing School District going to input my professional learning hours?**

No.  At the end of the five-year CTLE period, certificate holders will need to attest through TEACH that they have completed the 100 hour requirement. Educators must maintain personal records of completed continuing teacher and education leader (CTLE), including:

- The title of the activities;
- Total number of hours completed;
- Number of hours completed in content, pedagogy, language acquisition addressing the needs of English language learners;
- Approved CTLE sponsor's name and number;
- Educators' identifying information listed on the activities;
- Attendance verification; and
- Date and location of the activities.

A CTLE Individual Record form is available online. Educators must maintain CTLE records and documentation for at least three years from the end of the registration period in which they completed the CTLE.

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 all of their CTLE activities, educators should be able to either:

- Provide the Completion of Approved CTLE Hour(s) Certificate form **or**
- Provide an alternative form or format that captures the same information requested on the CTLE completion form (e.g., CTLE certificates), **or**
- Be able to generate a CTLE certificate with the information requested on the CTLE completion form (e.g., from a professional learning management system).

Please note that summaries of activities listed in professional learning management systems will not be accepted as documentation of CTLE clock hours at this time if the Department requests documentation.

Approved CTLE sponsors, including school districts, must maintain records of the CTLE awarded for eight years and must provide educators with either:

- The Completion of Approved CTLE Hour(s) Certificate form **or**
- An alternative form or format that captures the same information requested on the CTLE completion form (e.g., CTLE certificates), **or**
- Access for educators to generate a CTLE certificate with the information requested on the Completion of Approved CTLE Hour(s) Certificate form e.g., from a professional learning management system).

You can refer to this link for the CTLE forms and additional information:

https://www.highered.nysed.gov/tcert/resteachers/ctle-record-doc.html

# NYSED Contact Information

| Topic | Contact |
|---|---|
| CTLE questions from educators | Email: CTLE@nysed.gov<br>518-474-3901 option 5 |
| Registration questions from educators | Email: OTIregistration@nysed.gov<br>518-474-3901 option 5 |

**Acceptable CTLE activities include:**

**Content area(s) of the certificate(s) held, and/or Pedagogy, and Language Acquisition
addressing the needs of English Language Learners**

https://www.highered.nysed.gov/tcert/resteachers/ctle-acceptable.html

| ACCEPTABLE ACTIVITIES | HOURS EARNED | VERIFICATION |
|---|---|---|
| Approved District courses in our online catalog | As per hours attended (excludes lunch) | Completed evaluation and certificate of attendance |
| Participation in Superintendent Conference Days<br><br>*Note: "Scoring Days" do not count* | As per hours attended and designated with instructional focus on content, pedagogy, or language acquisition (excludes lunch) | Completed evaluation and certificate of attendance |
| Faculty Meeting | Actual contact hours designated with instructional focus on content, pedagogy, or language acquisition | The faculty meeting will be entered by the Instruction Office into Frontline Professional Growth OR documented in CTLE individual record and entered on Completion of Approved CTLE Hour(s) Certificate form |
| Membership on a District committee with an instructional focus | As per hours attended | Attendance rosters, agendas posted online and certificate of attendance |
| Serving as a mentor to our new teachers or new administrators<br><br>(as of December 31, 2019) | Up to 30 hours in a 5-year period | Documented in CTLE individual record and entered on Completion of Approved CTLE Hour(s) Certificate form |
| Hosting a Student Teacher –does not include student observers of field experience (as of December 31, 2019) | Up to 25 hours in a 5-year period | Documented in CTLE individual record and entered on Completion of Approved CTLE Hour(s) Certificate form |
| Approved conference by an approved CTLE provider | As per hours attended (excludes lunch and travel time) | Approved conference request form and certificate of attendance with approved CTLE vendor number uploaded into conference request form |
| National Board Certification | 100 hours during 5-year period in which it was obtained | Participant must submit a copy of the certificate to Human Resources and enter on Completion of Approved CTLE Hour(s) Certificate form |
| Curriculum Writing | As per hours attended (excludes lunch) | Certificate of attendance in Frontline Professional Growth |
| In-Service Workshops or Job-embedded Professional Learning approved by the district. | Actual contact hours designated with instructional focus on content, pedagogy or language acquisition | Will be entered by the Instruction Office into Frontline Professional Growth OR documented in CTLE individual record and entered on Completion of Approved CTLE Hour(s) Certificate form |
| Speech and Language Disabilities Certificate Holders | For educators who hold the Professional Speech and Language Disabilities Certificate, courses taken from an approved American Speech-Language Hearing Association (ASHA) CE provider are acceptable towards meeting CTLE requirement as long as One ASHA CEU equals 10 hours of CTLE | The course(s) must be documented with the ASHA CE Registry |