

Continuing Teacher and Leader Education (CTLE):

The new law also requires, commencing with the 2016-2017 school year, that holders of a professional certificate in the classroom teaching service or educational leadership service and holders of a Level III Teaching Assistant certificate (but not holders of permanent certificates) who are practicing (see definition of practicing above) in a New York public school or board of cooperative educational services (BOCES) to complete 100 hours of Continuing Teacher and Leader Education (CTLE) during each five year registration period. This is a change from the current requirement of 175 hours for those who hold professional certificates and from 75 to 100 hours for those who hold a Level III Teaching Assistant certificate.

Consistent with the previously established professional development requirements, the proposed amendment also requires that certificate holders complete the following CTLE requirements in language acquisition to address the needs of English language learner students:

- For those holding a professional certificate in the certificate title of English to speakers of other languages (all grades) or a holder of a bilingual extension under section 80-4.3 of this Title, shall be 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; and
- For all other certificate holders a minimum of 15 percent of the required CTLE clock hours shall be dedicated to 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; and
- For those holding a Level III Teaching Assistant certificate, a minimum of 15 percent of the required CTLE clock hours shall be dedicated to language acquisition addressing the needs of English language learners and integrating language and content instruction for such English language learners.

There is an exemption for teachers and school leaders employed in districts who possess a waiver from such CTLE requirements pursuant to Part 154 of the Commissioner's Regulations if they have less than 5 percent (or 30) ELL students enrolled in the district. In those districts, teachers and school leaders will not have to meet this requirement.

For credit-bearing university or college courses, each semester-hour of credit shall equal 15 clock hours of CTLE credit, and each quarter-hour of credit shall equal 10 clock hours of CTLE credit for purposes of this section. For all other approved continuing teacher and leader education courses, one CTLE credit hour shall constitute a minimum of 60 minutes of instruction/education.

Requirements of Individual Certificate Holders

1. **Can professional development completed before registration be counted towards the 100 hours required during a five year period, or does the five years begin on the day you register?**
 - a. Professional development completed on or after July 1, 2016, but before the individual's birthday month (at which time the individual *must* register) will be permissible. However, CTLE hours cannot be carried over from one five year registration period to a subsequent five year period.
2. **Will it be possible to register early? For example, if ones' birthday month is in September, may they register in August?**
 - a. It will be possible to register early through the TEACH system, but we are encouraging people to wait for their birthday month so that the TEACH system is not overwhelmed. The TEACH system will allow for registration beginning in early June 2016.
3. **Is registration automatic when moving from an initial to a professional certification?**
 - a. Yes, when an individual moves from an initial to professional certification or is issued his/her first professional certification, he/she is registered with the Department automatically.
4. **How are the 100 hours tracked in the TEACH account?**
 - a. The Department will ask that the certificate holder attest to his/her completion of the 100 hours prior to his/her re-registration. He/she will also be responsible to retain a record of the CTLE programs attended and the number of hours completed. Certificate holders will attest that they have completed the 100 hours of required CTLE, must retain records of completed CTLE, and must provide documentation if requested showing that they have complied with the CTLE requirement.
5. **How will holders of multiple certificates be treated? Must they register and/or complete CTLE hours for both or multiple certificates?**
 - a. No. An individual with multiple certificates registers only once. Similarly, there is only one 100 hour CTLE requirement per person.

6. **What happens if a certificate holder is unable to complete his/her required CTLE before the end of the five year registration period?**
 - a. 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. The certificate holder can apply for a conditional registration to allow a candidate up to one year to complete the remaining CTLE hours and remain eligible to practice in a New York State public school or BOCES. When the CTLE has been completed, the CTLE certificate holder will be deemed registered for the remaining registration period. As per the statute, if the CTLE certificate holder continues to practice without his/her registration, he/she may be subject to moral character review pursuant to Part 83 of the Commissioner's Regulations. Also, please note that the proposed amendment requires that, if a CTLE certificate holder were to become inactive (no longer practicing) for a period of time during his/her five year registration period and then return to practice during that same five year period, he/she will be required to register with the Department prior to resuming practice. If the certificate holder was in the middle of a registration period when he/she became inactive and was no longer practicing, he/she must complete a minimum of 20 hours of CTLE for every year that he/she was practicing in an applicable school during that five year registration period.

7. **What is the responsibility of districts and BOCES to report CTLE hours completed by their employees?**
 - a. The responsibility of districts or BOCES to report completed CTLE activities relates to their status as a sponsor. As an approved sponsor, the anticipated plan is that districts and BOCES must upload, through the online TEACH system, information related to CTLE programs and activities provided to certificate holders. This information shall include: participants, number of hours provided, and the type of CTLE programs or activities provided. All approved sponsors will be required to provide those who attend CTLE activities with a certificate of completion for purposes of record-keeping, and as required by the statute.

8. **How will professional development be tailored to meet the needs of those who work with students with disabilities and/or alternative curriculum?**
 - a. There is nothing in the new law that limits the type of CTLE that a teacher/leader/Teaching Assistant Level III may choose as long as it is consistent with the new law, which states that acceptable CTLE "shall mean activities designed to improve the teacher or leader's pedagogical and/or leadership skills, targeted at improving student performance, including but not limited to formal CTLE activities. Such activities shall promote the professionalization of teaching and be closely aligned to district goals for student performance which meet the standards prescribed by regulations of the Commissioner."

In addition, please note that the Regulations do require a minimum of 15% of the required CTLE clock hours to be dedicated to language acquisition addressing the needs of English language learners, or 50% for those holding professional certification in the certificate title of English to speakers of other languages (all grades) or a holder of a bilingual extension. This remains consistent with the former professional development requirements under Part 154 of the Commissioner's Regulations