What You should know about CTLE

• **CTLE** stands for **Continuing Teacher and Leader Education**.

• NYSED adopted a new regulation (effective July 1, 2016) requiring all Professionally certified teachers and Level III Teaching Assistants collect and track 100 credit hours of CTLE every 5 years. This cycle is called registration period.

• Only Professionally certified teachers and Level III Teaching Assistant Certificate holders are responsible to complete CTLE hours.

• Professionally certified teachers and Teaching Assistants who had a professional certificate and Level III certificate before the regulation went into effect must register on their Teach account. Teachers and Teaching Assistants who apply for a professional certificate or a Level III certificate after July 1, 2016 are registered automatically once the certificate is issued.

• The new Registration period and CTLE requirements **DO NOT** apply to Pupil Personnel Services certificate holders such as School Attendance Teachers, School Counselors, School Social Workers, School Psychologists, School Dental Hygiene Teachers and School Nurse Teachers.

• Acceptable CTLE studies include:
  o content areas, such as Social Studies, Mathematics, Science etc.
  o pedagogical strategies
  o language acquisition addressing the needs of English language learners
    ▪ Both Professionally certified teachers and Level III Teaching Assistants 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 English language learners.
    ▪ Teachers holding an ESL certificate or a Bilingual Extension must complete a minimum of 50 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 English language learners.
For credit-bearing university or college courses, each credit shall equal 15 clock hours of CTLE credit. For all other approved continuing teacher and leader education courses, one CTLE credit hour shall constitute a minimum of 60 minutes of instruction/education.

A record of completed CTLE, shall include:
- the title of the program
- the total number of hours completed
- the number of hours completed in language acquisition addressing the need of English language learners
- the sponsor's name and any identifying number
- attendance verification
- the date and location of the program.

Records must be retained for at least 3 years from the end of the registration period in which the CTLE was completed. Records should be available for review by the NYSED upon request.

Certificates are not to be submitted to the Office of Teaching Initiatives unless they are requested.

Any change of name and/or address for a certificate holder must be updated by the holder in the TEACH system within thirty days of such change. A certificate holder who fails to inform the Department of his or her name and/or address change may be subject to moral character review.

CTLE can only be received from approved sponsors.

**UFT Teacher Centers are approved sponsors.** (212) 475-3737, 52 Broadway, 18th floor.

**LearnUFT**, offers low-cost professional learning opportunities specifically designed to meet our members’ needs. **LearnUFT** will be continuing to add more options for courses in each of the borough offices as well as at UFT headquarters, so please check back in with us. [http://www.uft.org/teaching/learnuft](http://www.uft.org/teaching/learnuft)

Speech and Language Disabilities Professional Certificate Holders please note: Courses taken from an approved American Speech-Language Hearing Association (ASHA) CE provider are acceptable towards meeting CTLE requirements as long as they are documented with the ASHA CE Registry. One ASHA CEU equals 10 hours of CTLE.

**ASHA Approved CE Providers**

What happens if you do not comply with the regulation:
80-6.5 Conditional Registration.

(a) The department, in its discretion, may issue a conditional registration to a CTLE certificate holder who attests to noncompliance with the CTLE requirements of this section, provided that such CTLE certificate holder meets the following requirements:

1. The CTLE certificate holder agrees to remedy such deficiency within the conditional registration period; and

2. The CTLE certificate holder agrees to complete any additional CTLE during such conditional registration period that the department may require.

(b) The duration of a conditional registration shall be determined by the department and shall not exceed one year and shall not be renewed or extended absent good cause.

(c) If a CTLE certificate holder does not submit evidence, satisfactory to the department, of completion of the required hours of CTLE within the duration of such conditional registration period, his/her registration shall be denied and the CTLE certificate holder shall not be permitted to practice at an applicable school. If the CTLE certificate holder continues to practice at an applicable school without his/her registration, he/she shall be subject to moral character review pursuant to Part 83 of this Title.

8 CRR-NY 80-6.5
Current through August 15, 2017

- All New York State approved sponsors, go to:
  

  NOTE: Please confirm that the organization offering CTLE is on the Approved Sponsor list with the link above!

As of 02/07/2018