



Office of Teaching Initiatives

New registration and continuing teacher and leader education (CTLE) requirements for classroom teachers and school leaders holding a Permanent or Professional certificate, and Teaching Assistant Level III certificate holders

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 certificate that is valid for life (Permanent, Professional and Teaching Assistant Level III) and the establishment of continuing teacher and leader education (CTLE) requirements for Professional and Teaching Assistant Level III Certificate Holders

Registration

The following information is a general overview of the new registration and CTLE requirements. Specific information will be posted in the next few weeks.

Beginning on July 1, 2016 individuals who hold a permanent or professional certificate in the classroom teaching service or educational leadership service (i.e., school building leader, school district leader, school district business leader) or a Level III teaching assistant certificate prior to July 1, 2016, shall apply for initial registration during the 2016-2017 school year during his/her month of birth, and shall renew his/her registration in the last year of each subsequent five-year period thereafter.

Individuals who are issued a permanent or professional certificate in the classroom teaching service or educational leadership service (i.e., school building leader, school district leader, school district business leader) or a Level III teaching assistant certificate on or after July 1, 2016, will be automatically registered, and the certificate holder shall re-register during the fifth succeeding birthday month thereafter and during each birthday month in the last year of each subsequent five year period.

Any holder of a permanent or professional certificate in the classroom teaching service or educational leadership service (i.e., school building leader, school district leader, school district business leader) or a Level III teaching assistant certificate holder not practicing in a New York State Public School or Board or Cooperative Education Services (BOCES)("applicable school"), may notify the Department that he/she is no longer practicing in an applicable school. At such time as the certificate holder may choose to resume practicing in an applicable school, the certificate holder shall register with the Department.

Continuing teacher and leader education requirements (CTLE) Holders of professional certificates in the classroom teaching service, educational leadership service and Level III teaching assistant certificate holders are required to successfully complete 100 clock hours of acceptable CTLE during the registration period if they are employed in a NYS Public school or BOCES.

The CTLE requirement may be completed at any time during the registration period. CTLE completed during a prior registration period may not be carried over.

Language Acquisition

Holders of an English to speakers of other languages 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

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

Teaching Assistant Level III teaching 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.

Exemption from the language acquisition requirements

For a teacher or school leader who is employed by a school district or BOCES with an approved exemption pursuant to section 154-2.3(k) teacher or school leader shall be exempt from the language acquisition CTLE requirements prescribed in this subdivision for each such year that they are employed in a school district or BOCES with an approved exemption.

Adjustments to the Requirement

An adjustment to the CTLE requirement, in terms of clock hours and/or the time for completing CTLE, may be granted by the Commissioner, provided that the CTLE certificate holder documents good cause that prevents compliance, which shall include any of the following reasons: poor health certified by a health care provider, extended active duty in the Armed Forces, or other good cause acceptable to the Department which may prevent compliance.

National Board Certification

A holder of a certificate in the classroom teaching service who achieves certification from the National Board for Professional Teaching Standards shall be deemed to have met the CTLE requirement, for the registration period in which such National Board Certification is achieved; provided that the CTLE certificate holder must continue to meet the applicable required CTLE requirements in language acquisition as described above.

Measurement of Continuing Teacher and Leader Education

CTLE credit shall only be granted for CTLE acceptable to the Department and conducted by a sponsor approved by the Department.

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 all other approved continuing teacher and leader education courses, one CTLE credit hour shall constitute a minimum of 60 minutes of instruction/education.

Recordkeeping Requirements

CTLE certificate holders shall maintain a record of completed CTLE, which 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, and the date and location of the program. Such records shall be retained for at least three years from the end of the registration period in which the continuing teacher and leader education was completed and shall be available for review by the Department upon request.

Acceptable Continuing Teacher and Leader Education

Acceptable CTLE must be taken from a sponsor approved by the Department.

Acceptable CTLE shall be 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 as described in section 80-6.3 of this Subpart. Acceptable CTLE must be conducted through 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 also shall promote the professionalization of teaching and educational leadership, as applicable, and be closely aligned to district goals for student performance.

Sponsor approval

An entity seeking approval by the Department as a provider of CTLE shall submit, an application on forms prescribed by the Commissioner, accompanied by a fee of \$600.

At this time the application is being developed. More information will be posted regarding the approval of CTLE providers in the next couple of weeks.

Any of the following entities may apply to the Department to be an approved sponsor of CTLE:

- school districts
- board of cooperative educational services
- teacher centers
- New York State institutions of higher education
- professional organizations and unions
- any other entity approved by the Department

Notification of name and/or address change

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

For more information go to the [March 2016 Regents item](#) .