



Teaching Certificate Holders Re-Registration Process

Question & Answers for Current Employees

In March 2016, the board of Regents adopted regulations to implement the new State Law (Section 3006, of the Education Law) related to reregistration, Continuing Teacher and Leader Education (CTLE) and the approval of sponsors providing CTLE.

Who must re-register?

- Permanent or professional teaching certificate in the classroom teaching service,
- Permanent or professional leader certification in the educational leadership service (i.e., school building leader, school district leader, school district business leader), or
- A Level III Teaching Assistant certificate

How and when will you re-register?

For teachers and school leaders with a permanent or professional certificate or a Level III Teaching Assistant certificate issued prior to July 1, 2016 they shall register during the 2016-2017 school year during his/her month of birth beginning on July 1, 2016. They shall renew his/her registration in the last year of each subsequent five-year period thereafter.

An email will be sent from the TEACH system prior to your birth month requesting that you re-register. It is critically important that 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. Please access your TEACH account and check that your name and address are correct and current.

Is there a cost?

No. There is no cost to re-register.

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 in previous regulation). The 100 hour requirement begins when you re-register during your birth month.

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.

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 years registration period, he/she shall not be registered and shall not practice until he/she is registered.

Do I have to still keep track of my 100 hours of CTLE?

Yes. The certificate holder 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. It is also your responsibility to record your CTLE hours in My Learning Plan.

Can faculty meetings, CSE meetings, etc. still count towards my 100 hours of CTLE?

No. 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. 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. CTLE approved sites must attest that the workshops, trainings, and conferences meet the rigorous CTLE requirements and the NYS Professional Development Standards.

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.

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.

(Last Updated: 4/27/16)