
Continuing Teacher Leader Education (CTLE) New requirements effective, July 1, 2016

FAQS

Who must register?

Anyone who holds any of the following certifications:

- Permanent Classroom Teacher and Administrative Certificates
- Professional Classroom Teacher and Leadership Certificates
- Teaching Assistant Level III Certificates

How do I register?

To register, all users must have an active TEACH account. TEACH accounts can be created by logging onto www.highered.nysed.gov/tcert. Once you have created your account, login to your new account to ensure that you can access it. If you cannot access your TEACH account, you will need call the TEACH Helpline at [\(518\) 486 6041](tel:5184866041) to have your account reset.

Beginning July 1, 2016 and continuing through June 30, 2017, you will need to access your TEACH account during your registration period (which is your month of birth. For example; July birthdays will register in July, etc.) Login to your TEACH account during your birth month and complete the registration process.

Can I register prior to my birthday month?

Yes, but only for your initial registration. For example: your birthday month is April, therefore, your first registration is required by April 2017, but you can register as early as July 2016. The timeframe for your PDH activity will be accepted from July 2016 through March 30, 2022. April 2022 will start your next five year cycle of 100 hours of PDH.

How do I know if I have a TEACH account?

If you received a certificate after 2008; it is likely that you have an account. If you cannot remember your User ID and/or Password, you need to contact the TEACH Helpline at (518) 486-6041.

If you received a certificate prior to 2008, you may not have an account. Create a TEACH account at www.highered.nysed.gov/tcert, click on the "Self- Register with TEACH" button and follow the prompts.

If you have a duplicate account, the system will let you know and you will have to contact the TEACH Helpline at (518) 486 6041.

Please note: Just because a School District, Regional Office or NYSED can see your information on the TEACH system, does not mean you have created a TEACH account.

Is every Permanent, Professional and Teaching Assistant Level III certificate holder required to register?

No. Charter, private and parochial school employees are not required to register, they are exempt.

Will I need to complete Professional Development Hours (PDH)?

All holders of Permanent Classroom Teacher and Administrative certificates will be EXEMPT from completing the 100 hours of PDH.

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 PDH within a 5 year validity timeframe.

What is Acceptable Professional Development?

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 development 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 development 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 provider listing will be located on the Office of Teaching Website at: www.highered.nysed.gov/tcert.

What is the Language Acquisition?

All holders of an ESL or Bilingual Education certificate will be required to complete a minimum of 50% of the required 100 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 such ELL students.

All other Professional and Level III Teaching Assistant certificate holders must complete a minimum of 15% of the required 100 hours dedicated language acquisition addressing the needs of ELL students and integrating language and content instruction for such students. An exemption is available, if less than 5% ELL students are enrolled within the district.

I am currently in the middle of PDH 5 year cycle can my pre-July 1, 2016 hours be carried over?

No. PDH prior to 07/01/2016 will not be carried over into the new 100 PDH requirement. If an applicant completes more than the 100 hours of PDH within their validity time period under the new 100 PDH, no hours can be carried over into the next 5 year cycle.

If I am a substitute for a district, do I need to register?

No. Substitutes will not need to register unless they are employed for over 90 days within the District. However, the District Superintendent has the discretion to have all substitutes register before employment begins.

What happens if I go out on a Medical or Maternity Leave?

There will be an ability to obtain an adjustment to the PDH for the time frame you are not working.

Is the employing School District going to input my PDH once a year, as in the past?

The responsibility of districts or BOCES to report completed CTLE activities relates to their status as a sponsor. As an approved sponsor, sponsors will be expected to maintain a record of those who attended the CTLE activities they 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. This information shall be kept by sponsors for a total of eight years after the CTLE is provided.

Is there anything additional information that I should I know?

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.

Always check the Office of Teaching website for the requirement updates. Visit www.nysed.gov, changes and updates viewed by clicking the “News” button on the homepage.