

# Continuing Teacher and Leader Education

CTLE








# Continuing Teacher & Leader Education (CTLE) *Frequently Asked Questions*




## Who is required to complete Continuing Teacher & Leader Education hours?

A Registered holder of a Professional Classroom Teaching Certificate, Educational Leadership Certificate, or Level III Teaching Assistant certificate is required to successfully complete 100 clock hours of acceptable CTLE during the five-year registration period if they practice 90 days or more in a single applicable school district, Board of Cooperative Educational Services (BOCES) or Nonpublic school that is providing instruction pursuant to Education Law §3204(2) located in New York State.

-  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.
-  Permanent classroom teacher and school leader certificate holders practicing in New York State will be subject to Registration requirements, but will not be subject to CTLE.
-  Holders of Continuing Teaching Assistant certificates or Pupil Personnel Services (PPS) certificates, such as School Attendance Teachers, School Counselors, School Psychologists, School Social Workers, School Dental Hygiene Teachers and School Nurse Teachers, are not subject to Registration or CTLE requirements.

## How do know if I am taking acceptable CTLE professional development?

Acceptable CTLE must be taken from a sponsor approved by the NYS Education 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 Commissioner's Regulations.
-  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 shall promote the professionalization of teaching and educational leadership, as applicable, and be closely aligned to district goals for student performance.
-  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.



## Continuing Teacher & Leader Education (CTLE) *Frequently Asked Questions*



### How are the 100 hours tracked in the TEACH account?

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 confirm 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 for eight years after every five-year cycle.

### What are the CTLE Language Acquisition Requirements?

Holders of Professional English to Speakers of Other Languages certificates or Bilingual Extension Annotations 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 English language learners.
-  Level III Teaching Assistant 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 English Language Learners.

### Is registration automatic when moving from an initial to a professional certification?


-  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.








## Continuing Teacher & Leader Education (CTLE) *Frequently Asked Questions*

### **How will holders of multiple certificates be treated? Must they register and/or complete CTLE hours for both or multiple certificates?**

-  No. An individual with multiple certificates registers only once. Similarly, there is only one 100 hour CTLE requirement per person.

### **What happens if a certificate holder is unable to complete his/her required CTLE before the end of the five year registration period?**

-  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.

For more information on CTLE requirements go to  
[www.highered.nysed.gov](http://www.highered.nysed.gov)