

Continuing Teacher & Leader Education Hours (CTLE)

2021/22 Kenmore Staff Development Center & District
Process



Registration Overview- pg.1

Educators who hold one or more of the following certificates **MUST register with the State Education Department every 5 years: Click on [Registration](#)**

- **Permanent or Professional certificate in the classroom**
- **Permanent or Professional certificate in educational leadership**
- **Teaching Assistant Level III Certificate**

Click on the following to review who is obligated to register and participate: [Registration & Continuing Teacher and Leader Education \(CTLE\) Requirements](#)

Registration Overview pg. 2

Applicable Schools in which CTLE must be reported

Registering for the first time? Click here: [First-time Registration](#)

Considerations:

- **You can request conditional registration if you were unable to complete CTLE due to COVID-19**

Accruing CTLE Hours

- **CTLE hours accrue as per clock hours spent in workshop/training/course**
 - **ie. 10 hour course = 10 CTLE credits**
- **Credit Bearing College courses are calibrated that one semester hour of credit is equal to 15 hours of CTLE**
 - **Each quarter-hour of credit is equal to 10 hours of CTLE**

CTLE REPORTING DEADLINES

The updated CTLE regulations began in 2016. Staff obligated to report CTLE had to complete 100 hours of professional learning during 2016-2021.

A new cycle has begun which requires [re-registration](#).

How do you know when to register?

You are able to view your registration period expiration date by click on “[View or Change Registration Status](#)” on your TEACH home screen and then checking on the “[Registration Information](#)” section.

Reporting Your Professional Hours

- You do not send Certificates of Completion or other documentation of CTLE hours to the Department.
 - You can also use the following to track your own progress towards 100 hours. [Continuing Teacher & Leader Education \(CTLE\) Individual Record](#)
- You submit a [Completion of Approved CTLE Hour\(s\) Certificate form](#)
 - You must retain records for at least 3 years after the end of a registration period.

Changes as of 12/31/2019

- **“Professional learning” replaced the term “professional development” in the Commissioner’s regulations.**
- **Professional Learning (PL) is “any continuing education required under Subpart 80-6 of the CTLE regulations.**
- **Acceptable CTLE is PL learning in**
 - **the content area of one’s teaching certificate,**
 - **in pedagogy, and**
 - **in the area of addressing the needs of ELL.**

CTLE Guiding Principles- 1

- **Workshops/courses must be taken from a NYSED approved CTLE sponsor**
- **Subject matter must be clearly connected to student achievement of NYS Learning Standards**
- **Professional learning should result in an increase in knowledge, understanding, skillfulness, and professional values.**

CTLE Guiding Principles-2

- **Workshop/course content should enable educators to deepen their knowledge and remain current by:**
 - **Enhancing subject matter knowledge;**
 - **Application of teaching techniques;**
 - **Broadening and enhancing usage of more accurate and appropriate assessment methodologies;**
 - **Improved behavior management skills in heterogeneous and homogeneous settings**

Suggested CTLE Activities

- **Collaborating with other teachers to examine student work;**
- **Participating in courses and other learning opportunities delivered from providers, (ie. institutions of higher education, teacher centers, BOCES, school districts and independent professional development service providers);**
- **Coursework linked to improvement of instructional techniques or content knowledge;**
- **Coursework for more advanced certification relevant to your certificate title,**

Suggested CTLE Activities- continued

- **Curriculum planning and development;**
- **Participating in school-college teacher development partnerships;**
- **Participating in Professional Learning School activities or other school-college teacher development partnerships;**
- **Serving on CDEP (Comprehensive District Education Plan), or DCEP (District Comprehensive Education Plan), or CEP (Comprehensive Education Plan), or other school leadership activities or committees;**
- **NYSTCE "assessor" or test development committee member;**
- **Development of Statewide curriculum.**

Kenmore Staff Development Center CTLE Process

Kenmore Staff Development Center:

Participants who have successfully completed workshops will be sent a Certificate of Completion for each workshop they attend.

Staff Development Credits are taken outside of the workday and become part of an annual career stipend to staff members who are members in one of the District's bargaining units. Each unit has a specified number of hours staff must achieve to become eligible to receive the stipend.

**PLEASE FAMILIARIZE YOURSELF
WITH YOUR CONTRACTUAL
GUIDELINES FOR COMPLETION OF
CREDITS.**

Resources for CTLE Information:

[State Education Department June 29, 2021 Registration Memo](#)

[Registration Requirements](#)

[Registration & CTLE Contact Information](#)