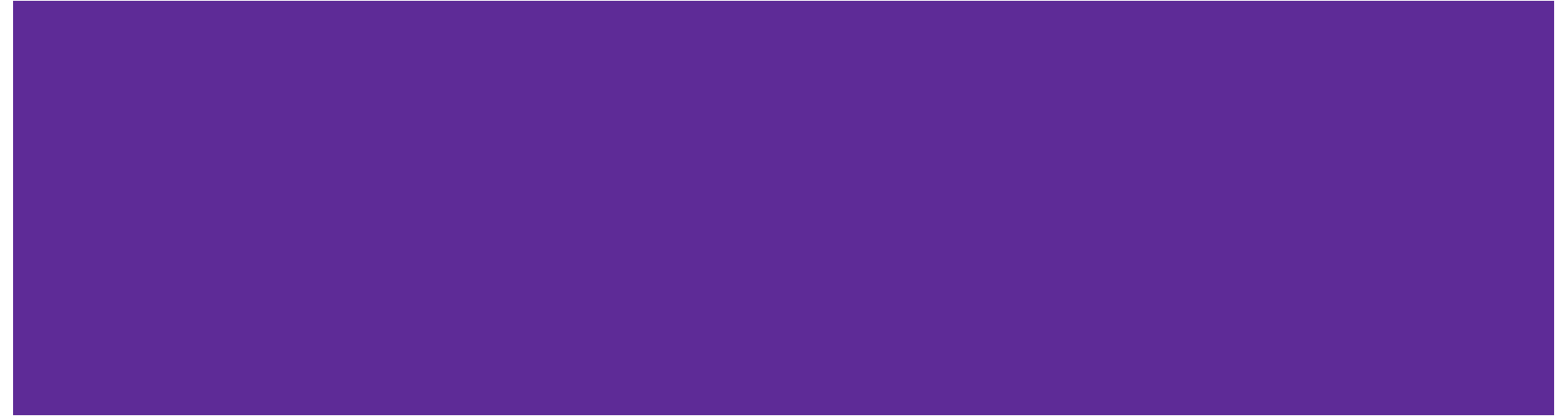


# Continuing Teacher & Leader Education Hours (CTLE)

District Process



# All Teachers Must Register with the TEACH System

As of July 1, 2016 all certified teachers needed to register with the State Education Department's TEACH System.

Registration is done using the State Education Department's (SED) TEACH system and is required every five (5) years thereafter. For additional information on how to register with SED, please visit their website at <http://www.highered.nysed.gov/tcert/> and use the 'Quick Links – Registration'.

	Registration Required
Permanently certified classroom teachers/educational leaders	YES
Professionally certified classroom teachers/educational leaders	YES
Teaching Assistant Level III	YES

**[Steps for Registering on TEACH](#)**

# State Regulations for CTLE-

## Continuing Teacher & Leader Education (CTLE) Requirements

As indicated in the chart below, professionally certified classroom teachers/educational leaders and Level III Teaching Assistants will be required to complete 100 hours of Continuing Teacher & Leader Education hours during each five (5) year registration period. CTLE hours have replaced the 175 hour requirement which was in place prior to July 1, 2016.

	Required to Complete CTLE Hours	Hours Required per 5-Year Registration
Permanently certified classroom teachers/educational leaders	NO	None
Professionally certified classroom teachers/educational leaders	YES	100
Teaching Assistant Level III	YES	100

# Acceptable CTLE Activities

Approved CTLE activities will be professional learning which is related to your teaching certificate and applicable as pedagogy, content or ELL specific training. This includes activities such as:

- **Collaborating with other teachers to examine case studies of student work and development as part of an approved activity;**
- **Participating in courses and other learning opportunities delivered from many providers, such as institutions of higher education, teacher centers, BOCES, school districts and independent professional development service providers;**
- **Coursework linked to improvement of instructional technique or content knowledge, which may or may not be in pursuit of a teaching or advanced teaching degree;**
- **Coursework for more advanced certification;**

# Acceptable CTLE Activities

Approved CTLE activities will be professional learning which is related to your teaching certificate and applicable as pedagogy, content or ELL specific training. This includes activities such as:

- **Curriculum planning and development;**
- **Participating in formal programs of peer coaching or participation in peer review;**
- **Participating in Professional Development 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;**

# Ken Ton CTLE Providers

## **District:**

**CTLE Eligible activities which take place on  
Superintendent Conference and Early Release  
Days**

**Dates for 2018/19:**

**Superintendent Conference Days: 8/29/18,  
8/30/18, 11/6/18, 5/10/19**

**Early Release Days: 9/27/18, 1/25/19, 3/27/19**

## **Kenmore Staff Development Center:**

**All workshops which are successfully completed  
may be used as CTLE credits.**

# Ken Ton CTLE Process

## District:

Teachers and administrators who must report hours to the TEACH System will submit a Verification of Attendance to their supervisors. The form is located on the [Staff Development website](#).

The original signed form will be sent to the Staff Development Center.

The Center will then post the hours and issue a District Certificate of completion.



Kenmore Staff Development Center  
155 Delaware Road  
Kenmore, New York 14217  
(716) 874-8403, ext. 32600

Elaine Ablove, Director

1

VERIFICATION OF ATTENDANCE  
FOR **CTLE HOURS** EARNED AT A  
DISTRICT WORKSHOP/COURSE ON A SUPERINTENDENT  
CONFERENCE DAY OR ON AN EARLY RELEASE DAY  
2018-19 SCHOOL YEAR

This is to verify that the following person attended the below listed workshop/course as indicated:

NAME: \_\_\_\_\_

EMPLOYEE ID NUMBER: \_\_\_\_\_

BUILDING: \_\_\_\_\_

WORKSHOP/COURSE TITLE: \_\_\_\_\_

DATE(S) OF ATTENDANCE: \_\_\_\_\_

TOTAL NUMBER OF HOURS ATTENDED: \_\_\_\_\_

\_\_\_\_ APPROVED      \_\_\_\_ DENIED

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

PLEASE REMIT THIS COMPLETED FORM TO THE KENMORE STAFF DEVELOPMENT CENTER, KENMORE MIDDLE SCHOOL, 155 DELAWARE ROAD, KENMORE, NY 14217, ROOM 108 AT THE COMPLETION OF THE WORKSHOP/COURSE YOU ATTENDED.

Kenmore Town of Tonawanda UFSD  
1500 Colvin Blvd.  
Buffalo, New York 14223  
(716) 874 8400, ext. 20333

Kelly White, Assistant Superintendent  
for Instruction & Student Services



This is to certify that

*Elaine Ablave*

Has Successfully Completed the 3.00 credit District CTLE Activity

***Test course for online certificates***

☒ Pedagogy ☒ Content ☒ English Language Learning

CLTE Date(s): from 07/01/18 to 07/08/18

and is hereby granted this certificate

on this 8th day of July, 2018

Kelly White

A handwritten signature in black ink, appearing to read "Kelly White", is written over a horizontal line.

Assistant Superintendent for Instruction & Student Services  
& Authorized Certifying Officer  
CTLE Identification #282

For Personal CTLE Records Only:

Participant Date of Birth: \_\_\_\_\_  
Participant Last 4 Digits of Social Security Number \_\_\_\_\_

District CTLE Certificate



**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 CTLE was completed and shall be available for review by the Department upon request. Completion certificates are not to be submitted to the Office of Teaching Initiatives unless they are requested.

## **Continuing Teacher and Leader Education (CTLE) Recordkeeping Requirements**

You must have an account in TEACH which will trigger a 5-year registration cycle. Professionally certified classroom teachers, educational leaders and Teacher Assistant Level III must complete 100 CTLE hours (every 5 years) which can be a combination of Staff Center and District CTLE credits. You will not send CTLE certificates to the state unless specifically asked to do so. Your job in the present is to keep a record of any CTLE hours you have completed during your first 5-year cycle.

If you have a valid email address in TEACH, the state will alert you about 6 months prior to the 5-year cycle ending, and then you will re-register for the next 5-year cycle. When re-registering, you will be prompted to "sign" a statement to the effect of: "I attest that I have completed the required 100 CTLE hours during my registration period."

## **Continuing Teacher and Leader Education (CTLE) Recordkeeping Requirements**

## Continuing Teacher and Leader Education (CTLE) Individual Record

Directions: This form is provided for use by individuals holding either a Professional Certificate or a Teaching Assistant Level III certificate. This document will assist CTLE certificate holders with maintaining records of CTLE activities in accordance with certification regulations.

1. Document activities in the table below.
2. Keep "Certificate of Completion" forms and/or other documentation with this record. Documentation must be retained for 8 years.
3. **DO NOT** submit this form or other CTLE documentation to the Office of Teaching Initiatives, unless it is requested. At the end of your Registration period, you will be asked to attest to meeting or not having met CTLE requirements. This document will assist you with making the proper determination.

[illegible]

\*Sponsor Categories: 1 = Public School; 2 = BOCES; 3 = Teacher Center; 4 = College/University; 5 = "Other NYSED-Approved Sponsor"

DO NOT SUBMIT THIS FORM. PLEASE KEEP FOR YOUR OWN RECORDS.

Office of Teaching Initiatives Web site: [www.highered.nysed.gov/tcert/](http://www.highered.nysed.gov/tcert/) E-Mail: [CTLE@nysed.gov](mailto:CTLE@nysed.gov)

# 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. For example:**

**The KTA Contract which governs working conditions, wages, etc. specifies that each full time teacher will take 20 hours of professional learning each year of their employ. These hours must be completed between the start of the summer session (end of June) and the completion of the Spring session (mid-May).**

# 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.

**Full Time Teachers, teaching assistants and term substitutes who work .7 or higher are eligible to receive a career improvement stipend ONLY if they have successfully completed 20 approved hours of coursework.**

**Part time Teachers, teaching assistants and term substitutes who work .6 or less will be eligible to earn a prorated career improvement stipend.** For example a .5 FTE will be required to successfully complete ten (10) hours of coursework to be eligible to earn a stipend of \$1000 (.5 x \$2000).

Kenmore Staff Development Center  
155 Delaware Road  
Kenmore, New York 14217  
(716) 874 8403, ext. 32600

Elaine B. Ablove, Director



This is to certify that

*Elaine Ablove*

Has Successfully Completed 20.00 hours of the 20.00 hour Course

*The Second Family-Online*

☒ Pedagogy   ☒ Content   ☒ English Language Learning

CTLE Date(s): from 09/25/17 to 11/06/17

and is hereby granted this certificate

on this 6th day of November, 2017

Elaine B. Ablove

Program Director & Authorized Certifying Officer  
CTLE Identification #23062

For Personal CTLE Records Only:

Participant Date of Birth: \_\_\_\_\_  
Participant Last 4 Digits of Social Security Number \_\_\_\_\_

KSDC WORKSHOP CERTIFICATE OF COMPLETION



Staff Development Center  
Kenmore Town of Tonawanda School District  
Buffalo NY 14217  
155 Delaware Road  
September 13, 2018

COURSE REPORT FOR:

REGISTRANT:

Elaine Ablove  
Director  
Kenmore Middle  
5861 Goodrich Road  
Apt. 8A  
Clarence Center, NY 14032

ID# X00-00-2272  
Dayphone (716) 874-8403

		District	CEUS	Hours
18-262424D	Google Calendar October 12, 2017		1.750	2.00
18-233124D	The Second Family-Online September 25 - November 6, 2017		20.000	20.00
TEST123	Test course for online certificates July 1-8, 2018	3.0		
		3.0	665.900	730.25

PROFESSIONAL LEARNING TRANSCRIPTS