

Continuing Teacher & Leader Education Hours (CTLE)



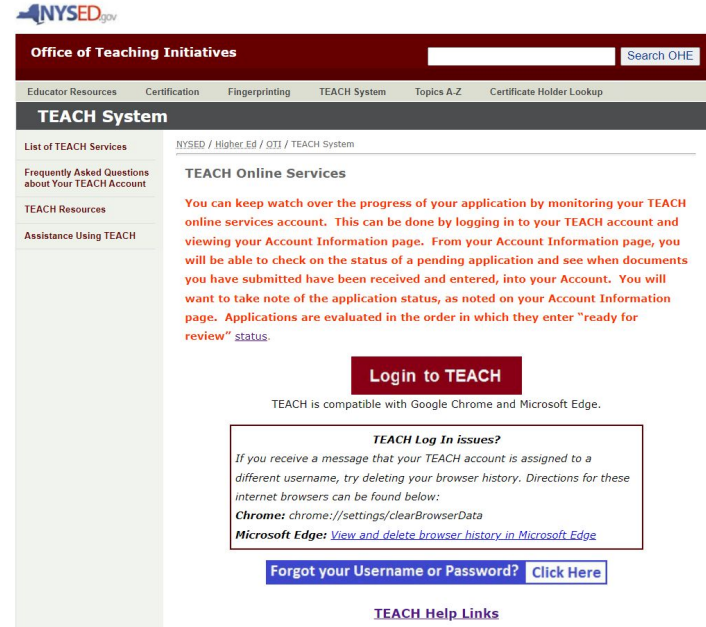
**The Ken-Ton School District
Process in conjunction with the
Kenmore Staff Development Center**



Updated 8/14/24

All Teachers & Administrators Must have ACTIVE accounts with the NYS TEACH System

“In March 2016, The NYS Board of Regents adopted a new Subpart, 80-6 of the Regulations of the Commissioner of Education to implement Chapter 56 of the Laws of 2015 relating to the registration process for holders of Permanent, Professional and level III Teaching Assistant certificates and the establishment of continuing teacher and leader education (CTLE) requirements for Professional and level III Teaching Assistant certificate holders.” For more information: <https://www.highered.nysed.gov/tcert/home.html>



The screenshot shows the NYS TEACH System website. At the top, there is a dark red header with the NYS ED logo and the text "Office of Teaching Initiatives". Below the header is a navigation bar with links for "Educator Resources", "Certification", "Fingerprinting", "TEACH System", "Topics A-Z", and "Certificate Holder Lookup". The main content area is titled "TEACH System" and includes a search bar, a list of TEACH services, and a "TEACH Online Services" section. The "TEACH Online Services" section contains a red "Login to TEACH" button and a box with instructions for logging in, including links for Chrome and Microsoft Edge. At the bottom, there is a "Forgot your Username or Password? Click Here" link and "TEACH Help Links".

[Instructions for Accessing your Teach Account](#)

State Regulations for CTLE

[NYS Educator Certification Lookup](#)

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.

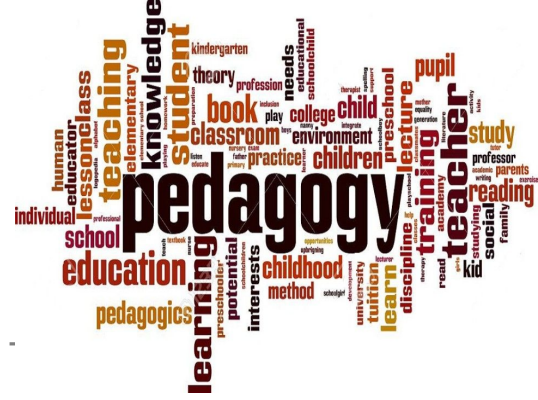
Registration & Continuing Teacher and Leader Education (CTLE) Requirements			
Certificate Type	Employment Status	Registration Requirements	CTLE Requirements
PERMANENT Classroom Teacher/School Leader ONLY	Practicing in a NYS Public or Non-Public School, Special Act District or BOCES	Active registration is required	NOT subject to CTLE
PROFESSIONAL Classroom Teacher/School Leader	Practicing in a NYS Public or Non-Public School, Special Act District or BOCES	Active registration is required	100 hours of CTLE is required during every five-year registration period*
Level III Teaching Assistant	Practicing in a NYS Public or Non-Public School, Special Act District or BOCES	Active registration is required	100 hours of CTLE is required during every five-year registration period*

***15%** requirement that over the course of the 5 years, a minimum of **15 hours** are dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language, cultural connections, and content instruction for ELLs.

Acceptable CTLE Activities

School Districts are required also by this law to provide opportunities the certificate holders to accumulate the required CTLE hours maintain their certificates. Both the Kenmore-District and the Kenmore Staff Development Center are approved CTLE providers from NYSED. Approved CTLE activities include PD that addresses **Content Area**(s) of the certificate(s) held, and/or **Pedagogy**, and **Language Acquisition** (addressing the needs of English Language Learners). Acceptable activities for CTLE are:

- designed to improve the teacher or leader’s pedagogical and/or leadership skills,
- targeted at improving student performance,
- promoting the professionalization of teaching and educational leadership,
- and be closely aligned to district goals for student performance.



[More information from NYSED](#)

Ken-Ton CTLE Providers

Kenmore-Tonawanda School District

CTLE Eligible activities can take place on Superintendent Conference, Early Release Days, after/before school meetings as well as many of the during-the-day trainings.

We are working on ways to capture all of this information in Frontline; however, teachers and administrators can use the following documents to keep track their own hours until certificates are ready.

- [CTLE Hours Tracker](#)
- [CTLE Hours Verification Form](#)

Kenmore Staff Development Center

Workshops which are successfully completed may be used as CTLE credits, provided they meet the requirements of content, pedagogy, and/or language proficiency. Even offsites that are used to earn the KSDC Stipend may apply if they too meet the same requirements.

For KSDC sponsored workshops, certificate can be printed from Frontline.

- [Printing Certificates & Transcripts](#)

Although both are CTLE Providers, NEITHER the District nor the Center have access to your TEACH account. We do NOT know logins or passwords. See last page for helpful contact info.



CTLE Language Acquisition Requirement



The continuing teacher and leader education (CTLE) language acquisition requirement varies by certificate holder. For almost ALL Professional Certificate holders, there is the **15%** requirement that over the course of the 5 years, a minimum of **15 hours** are dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ELLs.

Educators who hold a Professional English to Speakers of Other Languages (ESOL) certificate or Bilingual Education extension, must complete a minimum of **50%** of their required CTLE clock hours (**50 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 ELLs.

Examples of Activities to Meet the Language Acquisition Requirement



Best Practices

- Co-teaching strategies, structures and supports, Effective literacy strategies for ELLs/MLLs, Scaffolds that support ELLs/MLLs in mastering core content

Identification, Placement, Assessment

- Identification and placement procedures for ELLs/MLLs

Home, Family, Community, Culture, and Social

- Strengthening home/school communication, Cultural responsiveness or cultural competency training, Supporting and strengthening family and community engagement

[For More Info from NYSED](#)

What to do now?

- ❑ ALL NYS Certificate Holders: Access your [TEACH](#) account to view your certification and registration status.
- ❑ Check your portfolio & transcript in Frontline. Professionally certified classroom teachers, educational leaders and Teacher Assistant Level III must complete 100 CTLE hours every 5 years. Did at least 15% of those hours qualify under the language acquisition provision?
- ❑ 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 and attest you are doing so; Frontline preserves your CTLE certificates for KSDC workshops only, so far. We are working toward inputting ALL workday trainings in Frontline as well.
- ❑ 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.



Questions about Professional Development Opportunities or what qualifies for CTLE?



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Questions about accessing TEACH or Certification information?



Topic	Email Address
Certification	tcert@nysed.gov
CTLE	ctle@nysed.gov
CTLE Sponsor	ctlesponsor@nysed.gov
Registration	otiregistration@nysed.gov
TEACH access help	teachhelp@nysed.gov