

## What is CTLE?

- ✓ **Starting July 1**, a new state law requires all **permanently** or **professionally** certified teachers and **Level III Teaching assistants** working in public school or BOCES to register online with the State Education Department. Re-registration will be required every five years.
- ✓ **You can register early**. However, SED is encouraging people to wait until their birth month so that the TEACH system is not overwhelmed. Registration must be completed by the end of your birth month. There is NO charge to register.
- ✓ **If you do not have a TEACH account** (this is different from the account you use for roster verification), you are required to register. You will need to create a TEACH account at [www.highered.nysed.gov/tcert/teach](http://www.highered.nysed.gov/tcert/teach) There is no cost to create an account or register. You *cannot* register on paper.
- ✓ **School counselors, school psychologists and social workers** are NOT impacted by this new requirement.
- ✓ **The also includes NEW professional learning requirements called Continuing Teacher and Leader Education (CTLE). Professionally certified teachers and Level III teaching assistants are required to complete 100 hours of state-approved CTLE professional learning within each five-year registration cycle.**
- ✓ **Professional Learning completed on or after July 1, 2016** but before your birth month will count as CTLE hours, SED says. However, CTLE hours cannot be carried over from one five-year registration period to another.
- ✓ **Certificate holders who must complete CTLE hours** are now also required to maintain a record of their CTLE hours for three years after each five-year registration period.
- ✓ **School districts/BOCES are still required** to report hours to SED for employees who work more than 90 days a school year.

Overview of new registration and CTLE requirements				
	Required to register on SED's TEACH System	Required to complete CTLE hours	Required hours every 5 years, <b>e f f e c t i v e</b> July 1, 2016	Required hours required every 5 years, <b>p r i o r</b> to July 1, 2016
<b>Permanently</b> certified classroom teachers/educational leaders	Yes	No	None required	None required
<b>Professionally</b> certified classroom teachers/educational leaders	Yes	Yes	100	175
Teaching assistant level III	Yes	Yes	100	75