

*Registration and CTLE:
Teaching Assistant Level III*



Fact Sheet No. 17-02 (Updates and replaces 16-02)

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Overview

The 2015 New York State budget included requirements for certain certificate holders to register with the State Education Department (SED) and complete Continuing Teacher & Leader Education hours (CTLE hours). Chapter 56 of the Laws of 2015 specified that these requirements were to be in effect as of July 1, 2016. These regulations are Part 80-6 of Commissioner's Regulations.

Registering with the State Education Department

As of July 1, 2016, all permanently or professionally certified teachers or educational leaders and Level III teaching assistant certificate holders are required to register with SED. While the regulations stipulate that registration is required in the month of the certificate holder's birth, SED has indicated that certificate holders can register prior to their birth month during the first year of implementation (July 1 2016 through June 30 2017). There is no fee for registering with SED and during the first year of implementation there is no late fee if registration occurs after one's birth month AND prior to June 30, 2017 – see [SED's June 1, 2016 Field Memo](#).

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

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Certificate Title	Registration Required
Teaching Assistant Level III	YES*
Teaching Assistant with a Continuing Certificate	NO

Teaching Assistants subject to registration requirements can select one of the following registration statuses available to them [according to SED](#):

Registered: The certificate holder has notified the Office of Teaching Initiatives they wish to be registered. This status is for Level III teaching assistants who are working in a NYS public school or BOCES for more than 90 days in a single school year. SED considers this full-time employment for registration purposes.

Inactive: The certificate holder has notified the Office of Teaching Initiatives they do not wish to be registered and are not practicing in an applicable school. If a Level III teaching assistant is not working in a public school or BOCES or is working less than 90 days in a single school year, this status applies. If the Level III teaching assistant then returns to full-time employment in a NYS public school or BOCES then he/she would update the registration status to 'Registered'.

Not Registered: The certificate holder has not notified the Office of Teaching Initiatives they wish to be Registered or Inactive.

The act of selecting a registration status is connected to one's employment status in the public schools or BOCES.

Note: Individuals whose Level III Teaching Assistant certificates are issued after July 1, 2016 will be automatically registered when the certificates are issued. These individuals will then be required to re-register in five years, during the month of their birth.

Continuing Teacher & Leader Education (CTLE) Requirements

As indicated on the chart below, Level III Teaching Assistants and professionally certified classroom teachers/educational leaders will be required to complete Continuing Teacher & Leader Education hours during each five year registration period. Note that the CTLE hours replace the pre-July 1, 2016 professional development requirement of 75 hours.

	Required to Complete CTLE Hours	Hours Required per 5-Year Registration
Teaching Assistant Level III	YES	100
Professionally certified classroom teachers/educational leaders	YES	100
Teaching Assistant with a Continuing Certificate	NO	None for NYS certification purposes

The CTLE hours may be completed at any time during the registration cycle, yet CTLE hours may not be carried over from one registration period to the next. As CTLE cycles had started as of July 1, 2016 and SED had not yet finalized its list of approved sponsors, SED indicated in its June 1, 2016 Field Memo that:

“... professional development completed on or after July 1, 2016, but before the individual's birthday month will be counted toward the 100 CTLE hours' requirement for the first 5-year cycle.”

Individuals that are issued their first Professional certification after 7/1/2016 will be automatically registered for their first 5-year registration period. The registration period will begin the first day of the month when the certification was issued (check the TEACH account for this date) until the end of the month prior to their birth month in the 5th year.

If a certificate holder is unable to complete the required CTLE hours within her/his registration period, regulations stipulate that she/he will not be able to select the 'registered' status and will thus not be able to work in a public school or BOCES. A conditional registration that allows individuals up to one year to complete missing CTLE hours may be granted by SED in these situations. The application process for the conditional registration will be done using the TEACH online system.

If a certificate holder stops working during a 5-year registration period, she/he is required to complete a minimum of 20 hours of CTLE for every year that she/he was working in a public school or BOCES during that 5-year registration cycle. Note: SED considers working 90 days or more in a single year as full-time employment and therefore CTLE hours are required.

The CTLE hours continue to include targeted hours designed to address the needs of English language learners (ELLs). Level III teaching assistants are required to complete a minimum of 15% of their required 100 CTLE hours in areas that address the needs of ELLs. An exemption to the 15% requirements still exists for districts with less than 5% (or 30 enrolled) ELL students.

Adjustments to the CTLE requirement may be granted by SED for a limited number of reasons, including poor health as certified by a health care provider and extended active duty in the Armed Forces.

CTLE Sponsors (approved providers)

SED regulations require that the CTLE activities be rigorous and offered by SED-approved sponsors. The rigorous portion of this requires that CTLE be aligned with the NYS Professional Development Standards - <http://www.highered.nysed.gov/tcert/pdf/pdstds.pdf>.

A list of SED-approved CTLE sponsors is available on SED's [website](#). School districts, BOCES, teacher centers, many NYS institutions of higher education, NYSUT's Education & Learning Trust and other professional organizations are included on this list. All CTLE providers must apply every five years to the State Education Department to continue as CTLE sponsors.

The application to be an approved sponsor is available on SED's website at http://www.highered.nysed.gov/tcert/resteachers/CTLE_Sponsor_Home.html.

Record-keeping and Reporting CTLE Hours

Districts and other approved CTLE sponsors are required to maintain records of the CTLE activities that they offered for a period of 8 years. Similarly, CTLE certificate holders are required to maintain records of their own CTLE hours for 8 years – the 5-year registration cycle plus three additional years.

District-based CTLE activities should be included (to the extent they are known in advance) in the district Professional Development Plan (PDP) which is still required to be submitted to SED annually – see Part 100.2(dd) [PDP regulations](#). These regulations still stipulate that school districts and BOCES are required to provide CTLE hours so that faculty and staff remain current with their profession, meet the learning needs of their students, and are able to maintain their certificates in good standing.

Districts and other approved CTLE sponsors are required to provide CTLE participants with access to a 'certificate of completion' for each CTLE activity that the participant completes. Original SED guidance was that this was to be a paper copy; updated SED guidance allows for this 'certificate of completion' to be paper or electronic.

Neither CTLE sponsors nor CTLE certificate holders are required to submit hours to SED unless they are specifically asked by SED to provide them. At the end of each 5-year registration cycle, CTLE certificate holders will attest to completing 100 CTLE hours on their TEACH accounts. SED may randomly audit both CTLE sponsors and CTLE certificate holders to ensure compliance with regulations.

The regulations governing Registration and CTLE requirements are found in [Part 80.6 of Commissioner's Regulations](#).

Items for Local Leaders:

Members need to be able to access their CTLE hours if requested by SED. Members can request paper copies of CTLE Certificates of Completion or can have access to electronic copies of these certificates. Local leaders and members should consider the reliability of a district's CTLE tracking system (such as My Learning Plan) when determining if paper or electronic copies are preferable.

The process of registering with SED includes a requirement for members to answer a series of 'moral character' questions. Local leaders and members should note that SED has the authority to ask these questions of CTLE certificate holders as well as members of other professions in NYS.