

New Registration and CTLE* Requirements for Classroom Teachers and Paraprofessionals Holding a Permanent, Professional and Level III Certificate

*Continuing Teacher Leader Education

➤ Who registers?

- Permanently certified teachers
- Professionally certified teachers
- Level III certified paraprofessionals
- Any retired **NYS Certified teacher** who wishes to participate and maintain their active status

NOTE:

- Teachers who hold Initial Certs, Trans B Certs, Trans A Certs, Internship Certs, Conditional Initials Certs, as well as Paraprofessionals who hold a Level I or Level II teaching assistant Certificate **DO NOT** need to register
- If a certificate holder is not practicing, or for any reason ceases to practice in New York, the certificate holder must notify SED through the TEACH system that he/she is not practicing in a New York State school district and wishes to be considered inactive

➤ When do they register?

- First registration period will be staggered during the year 2016-2017 and will begin July 1st 2016
- Participants will register anytime during **the month of their birth before or after their birthday**

➤ How do they register?

- Eligible teachers and paraprofessionals will have to register through their teach account using their username and password <http://www.highered.nysed.gov/tcert/teach/>
- If a teacher has never created an account they will have to go to <http://www.highered.nysed.gov/tcert/teach/selfreg.html> and self-register with teach before registering as a certified active teacher

➤ Who will report CTLE hours?

- Professionally certified teachers
- Level III certified paraprofessionals

NOTE: Permanently Certified teachers **DO NOT** have to report CTLE hours

➤ How will it work for those teachers and paraprofessionals who report hours?

- **Professionally certified teachers and Level III certified paraprofessionals** will start a new CTLE (PD) cycle after registration in the month of their birth
- Professionally certified teachers and Level III certified paraprofessionals will collect 100 hours during a 5 year registration cycle. At the end of their first 5 year cycle they will send their CTLE tracking forms to the NYCDOE and register again with the NYSED OTI through their teach account
- Professional development completed on or after July 1st 2016, but before the individual's birthday month (at which time the individual must register) will be permissible
- **Permanently certified teachers WILL NOT report** any CTLE (PD) hours. They will register in 5 year cycles starting in the month of their birth on or after July 1st 2016.