



PLAINEDGE PUBLIC SCHOOLS

DISTRICT ADMINISTRATION BUILDING
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To: All Certificated Employees

From: Guy J. Le Vaillant, Ed.D., Assistant Superintendent for Human Resources
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Date: June 21, 2016

Subject: Changes in Certification effective July 1, 2016

The New York State Education Department announced changes in certification requirements effective July 1, 2016. Recently, the Board of Regents and the New York State Education Department (NYSED) announced details needed to assist all certified employees with understanding the changes that are effective on July 1, 2016. Please review this memo and the supplementary materials that are attached. Changes to certification are as follows:

Certificate Holders Affected by Changes in Certification:

- *Permanent Teaching Certificates*
- *Permanent School Leader/Administrative Certificates*
- *Professional Teaching Certificates*
- *Professional School Leader/Administrative Certificates*
- *Level III Teaching Assistant Certificates*

Certificate Holders Not Affected by Changes in Certification:

- *Permanent Pupil Personnel Certificates (i.e., school social worker, school counselor, school psychologist, school attendance teacher, etc.)*
- *Initial Certificates*
- *Provisional Certificates*
- *Level I Teaching Assistant Certificates*
- *Level II Teaching Assistant Certificates*
- *Continuing Teaching Assistant Certificates*

Registration Requirements

- *Holders of the above-noted certificates issued prior to July 1, 2016, will be required to apply for initial registration during the 2016/2017 school year (July 1, 2016 to June 30, 2017) during his/her month of birth via the TEACH Online Services website (www.highered.nysed.gov/tcert/). Registration must be renewed every five (5) years.*
- *Holders of the above-noted certificates issued on or after July 1, 2016, will be automatically registered and the certificate holder shall re-register during the fifth succeeding birthday month thereafter and during each birthday month in the last year of each subsequent five-year period.*

Certificate Holders Not Practicing in New York State:

- *If a certificate holder is not practicing, or for any reason ceases to practice in New York, the certificate holder must notify the Department through the TEACH system that he/she is not practicing in a New York State school district or BOCES.*

Registration Procedure:

- *Certificate holders will need to have access to the TEACH Online Services website (www.highered.nysed.gov/tcert/). If you have never accessed the website before, you will need to create a username and password.*
- *If you have forgotten your TEACH credentials do not create a new account. Instead, follow the instructions in TEACH for accessing your forgotten credentials.*
- *It is very important that your TEACH account reflects your current legal name. If you need to change your name, please contact TEACH.*
- *Log in to your TEACH account and make sure that ALL contact information is correct (name, mailing address, e-mail address, telephone numbers, etc.).*
- *Apply for registration via the TEACH Online Services website during your month of birth between July 1, 2016 and June 30, 2017.*
- *There is no fee for registration.*
- *Registration is required for continued employment.*

Enforcement of Registration Procedure:

- ***Certificate holders must complete the registration process or he/she will not be able to be employed in any position requiring NYSED certification.** Registration must be completed via TEACH, therefore, all holders of NYSED certificates must have a valid TEACH account in order to register. If you are having difficulty accessing your TEACH account, please contact the TEACH helpline at (518) 486-6041.*
- *Certificate holders of NYSED certificates must complete the registration process by the listed deadlines or they will be declared “not certified” to be employed in any position requiring such certificates.*

Continuing Teacher and Leader Education (CTLE) Requirements:

- *Continuing Teacher and Leader Education (CTLE) Requirements is the new name for professional development hours.*
- *Holders of Professional Teaching Certificates and Professional Administrative Certificates and Level III Teaching Assistant Certificates are required to complete one hundred (100) hours of CTLE during each five-year registration period.*
- *This replaces the current requirement for one hundred and seventy-five (175) for teachers and seventy-five (75) for Level three Teaching Assistants of professional development every five (5) years. These regulations remain in effect until 2016- 2017 school year.*
- *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.*
- *If a certificate holder is unable to complete the required CTLE hours within her/his registration period, he/she will not be able to register with SED and will not be able to work in an applicable school. A conditional registration that allows individuals up to one (1) year to complete missing CTLE hours may be granted in these situations.*
- *(Note: The application process for the conditional registration is still to be determined by SED.)*

- *If a certificate holder stops working during a five-year registration period, he/she is required to complete a minimum of twenty (20) hours of CTLE for every year that she/he was working in an applicable school during that five-year cycle.*
- *The CTLE hours include targeted hours designed to address the needs of English language learners (ELLs). Professionally certified ESOL teachers and holders of the bilingual extension are required to complete a minimum of 50% of their CLE hours in areas that specifically address the needs of ELLs. All other certificate holders required to complete CTLE hours must complete a minimum of 15% of their hours in areas that address the needs of ELLs.*
- *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.*
- *A peer review teacher or a principal acting as an independent evaluator within a teacher evaluation system may credit such time towards his/her CTLE requirement. Similarly, achieving National Board certification during a registration period will satisfy the CTLE requirement for that five-year cycle.*

Continuing Teacher and Leader Education (CTLE) Providers:

- *The new regulations require that the CTLE be rigorous and offered by SED-approved sponsors. The rigorous portion of this requires that CTLE be aligned with the NYS Professional Development Standards.*
- *School districts and BOCES will continue to be approved providers, along with teacher centers, NYS Institutions of higher education, NYSUT's Education & Learning Trust and other professional organizations. All CTLE providers must apply every five years to the State Education Department to continue as providers, yet the above-mentioned providers will not have to pay a fee for this process.*
- *(Note: the actual application process to be an approved sponsor is still to be determined by SED.)*

Reporting of Continuing Teacher and Leader Education (CTLE) Hours:

- *Plannedge is required to report hours to NYSED for employees who work more than ninety (90) days in a school year. A day of employment is defined as a day actually worked in whole or in part, or a day not actually worked but a day paid.*
- *Plannedge will continue to offer CTLE hours in its professional development plan.*
- *Certificate holders are required to maintain a record of completed CTLE that includes: the title of the program, total hours completed, number of hours completed to help with ELLs, the providing sponsor's name (district, BOCES, teacher center, etc.), attendance verification, and date/location of program. These records are to be kept for eight (8) years.*

Enforcement of Continuing Teacher and Leader Education (CTLE) Hours:

- *Employees who do not maintain their hours may be subject to certificate revocation under Part 80 of the Commissioner's Regulations.*

Should you have specific certification questions, please contact the Nassau BOCES Regional Certification Office at (516) 396-2368; otherwise, you are welcome to contact the Human Resources Department.

Attachments: Registration and CTLE Requirement Chart (NYSED Office of Teaching)