

## Frequently Asked Questions

### New Registration and Continuing Teacher and Leader Education (CTLE) Requirements – Effective July 1, 2016

#### 1. When will the TEACH system, new registration and sponsor approval process be piloted to the field?

##### What is NYSED's timeline for implementation?

a. The TEACH system and new registration system is tentatively scheduled to be piloted in early June and is planned to go operational in mid-June. Once the system is operational, registration may begin and NYS school districts that want to become CTLE sponsors may begin the approval process. **The new 100 hour CTLE requirement officially begins on July 1, 2016** for holders of *professional certificates* in the classroom teaching and educational leadership service and *Level III teaching assistants*.

#### 2. When exactly does the new registration and CTLE requirement begin?

a. The new registration and CTLE requirement begins on July 1, 2016.

#### 3. The new law references a potential *moral character review* if a certificate holder fails to register—how will this be implemented?

a. The law also states that a willful failure to register, or to provide notice within 180 days of a change of name or address, *may* constitute grounds for moral character review. This specific issue of the possibility of action against a teacher's certificate for failure to provide such notice is pursuant to the statute, Education Law section 3006(3)(d), which was passed by the Legislature and signed into law by the Governor, and states that a "willful failure to register or provide such notice (change of name or address) within 180 days of such change *may* constitute grounds for moral character review..." The regulations before the Board in June *do not* address the issue of Part 83 review based on failure of a teacher to provide notice of a change in address, though they do provide that willful failure to register *may* be grounds for Part 83 review and they also *repeat*, without change, the language of Education Law section 3006-a(3) relating to Part 83 review when a teacher is denied registration based on failure to complete continuing education requirements.

However, it is important to note that, in this particular situation, the law allows for SED discretion. Given the authority provided within the law, it is important to note that the Department recognizes that this is a transition period, and that we have no plans to pursue Part 83 moral character review for anyone who may fail to register or update his/her name and/or address. In the event that a certificate holder who must register fails to do so, the Department will contact the individual several times to make him/her aware of his/her responsibility under the law. If, after repeated contacts from the Department, the certificate holder fails to register, the Department may, in its discretion, initiate Part 83 proceedings.

## **Requirements of Individual Certificate Holders**

### **1. Can professional development completed before registration be counted towards the 100 hours required during a five year period, or does the five years begin on the day you register?**

a. CTLE completed from an approved sponsor on or after July 1, 2016, but before the individual's birthday month (at which time the individual *must* register) will be permissible. However, CTLE hours cannot be carried over from one five year registration period to a subsequent five year period.

### **2. Will it be possible to register early? For example, if ones' birthday month is in September, may they register in August?**

a. It will be possible to register early through the TEACH system, but we are encouraging people to wait for their birthday month so that the TEACH system is not overwhelmed. The TEACH system will allow for registration beginning in early June 2016.

### **3. Is registration automatic when moving from an initial to a professional certification?**

a. Yes, when an individual moves from an initial to professional certification or is issued his/her first professional certification, he/she is registered with the Department automatically.

### **4. How are the 100 hours tracked in the TEACH account?**

a. The Department will ask that the **certificate holder** attest to his/her completion of the 100 hours prior to his/her re-registration. **He/she will also be responsible to retain a record of the CTLE programs attended and the number of hours completed.** Certificate holders will attest that they have completed the 100 hours of required CTLE, must retain records of completed CTLE, and must provide documentation if requested showing that they have complied with the CTLE requirement.

### **5. How will holders of multiple certificates be treated? Must they register and/or complete CTLE hours for both or multiple certificates?**

a. No. An individual with multiple certificates registers only once. Similarly, there is only one 100 hour CTLE requirement per person.

### **6. As the regulations are drafted, those certificate holders not practicing and/or cease to practice in an applicable school in New York must notify the Department. How will this be communicated to those not practicing?**

a. All certificate holders that have a valid email address on TEACH will be sent information regarding the requirements. The Office of Teaching website includes information regarding the requirements.

### **7. What adjustments may be made, if any, for those completing the required CTLE hours?**

a. An adjustment to the CTLE requirement prescribed, in terms of clock hours and/or the time for completing CTLE, may be granted by the Commissioner provided that the CTLE certificate holder documents good cause that prevents compliance, which shall include any of the following reasons: *poor health certified by a health care provider, extended active duty in the Armed Forces, or other good cause* acceptable to the Department which may prevent compliance. Individuals will be able to apply for and request an adjustment on TEACH.

In addition, a peer review teacher, or a principal acting as an independent trained evaluator, conducting a classroom observation as part of the teacher evaluation system pursuant to Section 3012-d may credit his/her time towards meeting his/her CTLE.

The proposed amendment also provides that the 100 hour CTLE requirement will be deemed to have been met for a holder of a teaching certificate who achieves certification from the **National Board for Professional Teaching Standards** for the registration period in which such National Board certification is achieved, provided that the candidate meets the CTLE requirements in language acquisition, to the extent required.

Last, please note that for **credit-bearing university or college courses**, each semester hour of credit shall equal 15 clock hours of CTLE credit, and each quarter hour of credit shall equal 10 clock hours of CTLE credit for purposes of this section. For all other approved continuing teacher and leader education courses, one CTLE credit hour shall constitute a minimum of 60 minutes of instruction/education.

**8. Is the new registration and CTLE requirement duplicating the existing professional development plan procedures? Is this the intent?**

a. No, the **new registration and CTLE** requirement does not duplicate the existing professional development requirement. Rather, it **replaces the former 175 hour requirement.**

**9. What happens if a certificate holder is unable to complete his/her required CTLE before the end of the five year registration period?**

a. If a certificate holder does not complete the required CTLE before the end of his/her five year registration period, **he/she shall not be registered and shall not practice until he/she is registered.** The certificate holder can apply for a conditional registration to allow a candidate up to one year to complete the remaining CTLE hours and remain eligible to practice in a New York State public school or BOCES.

When the CTLE has been completed, the CTLE certificate holder will be deemed registered for the remaining registration period. As per the statute, **if the CTLE certificate holder continues to practice without his/her registration, he/she may be subject to moral character review pursuant to Part 83 of the Commissioner's Regulations.** Also, please note that the proposed amendment requires that, if a CTLE certificate holder were to become inactive (no longer practicing) for a period of time during his/her five year registration period and then return to practice during that same five year period, he/she will be required to register with the Department prior to resuming practice. If the certificate holder was in the middle of a registration period when he/she became inactive and was no longer practicing, he/she must complete a minimum of 20 hours of CTLE for every year that he/she was practicing in an applicable school during that five year registration period.

**10. How will professional development be tailored to meet the needs of those who work with students with disabilities and/or alternative curriculum?**

a. There is nothing in the new law that limits the type of CTLE that a teacher/leader/Teaching Assistant Level III may choose as long as it is consistent with the new law, which states that acceptable CTLE ***"shall mean activities designed to improve the teacher or leader's pedagogical and/or leadership skills, targeted at improving student performance, including but not limited to formal CTLE activities. Such activities shall promote the professionalization of teaching and be closely aligned to district goals for student performance which meet the standards prescribed by regulations of the Commissioner."***

There is also nothing preventing the districts and BOCES from providing additional CTLE, or preventing certificate holders from completing additional hours of CTLE beyond the 100 hours required during the five year period. So long as CTLE is included in a district or BOCES professional development plan and approved by the Department, there is nothing preventing districts and BOCES from providing CTLE that targets teachers of students with disabilities and/or other specific populations of students.

In addition, please note that the **Regulations do require a minimum of 15% of the required CTLE clock hours to be dedicated to language acquisition addressing the needs of English language learners, or 50% for those holding professional certification in the certificate title of English to speakers of other languages (all grades) or a holder of a bilingual extension.** This remains consistent with the former professional development requirements under Part 154 of the Commissioner's Regulations.

For additional details, please visit the NYSED website at:

<http://www.highered.nysed.gov/tcert/pdf/CTLE%20FAQ%2006102016.pdf>