

PROFESSIONAL DEVELOPMENT

Reminder! Ensure You Are Meeting NYSED Requirement For CTLE Hours

BY DR. ELOISE MESSINEO

As you may know, as of July 1, 2016, there is a (CTLE) Continuing Teacher and Leader Education requirement for our members who have been issued specific certificates from the New York State Education Department. It is imperative that you review your NY Teach account and determine which certificates have been issued to you by NYSED and whether the certificate was issued as a professional or permanent certificate.

Please be certain that you have the username and password that you created to access your NY Teach account.

Once you have carefully reviewed your NY Teach account choose the following category that applies to you:

If you are an individual who possesses any professional certificate issued to you by the NYSED; that is, pedagogical, administrative, supervisory or otherwise, then you are required to satisfy a 100 Hour CTLE requirement and this requirement must be satisfied each and every five years that you serve in the State of New York.

Of the 100 hours, 15 hours must be in training for ML's – Multilingual Learners or ELL's – English Language Learners.

Special Note

A total of 100 hours each and every five years are required regardless of how many professional certificates you possess.

In addition, ALL CTLE hours must be provided by a NYSED Approved CTLE Sponsor as listed on the NYSED website. ELI is an approved sponsor of CTLE in New York State.

If you are an individual who possesses only permanent certificates issued to you by the NYSED; that is, pedagogical; administrative; supervisory or otherwise, then, you do not need to satisfy any CTLE requirement for NYSED.

Now, your question may be: How do I accrue the 100 hours of CTLE from a NYSED approved sponsor?

Your best bet is to make a plan and decide to complete at least 20 hours of professional development each year during the five-year time period. This can be done by registering on the ELI

website at elipd.org and selecting from a myriad of workshops and topics. After your attendance at the workshop has been verified, you will receive an official certificate from ELI by email that you should save in a desktop file folder by year so that you will have evidence of substantiating documentation that you have completed the workshop. Save the certificates electronically so you may submit them electronically to the NYSED if you are randomly called upon to submit proof of completion of CTLE hours.

If you have any questions, you may contact me at eloise@csa-nyc.org and please include your cell phone number in your email.

Dr. Eloise Messineo is the Executive Director of ELI.