



# Plainview-Old Bethpage Central School District

106 Washington Avenue, Plainview, New York 11803

Office of Human Resources

Vincent K. Mulieri, Ed. D.  
*Assistant Superintendent for Human Resources*

## Memorandum

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TO: All-District Faculty  
FROM: Dr. Vincent K. Mulieri *VM*  
DATE: February 6, 2017  
RE: Continuing Teacher and Leader Education (CTLE)

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The purpose of this memo is to provide teachers who hold **professional certifications**, information on his/her obligations for taking, recording, and maintaining records of CTLE hours and to notify the teachers who hold professional certifications that the district no longer has the ability to enter their information into the TEACH system.

As you know **holders of Professional Certificates must complete Continuing Teacher and Leader Education (CTLE)** as described below.

### Continuing Teacher and Leader Education (CTLE):

- Holders of professional certificates must complete one hundred (100) hours of continuing teacher and leader education (CTLE) during the five-year registration period.
- CTLE hours accumulated by a certificated person prior to July 1, 2016 will **NOT** count towards the new 100-hour requirement during the new 5-year period that began on July 1, 2016.
  - However, the professional certificate holder is required to maintain records of the prior professional development.
- Holders of English to Speakers of Other Languages certification or bilingual extensions are required to complete 50 percent of the required CTLE hours in language acquisition aligned with the core content area of instruction taught.
- All other professional certificate holders must complete a minimum of 15% of the required CTLE hours in language acquisition addressing the needs of English Language Learners.
- The Office of Teaching Initiatives has provided CTLE information on their website. Acceptable CTLE shall be study in the content area of any certificate title held by the individual or in pedagogy, and include any required study in language acquisition addressing the needs of English language learners as described in section 80-6.3 of Commissioner's Regulations. Acceptable CTLE must be taken from a sponsor approved by the Department. For more information please visit, <http://www.highered.nysed.gov/tcert/>.
- Continuing teacher and leader education (CTLE) must be provided by a Department approved sponsor in order to count toward the requirement.
- CTLE certificate holders are responsible to maintain a record of all completed CTLE, which shall

include: the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of English language learners, the sponsor's name and any identifying number, attendance verification, and the date and location of the program. Records must be retained for at least three (3) years from the end of the registration period in which the CTLE was completed.

As we have progressed through the new regulations, the following changes have been made by NYSED and the TEACH system.

**Changes:**

- *District:*
  - The district **no longer** has the ability to enter CTLE information into the TEACH system for teachers.
- *Teachers:*
  - A teacher **MUST** record all CTLE hours in the TEACH system through his/her account.
  - Teachers **MUST** receive a CTLE certificate from the approved sponsor for each completed CTLE program.
  - Teachers **are required** to maintain the CTLE certificates for all courses/programs they complete.
  - Teachers **MUST** document and hold all CTLE records during each 5-year registration period.
    - Once a 5-year registration period has expired, teachers are required to maintain the recently expired 5-year records for an additional 3 years.

Please remember it is your obligation to complete, maintain and record all CTLE courses and documentation associated with maintaining your teaching certification. If you have any questions or require additional information, please feel welcome to contact the Office of Human Resources and speak with me or Tina Koulouris.

Copy: Dr. Lewis  
Ms. Gierasch  
Mr. Cunningham  
Ms. Melzer  
Ms. Koulouris

**PLAINVIEW-OLD BETHPAGE CENTRAL SCHOOL DISTRICT'S  
PROFESSIONAL DEVELOPMENT LOG**

In order to maintain a Professional Certificate teachers must accrue 100 hours of professional development over a one year period. All subject matter content of professional development activities/exercises must clearly be connected to student achievement of the NYS Learning Standards, teacher needs and should result in a demonstrated increase in teacher knowledge and understanding, skillfulness and professional values. The ultimate goal of all efforts in this area is to increase the capacity of teachers/teaching assistants to enable and assist all students to higher academic achievement.

School Year

Name

Building(s)

**SECTION (A) SUPERINTENDENT CONFERENCE DAYS**

<u>Date(s)</u>	<u>Hours</u>
<b>TOTAL HOURS SECTION (A)</b>	

**SECTION (B) BUILDING ADMINISTRATIVE FACULTY MEETINGS**

<u>Date(s)</u>	<u>Description</u>	<u>Hours Completed</u>
<b>TOTAL HOURS SECTION (B)</b>		

## SECTION (C) BUILDING ADMINISTRATIVE FACULTY MEETINGS

Date(s)	Course #	Description	Location	Hours Completed
TOTAL HOURS SECTION (C)				

TOTAL (A)            +            TOTAL (B)            +            TOTAL (C)            =            SUM (A,B,C)  
 \_\_\_\_\_            +            \_\_\_\_\_            +            \_\_\_\_\_            =            =====