

*Registration and CTLE:
Teaching Assistant Level III*



Fact Sheet No. 17-13 (Updates and replaces 17-02)

June 2017

Overview

The 2015 New York State budget included requirements for certain certificate holders to register with the State Education Department (SED) and complete Continuing Teacher & Leader Education hours (CTLE hours). Chapter 56 of the Laws of 2015 specified that these requirements were to be in effect as of July 1, 2016. These regulations are Part 80-6 of Commissioner's Regulations.

Registering with the State Education Department

As of July 1, 2016, any holders of a certificate that is valid for life must access their TEACH accounts and choose a registration status during the 2016-2017 school year. Level III Teaching Assistants who are practicing in a NYS School District or BOCES must select a registration status on their TEACH account.

Practicing is defined as employed 90 days or more during a school year by a single applicable school in New York in a position requiring state certification. A day of employment includes a day actually worked in whole or in part, or a day not actually worked but a day paid. An applicable school is defined as a NYS public school or BOCES.

This registration process is done using the State Education Department's (SED) TEACH system and is required every 5 years thereafter. For additional information on how to register with SED, please visit their [website](#).

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Certificate Title	Registration Required
Teaching Assistant Level III	YES*
Teaching Assistant with a Continuing Certificate	NO

Teaching Assistants who are required to register can select one of the following registration statuses available to them according to [SED](#):

Registered: The certificate holder has notified the Office of Teaching Initiatives they wish to be registered. This status is for Level III teaching assistants who are working in a NYS public school or BOCES for more than 90 days in a single school year. SED considers this full-time employment for registration purposes.

Inactive: The certificate holder has notified the Office of Teaching Initiatives they do not wish to be registered and are not practicing in an applicable school. If a Level III teaching assistant is not working in a public school or BOCES or is working less than 90 days in a single school year, this status applies. If the Level III teaching assistant then returns to full-time employment in a NYS public school or BOCES then he/she would update the registration status to 'Registered'.

Not Registered: The certificate holder has not notified the Office of Teaching Initiatives they wish to be Registered or Inactive.

The act of selecting a registration status is connected to one's employment status in the public schools or BOCES.

Note: Individuals whose Level III Teaching Assistant certificates are issued after July 1, 2016 will be automatically registered when the certificates are issued. These individuals will then be required to re-register in five years, during the month of their birth.

Continuing Teacher & Leader Education (CTLE) Requirements

As indicated on the chart below, Level III Teaching Assistants and professionally certified classroom teachers/educational leaders will be required to complete Continuing Teacher & Leader Education hours during each five year registration period. Note that the CTLE hours replace the pre-July 1, 2016 professional development requirement of 75 hours.

	Required to Complete CTLE Hours	Hours Required per 5-Year Registration
Teaching Assistant Level III	YES	100
Professionally certified classroom teachers/educational leaders	YES	100
Teaching Assistant with a Continuing Certificate	NO	None for NYS certification purposes

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. As CTLE cycles had started as of July 1, 2016 and SED had not yet finalized its list of approved sponsors, SED indicated in its June 1, 2016 Field Memo that:

“... professional development completed on or after July 1, 2016, but before the individual's birthday month will be counted toward the 100 CTLE hours' requirement for the first 5-year cycle.”

Individuals who are issued their first Professional certification after July 1, 2016 will be automatically registered for their first five (5) year registration period. The registration period will begin the first day of their birth month and end on the last day of the month prior to their birth month in the 5th year of the registration cycle.

If certificate holders are unable to complete the required CTLE hours within the registration period, they can apply for a conditional registration. If granted by the state, this allows individuals up to one year to complete missing CTLE hours. The application process for the conditional registration is done on the TEACH online system.

If certificate holders stop working during a five (5) year registration period, they are required to complete a minimum of 20 hours of CTLE for every year that they were working in a public school or BOCES during that five (5) year registration cycle. Note: SED considers working 90 days or more in a single year as full-time employment and therefore CTLE hours are required.

The CTLE hours continue to include targeted hours designed to address the needs of English language learners (ELLs). Level III teaching assistants are required to complete a minimum of 15% of their required 100 CTLE hours in areas that address the needs of ELLs. An exemption to the 15% requirements still exists for districts with less than 5% (or 30 enrolled) ELL students.

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.

CTLE Sponsors (approved providers)

SED regulations require that the CTLE activities be rigorous and offered by SED-approved sponsors. The rigorous portion of this requires that CTLE be aligned with the NYS Professional Development Standards - <http://www.highered.nysed.gov/tcert/pdf/pdstds.pdf>.

A list of SED-approved CTLE sponsors is available on SED's [website](#). School districts, BOCES, teacher centers, many NYS institutions of higher education, NYSUT's Education & Learning Trust and other professional organizations are included on this list. All CTLE providers must apply every five years to the State Education Department to continue as CTLE sponsors.

The application to be an approved sponsor is available on SED's website at http://www.highered.nysed.gov/tcert/resteachers/CTLE_Sponsor_Home.html.

Record-keeping and Reporting CTLE Hours

Districts and other approved CTLE sponsors are required to maintain records of the CTLE activities that they offered for a period of eight (8) years. Similarly, CTLE certificate holders are required to maintain records of their own CTLE hours for eight (8) years - the five (5) year registration cycle plus three additional years.

District-based CTLE activities should be included (to the extent they are known in advance) in the district Professional Development Plan (PDP) which is still required to be submitted to SED annually – see Part 100.2(dd) [PDP regulations](#). These regulations still stipulate that school districts and BOCES are required to provide CTLE hours so that faculty and staff remain current with their profession, meet the learning needs of their students, and are able to maintain their certificates in good standing.

Districts and other approved CTLE sponsors are required to provide CTLE participants with access to a 'certificate of completion' for each CTLE activity that the participants complete. Original SED guidance was that this was to be a paper copy; updated SED guidance allows for this 'certificate of completion' to be paper or electronic.

Neither CTLE sponsors nor CTLE certificate holders are required to submit hours to SED unless they are specifically asked by SED to provide them. At the end of each 5-year registration cycle, CTLE certificate holders will attest to completing 100 CTLE hours on their TEACH accounts. SED may randomly audit both CTLE sponsors and CTLE certificate holders to ensure compliance with regulations.

The regulations governing Registration and CTLE requirements are found in [Part 80.6 of Commissioner's Regulations](#).

Items for Local Leaders:

Members need to be able to access their CTLE hours if requested by SED. Members can request paper copies of CTLE Certificates of Completion or can have access to electronic copies of these certificates. Local leaders and members should consider the reliability of a district's CTLE tracking system (such as My Learning Plan) when determining if paper or electronic copies are preferable.

The process of registering with SED includes a requirement for members to answer a series of 'moral character' questions. Local leaders and members should note that SED has the authority to ask these questions of CTLE certificate holders as well as members of other professions in NYS.