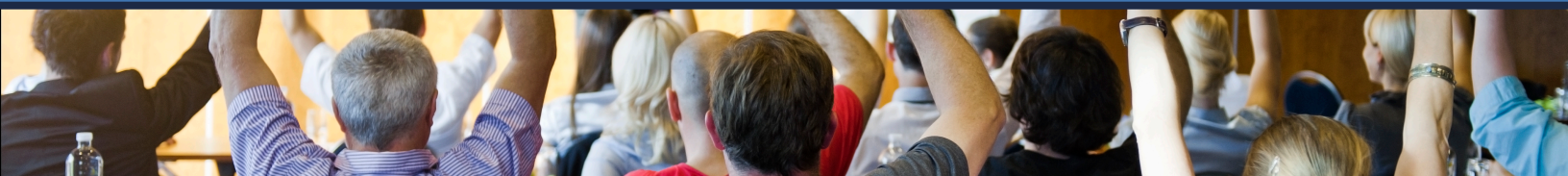


PROFESSIONAL LEARNING

RECORDING CTLE CREDIT HOURS



NYSED SCHOOL GUIDANCE

CTLE REQUIREMENT GUIDANCE PAGE (EFFECTIVE JULY 1, 2016): [HTTP://WWW.HIGHERED.NYSED.GOV/TCERT/RETEACHERS/REGISTRATIONCTLEHOME.HTML](http://www.highered.nysed.gov/tcert/reteachers/registrationctlehome.html)

CHART FOR REGISTRATION AND CTLE REQUIREMENTS: [HTTP://WWW.HIGHERED.NYSED.GOV/TCERT/PDF/REGISTRATIONTABLE.PDF](http://www.highered.nysed.gov/tcert/pdf/registrationtable.pdf)

CTLE INDIVIDUAL RECORD KEEPING FORM: [HTTP://WWW.HIGHERED.NYSED.GOV/TCERT/PDF/DONOTSUBMIT-CTLERECORD.PDF](http://www.highered.nysed.gov/tcert/pdf/donotsubmit-ctlerecord.pdf)

The Board of Regents, at its March 2016 meeting adopted a new Subpart 80-6 of the Regulations of the Commissioner of Education to implement Chapter 56 of the Laws of 2015 relating to the **registration process for any holder of a classroom teaching, school leader and teaching assistant certificate that is valid for life (Permanent, Professional and Level III Teaching Assistant) and the establishment of Continuing Teacher and Leader Education (CTLE) requirements for Professional and Level III Teaching Assistant certificate holders.** A few key take aways are listed below.



KEY TAKEAWAYS

CTLE HOUR REQUIREMENTS

- A registered holder of a professional classroom teaching certificate, educational leadership certificate, or Level III teaching assistant certificate is **required to successfully complete 100 clock hours of acceptable CTLE during the registration period (5 years).**
- All other Professional certificate holders **must complete a minimum of 15 percent of the required CTLE clock hours in language acquisition addressing the needs of English language learners.**

TRACKING YOUR CTLE HOURS

- **CTLE certificate holders shall maintain a record of completed CTLE.** The link to the individual record keeping form is provided above. Keep records for an 8 year period of time.
- Below are links to a few **videos to assist Frontline users** with common record keeping questions, utilizing My Portfolio, and printing certificates.
 - <https://pd-help.frontlineeducation.com/hc/en-us/articles/115009206927-Popular-Professional-Learning-Questions-for-Teachers-End-Users>
 - <https://pd-help.frontlineeducation.com/hc/en-us/articles/115004160527-Viewing-My-Portfolio>
 - <https://pd-help.frontlineeducation.com/hc/en-us/articles/115004319648-Printing-a-Completion-Certificate>



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