

Continuing Teacher and Leader Education (CTLE) Requirement



Who must complete the CTLE requirement?

Professionally certified teachers are required to complete 100 Continuing Teacher & Leader Education (CTLE) hours during each five (5)-year registration cycle.

Professional certificates include:

- Professional certificate in the classroom teaching service
- Professional certificate in the educational leadership service (i.e., School Building Leader, School District Leader, and School District Business Leader)
- Teaching Assistant Level III certificate

What is the CTLE requirement?

Completion of 100 clock hours of activities provided by a NYS approved CTLE sponsor

- 15% of the clock hours for classroom teachers or 50% ESOL certified and BE teachers must be dedicated to *language acquisition addressing the needs of ELLs*.

Who is responsible for the record keeping?

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 (3) additional years. Approved CTLE sponsors are required to provide CTLE participants with access to a 'certificate of completion' for each CTLE activity that the participant completes in either paper or electronic format.

At the end of each five (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.

How long do educators have to complete their CTLE requirement?

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.

What is considered acceptable CTLE clock hours?

SED regulations require that the CTLE activities be rigorous and offered by SED-approved sponsors.

The list of approved CTLE sponsors is available [online](#).

Professional development or professional learning *not designated as CTLE by an approved CTLE sponsor does not count* towards the required CTLE clock hours.

Who are approved CTLE sponsors?

A prospective CTLE sponsor must comply with the applicable requirements of Subpart 80-6 of the Regulations of the Commissioner of Education (Commissioner's Regulations) to obtain State Education Department (SED) approval as an Approved Sponsor of CTLE for Professional and Level III Teaching Assistant certificate holders.

Where do I find a list of approved CTLE sponsors?

On the NYSED Office of Teaching Initiatives website:

<http://www.highered.nysed.gov/tcert/resteachers/ctlesponsors.html>

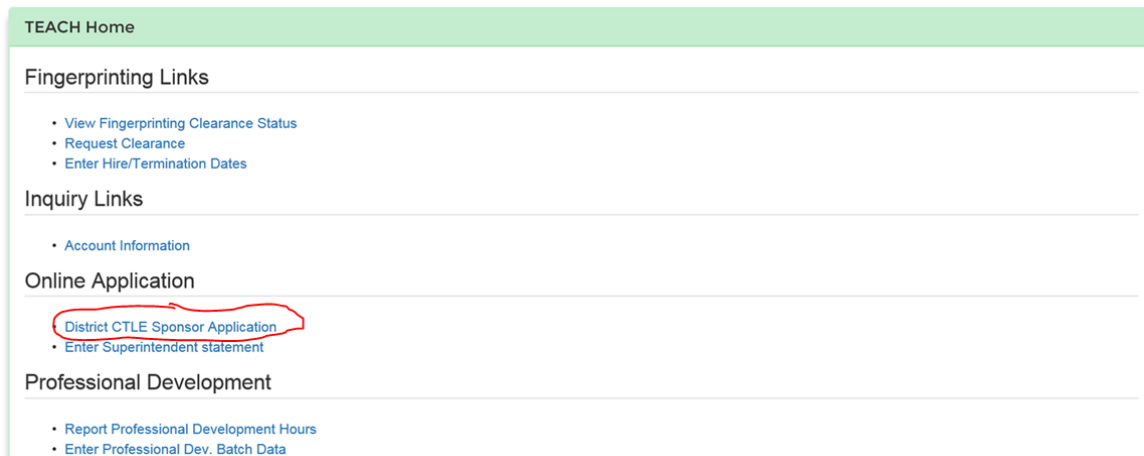


Office of Teaching Initiatives

How does my school district become a CTLE approved sponsor?

NYS School Districts and Boards of Cooperative Educational Services (BOCES) must complete an electronic CTLE Sponsor attestation through the [TEACH Online System](#).

- On the homepage under online application\ district CTLE sponsor application



Where can I find more information?

NYSED's webpage: <http://www.highered.nysed.gov/tcert/resteachers/registrationctlehome.html>

Email address to contact: tcert@nysed.gov.

