

Personnel

SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING**Continuing Teacher and Leader Education (CTLE) Standards**

All continuing teacher and leader education certificate holders (CTLE certificate holders) must successfully complete a minimum of 100 hours of acceptable CTLE hours during each five-year registration period to maintain a valid certificate. The District will either be an approved sponsor to provide CTLE or will notify the Office of Teaching Initiatives how it will provide each CTLE certificate holder with the required amount of CTLE. Other approved sponsors may include BOCES, Teacher Centers, accredited state institutions of higher learning, professional organizations, and SED-approved education programs. The District's CTLE should follow these standards:

- 1) Professional learning design is based on data; derived from the experience, expertise, and needs of the recipients; reflects best practices in sustained job-embedded learning; and incorporates knowledge of how adults learn.
- 2) Professional learning expands content knowledge and the knowledge and skills necessary to provide developmentally appropriate instructional strategies and to assess student progress.
- 3) Professional learning is research-based and provides opportunities to analyze, apply, and engage in research.
- 4) Professional learning ensures that personnel have the knowledge, skill, and opportunity to collaborate to improve instruction and student achievement in a respectful and trusting environment.
- 5) Professional learning ensures that personnel have the knowledge and skill to meet the diverse needs of all students.
- 6) Professional learning ensures that personnel have the knowledge and skill to create safe, secure, supportive, and equitable learning environments for all students.
- 7) Professional learning ensures that personnel have the knowledge, skill and opportunity to engage and collaborate with parents, families, and other community members as active partners in children's education.
- 8) Professional learning uses disaggregated student data and other evidence of student learning to determine professional learning needs and priorities, to monitor student progress, and to help sustain continuous professional growth.
- 9) Professional learning promotes technological literacy and facilitates the effective use of all appropriate technology.
- 10) Professional learning is evaluated using multiple sources of information to assess its effectiveness in improving professional practice and student learning.

(Continued)

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For credit-bearing university or college courses, each semester-hour of credit will equal 15 hours of CTLE credit, and each quarter-hour will equal ten hours of CTLE credit. For all other approved CTLE courses, one CTLE credit hour will constitute a minimum of 60 minutes of instruction or education.

Conditional Registration

If an employee does not complete the mandatory CTLE requirements within their registration period, they will not be registered by SED and cannot practice unless they complete the registration or conditionally register. SED may issue a conditional registration that allows a candidate up to one year to complete outstanding CTLE hours to remain eligible to teach or supervise in the District. When the certificate holder completes the remaining CTLE, SED will consider him or her registered for the remaining registration period.

If a certificate holder returns to practice in the District, they will be required to first register with SED. If the certificate holder is in the middle of a registration period when they become inactive and are no longer practicing, they must complete a minimum of 20 CTLE hours for every year they were practicing in an applicable school.

District Recordkeeping Responsibilities

The District must maintain a record of any professional learning it conducts or provides for educators for at least seven years from the completion date. The record will include:

- 1) The name of the educator and identifying information;
- 2) The title of the program;
- 3) The number of hours completed; and
- 4) The date and location of the program.

The District will also maintain documentation regarding the implementation of its mentoring program described in its professional learning plan. The documentation will include for each person receiving mentoring pursuant to the mentoring program: the name of that person and identifying information, their certificate, the type of mentoring activity, the number of hours completed in the mentoring activity, and the name and identifying information of the person who provided the mentoring. This documentation will be maintained for at least seven years from the mentoring completion date and will be available for review by SED.

Education Law §§ 3006, 3006-a, and 3012-d
8 NYCRR Subpart 80-6
8 NYCRR §§ 100.2(dd) and 154-2.3(k)

June 14, 2021