

## CTLE Checklist

- the date and location of the CTLE activity;
- the name and curriculum vitae of the instructor/presenter;
- the objectives and learning methods of the CTLE activity;
- the outline of the CTLE activity, the assessment methods used, and the number of contact hours of the CTLE activity;
- a summary of any evaluation of the CTLE activity;
- copies of all promotional materials used in a CTLE activity;
- any evaluation of the need for the CTLE activity; and
- the list of certified professionals in attendance, including each attendee's first name, last name, last four digits of their Social Security Number and their date of birth.

Please create an electronic file of all items described above and upload to XXX.

## CTLE Credit Guide

This document is intended to inform members of the School of Education faculty of guidelines and regulations to be adhered to when planning and administering professional development offerings.

General information on CTLE can be found at:

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

### What can be offered as PD for CTLE credit?

Acceptable activities are defined in accordance with NYSED guidelines:

*CTLE activities must be offered in appropriate subject areas, as defined in law and regulation Subpart 80-6 of the Regulations of the Commissioner of Education to implement Chapter 56 of the Laws of 2015 relating to the establishment of CTLE requirements for Professional and Level III Teaching Assistant certificate holders, which:*

- *will expand educators' content knowledge and the knowledge and skills necessary to provide rigorous, developmentally appropriate instructional strategies and assesses student progress;*
- *is research-based and provides educators with opportunities to analyze, apply, and engage in research;*
- *includes the necessary opportunities for professionals to obtain CTLE to meet the English language learner provisions;*
- *is designed to ensure that educators:*

*(1) have the knowledge, skill, and opportunity to collaborate to improve instruction and student achievement in a respectful and trusting environment;*  
*(2) have the knowledge and skill to meet the diverse needs of all students;*  
*(3) have the knowledge and skill to create safe, secure, supportive, and equitable learning environments for all students;*  
*(4) have the knowledge, skills, and opportunity to engage and collaborate with parents, families, and other community members as active partners in children's education;*

- *uses disaggregated student data and other evidence of student learning to determine professional development learning needs and priorities, to monitor student progress, and to help sustain continuous professional growth;*
- *promotes technological literacy and facilitates the effective use of all appropriate technology; and*
- *evaluates using multiple sources of information to assess its effectiveness in improving professional practice and student learning.*

*Activities that may count for CTLE credit must be:*

- offered by a SED-approved sponsor;
- formal courses of learning including, but not limited to, university and college credit and non-credit courses;
- professional development programs and technical activities offered by national, state and local professional associations and other organizations acceptable and approved by SED ; and
- any other organized educational and technical activities related to continuing teacher and leader education that are acceptable and approved by SED.

*Any continuing education designed for the sole purpose of personal development, marketing, business practices, and maximizing profits for schools or school personnel will not be considered by SED as acceptable CTLE activities.*

NYS Professional Development Standards:

<http://www.highered.nysed.gov/tcert/pdf/pdstds.pdf>

Additional guidelines for providers can be found here:

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

### **How many CTLE credits/hours should be granted?**

In determining the number of hours granted to teachers for professional development (PD) conducted see below. To determine these hours, faculty must follow the guidelines for Measurement of CTLE provided by NYSED.

*For credit-bearing university or college courses, each semester-hour of credit shall equal 15 clock hours of CTLE credit, and each quarter-hour of credit shall equal 10 clock hours of CTLE credit. For all other approved continuing teacher and leader education courses, one CTLE credit hour shall constitute a minimum of 60 minutes of instruction/education.*

Activity	Number of CTLE Credits/Hours
Fulltime Enrollment in 3 Credit Course	45

### **Record Keeping**

For a minimum of 8 years, records with the following information must be kept for each PD offered. Information should be stored in a secured location to protect participant's personal information.

- *the date and location of the CTLE activity;*
- *the name and curriculum vitae of the instructor/presenter;*
- *the objectives and learning methods of the CTLE activity;*
- *the outline of the CTLE activity, the assessment methods used, and the number of contact hours of the CTLE activity;*
- *a summary of any evaluation of the CTLE activity;*
- *copies of all promotional materials used in a CTLE activity;*
- *any evaluation of the need for the CTLE activity; and*
- *the list of certified professionals in attendance, including each attendee's first name, last name, last four digits of their Social Security Number and their date of birth.*

Once processed, participants shall be issued a CTLE Hours Certificate as proof of participation. NYSED requires individual certificate holders to complete and submit an Individual CTLE Record Keeping form to report the completion of their required hours.

### Completion of Approved Continuing Teacher and Leader Education (CTLE) Hour(s) Certificate

All CTLE must be completed with Approved Sponsors and be reported using this form, or an alternative form/format that captures the same information that is requested on this form, in addition to any electronic reporting requirements.

Instructions for the Trainee:

Please complete Section I and retain your copy for at least three years from the end of the registration period in which you completed the CTLE. It is not necessary to send a copy of this form to the Office of Teaching Initiatives unless it is requested by the State Education Department or for use in obtaining an Initial Reissuance. **A separate form must be completed for each training.**

Instructions for the Approved CTLE Sponsor:

Please complete Sections II and III. These sections must be completed by the Approved CTLE Sponsor authorized individual. Sponsors must verify that the trainee completed the activity, the title, date(s) and number of hours awarded. Records must be retained for a period of eight years. You may use an alternative form or format, however that alternative must capture the same information that is requested on this form.

Section I			
First Name:	Last Name:	Middle Initial:	
Date of Birth: ____/____/____	Last 4 Digits of the Social Security Number:		
Section II			
Name of Venue:			
Street Address:	City:	State:	Zip Code:
CTLE Activity Title: _____ <small>(Indicate title/subject/grade level, etc.)</small>			
Select One or More Areas of Activity: _____ Pedagogy _____ Content _____ English Language Learning			
CTLE Date(s): from: ____/____/____ <small>(mm) (dd) (yyyy)</small>		to ____/____/____ <small>(mm) (dd) (yyyy)</small>	
Number of hours awarded _____			
Section III			
I certify that the individual listed in Section I completed the CTLE cited above pursuant to Subpart 80-6 of the Regulations of the Commissioner of Education.			
Approved Sponsor Name:			
Print Name of Authorized Certifying Officer :			
Signature of Authorized Certifying Officer:			
Approved Sponsor Identification Number:		Date:	
Email:		Phone Number:	