

# UFT CERTIFICATION SERVICES

## New Registration and CTLE\* Requirements for Classroom Teachers and Paraprofessionals Holding a Permanent, Professional and Level III Certificate

\*Continuing Teacher Leader Education

### ➤ Who registers?

- Permanently certified teachers
- Professionally certified teachers
- Level III certified paraprofessionals
- Any retired **NYS Certified teacher** who teaches 90 or more days

#### **NOTE:**

- Teachers who hold Initial Certs, Trans B Certs, Trans A Certs, Internship Certs, Conditional Initials Certs, as well as Paraprofessionals who hold a Level I or Level II teaching assistant Certificate **DO NOT** need to register
- If a certificate holder is not practicing, or for any reason ceases to practice in New York, the certificate holder must notify SED through the TEACH system that he/she is not practicing in a New York State school district and wishes to be considered inactive

### ➤ When do they register?

- First registration period will be staggered during the year 2016-2017 and will begin July 1<sup>st</sup> 2016
- Participants will register anytime during **the month of their birth before or after their birthday**

### ➤ How do they register?

- Eligible teachers and paraprofessionals will have to register through their teach account using their username and password <http://www.highered.nysed.gov/tcert/teach/>
- If a teacher has never created an account they will have to go to <http://www.highered.nysed.gov/tcert/teach/selfreg.html> and self-register with teach before registering as a certified active teacher

### ➤ Who will report CTLE hours?

- Professionally certified teachers
- Level III certified paraprofessionals

**NOTE:** Permanently Certified teachers **DO NOT** have to report CTLE hours

### ➤ How will it work for those teachers and paraprofessionals who report hours?

- **Professionally certified teachers and Level III certified paraprofessionals** will start a new CTLE (PD) cycle after registration in the month of their birth
- At the end of the 5 year cycle and time of re-registration, professionally certified teachers and Level III certified paraprofessionals will attest that they have completed the 100 hours of required CTLE. They must retain records of completed CTLE, and must provide documentation if requested by NYSED showing that they have complied with the CTLE requirement.
- Professional development completed on or after July 1<sup>st</sup> 2016, but before the individual's birthday month (at which time the individual must register) will be permissible
- **Permanently certified teachers WILL NOT report** any CTLE (PD) hours. They will register in 5 year cycles starting in the month of their birth on or after July 1<sup>st</sup> 2016.