

## **New Registration Requirement and Continuing Teacher and Leader Education (CTLE) Requirement for Professional Certificate Holders**

### **New Registration Requirement:**

A person who held a professional certificate in the classroom teaching service or educational leadership service (administration) certificate prior to July 1, 2016 must register with the New York State Education Department through the TEACH System. The person may do so either now or during the month of his or her birth in the 2016-17 school year. The person must renew his/her registration in the last year of each subsequent five-year period thereafter.

If you have not previously set up a username and password in TEACH, then you will need to do so to register. The link to the TEACH System may be found on the Office of Teaching Web Site at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert). Please follow the prompts in the TEACH System to set up the username and password. The TEACH help line for username, password and technical issues is (518) 486-6041.

Additional information regarding the requirement may be found on the Office of Teaching Web Site at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert).

### **New Continuing Teacher and Leader Education (CTLE) Requirement:**

A holder of a professional certificate in classroom teaching service or educational leadership (administration) must successfully complete 100 clock hours of acceptable CTLE during the five-year registration period if he or she practices in a New York State school district or BOCES. The CTLE requirement may be completed at any time during the registration period. CTLE completed during a prior registration period may not be carried over to the next registration period. CTLE credit will only be granted for CTLE acceptable to the New York State Education Department (NYSED) and conducted by a sponsor approved by the NYSED. **You will be responsible for tracking and attesting to your own CTLE credits in TEACH.** BOCES will not enter your CTLE credits in TEACH. You are required to retain documentation (certificates of completion from NYSED approved sponsors only). A list of approved sponsors is posted on the NYSED web site.

Additional information regarding the requirements and the TEACH System may be found on the Office of Teaching Web Site at [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert).

If you have questions regarding the requirements, then please contact Nicole Bensley at (716) 731-6800, extension 2203 or [nbensley@onboces.org](mailto:nbensley@onboces.org). Please note that Mrs. Bensley does not have access to your username and/or password and cannot assist with technical problems. Please keep your name, home address and email address current in your TEACH account.