

**Onondaga-Cortland-Madison BOCES
Guide to Teacher Registration & CTLE Completion**

Certificate Type	Registration Requirements	CTLE Requirements
<i>Permanent Classroom Teacher/Administrator</i>	Must Register every 5 years	No CTLE Requirement
<i>Professional Classroom Teacher/Administrator</i>	Must Register every 5 years	100 hours of CTLE is required during every five year registration period
<i>Initial Classroom Teacher/Administrator</i>	No Registration Requirement	No CTLE Requirement until Initial Certification becomes Professional
Level III Teaching Assistant	Must Register every 5 years	100 hours of CTLE is required during every five year registration period
Pupil Personnel Services (PPS) such as School Attendance Teachers, School Counselors, School Psychologists, School Social Workers, School Dental Hygiene Teachers and School Nurse Teachers	No Registration Requirement	No CTLE Requirement
<ul style="list-style-type: none"> • If you hold multiple certificates, and one of them is a Professional Certificate, you are obligated to follow all of the requirements of a Professional Certificate holder. • A person with multiple Professional Certificates only needs to register once every five years and complete one set of 100 hours every 5 years—not 100 hours for each certificate. 		

To Register:

- Before the end of your birthday month in the 2016-2017 school year, visit the Teach Online Service at <http://www.highered.nysed.gov/tcert/teach/>.
- Provide a valid email address you could access even if you were to leave your current district.
- Answer moral character questions.
- Keep the confirmation of your registration.

To Complete CTLE Hours:

- Attend CTLE credit qualifying professional development opportunities.
- Keep the confirmation of your attendance for each event.
- Track your hours to ensure your compliance with the 100 hours requirement.
- The next time you register, attest you've completed the CTLE requirement.

FAQ

Q1: Is there a fee to register?

A1: No; however, after the first five year period, there will be a late fee if you fail to register on time.

Q2. I'm in the middle of a 175 hour professional development cycle (the old system) for Professional Certification now. What happens?

A2: Collection and submission of those hours can be ceased. You will start your clock over when you register.

Q3: How long do I need to keep my confirmation of attendance slips for CTLE hours?

A3: You may be audited up to three years beyond the end of your five year registration period. Therefore, we recommend keeping your files for eight years.

Q4: I want to attend professional development that doesn't qualify for CTLE. Can I?

A4: This is a conversation to have with your supervisor about the value of your attendance. You may decide together your attendance is beneficial. Just know those hours will not count toward your 100 hour requirement.

Q5: I plan on getting my professional teaching certificate in August 2016; when will these CTLE hours impact me?

A5: If you obtain a professional certificate after July 1, 2016, SED will automatically register you upon issuing the certificate. Your CTLE hours will be done in the 5-year registration cycle that begins with you receiving the professional certificate, specifically starting in the month of your birth. After your first 5-year cycle, you will need to register with SED to begin the next cycle.

Q6: What else should I know?

A6: Failing to register and/or complete the CTLE requirements associated with your certification could result in a moral character review and the potential loss of your teaching credentials. Additionally, the new law also requires certified individuals to update their contact information, including name changes and address changes in the TEACH System.

Q7: Who should I talk to if I have questions?

A7: Your first stop should always be your supervisor. Together, you may decide your questions are more geared for a NYS Certification Officer.