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80-6.1 Definitions.

As used in this Subpart:

(a) *Applicable school* means a school district or board of cooperative educational services located in New York State. For purposes of this definition, the City School District of the City of New York and any of its components shall be considered a single school district.

(b) *Certificate holder* means all holders of a permanent or professional certificate in the classroom teaching service or educational leadership service (*i.e.*, school building leader, school district leader, school district business leader) and holders of a level III teaching assistant certificate.

(c) *Continuing teacher and leader education certificate holder (CTLE certificate holder)* means all holders of a professional certificate in the classroom teaching service or educational leadership service (*i.e.*, school building leader, school district leader, school district business leader) and holders of a level III teaching assistant certificate employed in a school district or board of cooperative educational services in New York State.

(d) *Practicing* means employed 90 days or more during a school year by a single applicable school in New York in a position requiring certification pursuant to this Part. For the purposes of this definition, a day of employment shall include a day actually worked in whole or in part, or a day not actually worked but a day paid. In addition, the City School District of the City of New York and any of its components, including but not limited to community school districts, high school divisions, special education divisions and the chancellor's district, shall be considered together a single applicable school in New York.

(e) *Registration period* means the five-year registration period described in section 80-6.2(c) and (d) of this Subpart and each subsequent five-year period thereafter.

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80-6.2 Registration requirements.

- (a) During each five-year registration period, commencing with the 2016-2017 school year, certificate holders shall register with the department, on a form prescribed by the commissioner.
- (b) Registration periods for each certificate holder shall be in accordance with schedules established by the department.
- (c) Any individual who was issued a permanent or professional certificate in the classroom teaching service or educational leadership service (*i.e.*, school building leader, school district leader, school district business leader) or a level III teaching assistant certificate prior to July 1, 2016, shall apply for initial registration during the 2016-2017 school year during his/her month of birth, beginning on July 1, 2016 and shall renew his/her registration, on a form prescribed by the department, in the last year of each subsequent five-year period thereafter.
- (d) Any individual who is issued a permanent or professional certificate in the classroom teaching service or educational leadership service (*i.e.*, school building leader, school district leader, school district business leader) or a level III teaching assistant certificate on or after July 1, 2016, shall be automatically registered, and the certificate holder shall re-register during the 5th succeeding birthday month thereafter and during each birthday month in the last year of each subsequent five-year period.
- (e) Any certificate holder not practicing in an applicable school, may allow his/her registration to lapse without being subject to the late fee as prescribed in subdivision (f) of this section, if he/she notifies the department in a timeframe and manner prescribed by the commissioner that he/she is no longer practicing in an applicable school. At such time as the certificate holder may choose to resume practicing in an applicable school, the certificate holder shall register with the department, on a form prescribed by the commissioner.
- (f) Failure to register may subject a certificate holder to a late fee of \$10 per month. Any instance where a certificate holder willfully fails to register or fails to provide notice that he/she is not practicing in an applicable school pursuant to subdivision (e) of this section may constitute grounds for moral character review under Part 83 of this Title.
- (g) When a certificate holder pays his/her late fee by a personal check or credit card and it is subsequently not honored by the issuing institution, the certificate holder must subsequently pay by a certified check, a bank check, or a money order. The replacement payment shall include any late fee charges required under subdivision (f) of this section.
- (h) Any certificate holder who fails to submit a replacement fee as required in subdivision (g) of this section shall have his/her registration voided 60 days from the date the department sends notification that said late fee was not honored by the issuing institution.
- (i) Each certificate holder shall notify the department of any change of name or address no later than 30 days after such change through the online TEACH system.

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80-6.3 Mandatory continuing teacher and leader education requirements.

(a) Requirements for CTLE certificate holders (holders of professional certificates in the classroom teaching service, educational leadership service and level III teaching assistant certificate holders).

(1) Except as otherwise provided in paragraph (2) of this subdivision and subdivision (b) of this section, commencing with the 2016-2017 school year, a CTLE certificate holder shall be required to successfully complete 100 clock hours of acceptable CTLE during the registration period; provided that:

(i) a CTLE certificate holder who holds a professional certificate in the certificate title of English to speakers of other languages (all grades) or a holder of a bilingual extension under section 80-4.3 of this Part, shall be required to complete a minimum of 50 percent of the required CTLE clock hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English language learners; and

(ii) for all other CTLE certificate holders a minimum of 15 percent of the required CTLE clock hours shall be dedicated to language acquisition addressing the needs of English language learners, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for such English language learners; and

(iii) for a CTLE certificate holder who holds a level III teaching assistant certificate, a minimum of 15 percent of the required CTLE clock hours shall be dedicated to language acquisition addressing the needs of English language learners and integrating language and content instruction for such English language learners.

(2) Exemption from language acquisition requirements. For a teacher or school leader who is employed by a school district or BOCES with an approved exemption pursuant to section 154-2.3(k) of this Title because there are fewer than 30 English language learner students enrolled or English language learners make up less than five percent of the district's or BOCES total student population as of a date as established by the commissioner, the teacher or school leader shall be exempt from the language acquisition CTLE requirements prescribed in this subdivision for each such year that they are employed in a school district or BOCES with an approved exemption.

(3) The CTLE requirement prescribed in this subdivision may be completed at any time during the registration period and CTLE completed during a prior registration period may not be carried over.

(b) Adjustments to the requirement.

(1) An adjustment to the CTLE requirement prescribed, in terms of clock hours and/or the time for completing CTLE, may be granted by the commissioner, provided that the CTLE certificate holder documents good cause that prevents compliance, which

shall include any of the following reasons: poor health certified by a health care provider, extended active duty in the Armed Forces, or other good cause acceptable to the department which may prevent compliance.

(2) A peer review teacher, or a principal acting as an independent trained evaluator, conducting a classroom observation as part of the teacher evaluation system pursuant to Education Law section 3012-d may credit such time towards his/her CTLE requirement.

(3) A holder of a certificate in the classroom teaching service who achieves certification from the National Board for Professional Teaching Standards shall be deemed to have met the CTLE requirement, for the registration period in which such National Board Certification is achieved, provided that the CTLE certificate holder must continue to meet the applicable required CTLE requirements in language acquisition as described in paragraph (a)(1) of this section.

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80-6.4 Measurement of continuing teacher and leader education.

(a) CTLE credit shall only be granted for CTLE acceptable to the department and conducted by a sponsor approved by the department pursuant to section 80-6.10 of this Subpart.

(b) 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 purposes of this section. For all other approved continuing teacher and leader education courses, one CTLE credit hour shall constitute a minimum of 60 minutes of instruction/education.

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80-6.5 Conditional registration.

(a) The department, in its discretion, may issue a conditional registration to a CTLE certificate holder who attests to noncompliance with the CTLE requirements of this section, provided that such CTLE certificate holder meets the following requirements:

- (1) the CTLE certificate holder agrees to remedy such deficiency within the conditional registration period; and
- (2) the CTLE certificate holder agrees to complete any additional CTLE during such conditional registration period that the department may require.

(b) The duration of a conditional registration shall be determined by the department and shall not exceed one year and shall not be renewed or extended absent good cause.

(c) If a CTLE certificate holder does not submit evidence, satisfactory to the department, of completion of the required hours of CTLE within the duration of such conditional registration period, his/her registration shall be denied and the CTLE certificate holder shall not be permitted to practice at an applicable school. If the CTLE certificate holder continues to practice at an applicable school without his/her registration, he/she shall be subject to moral character review pursuant to Part 83 of this Title.

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8 CRR-NY 80-6.6**80-6.6 Renewal of registration.**

- (a) At the end of each registration period, a CTLE certificate holder shall submit an application for re-registration on a form and in a format prescribed by the commissioner.
- (b) CTLE certificate holders shall certify to the department that they have either complied with the CTLE requirements as prescribed in this Subpart during their prior registration period, or are eligible for an adjustment to the CTLE requirements, as prescribed in section 80-6.3(b) of this Subpart.
- (c) A CTLE certificate holder who has not satisfied the mandatory CTLE requirements shall not practice in an applicable school until he/she has met such requirements and has been registered or conditionally registered.
- (d) CTLE hours taken during one registration period may not be transferred to the subsequent registration period.

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8 CRR-NY 80-6.7**80-6.7 Recordkeeping requirements.**

CTLE certificate holders shall maintain a record of completed CTLE, which shall include: the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of English language learners, the sponsor's name and any identifying number, attendance verification, and the date and location of the program. Such records shall be retained for at least three years from the end of the registration period in which the continuing teacher and leader education was completed and shall be available for review by the department upon request.

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8 CRR-NY 80-6.8**80-6.8 Requirement for CTLE certificate holders resuming practice in an applicable school.**

(a) A CTLE certificate holder returning to practice in an applicable school shall be required to register with the department prior to resuming practice.

(b) A CTLE certificate holder, who is in the middle of a registration period when he/she becomes inactive and is no longer practicing in an applicable school, must complete a minimum of 20 hours of CTLE for every year of the registration period that he/she was practicing in an applicable school.

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80-6.9 Acceptable continuing teacher and leader education.

(a) Acceptable CTLE must be taken from a sponsor approved by the department pursuant to section 80-6.10 of this Subpart.

(b) Acceptable CTLE shall be study in the content area of any certificate title held by the individual or in pedagogy, and include any required study in language acquisition addressing the needs of English language learners as described in section 80-6.3 of this Subpart. Acceptable CTLE must be conducted through activities designed to improve the teacher or leader's pedagogical and/or leadership skills, targeted at improving student performance, including but not limited to formal CTLE activities. Such activities also shall promote the professionalization of teaching and educational leadership, as applicable, and be closely aligned to district goals for student performance.

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80-6.10 Sponsor approval.

(a) Except as otherwise provided in subdivision (e) of this section, an entity seeking approval by the department as a provider of CTLE under this section shall submit an application on forms prescribed by the commissioner accompanied by a fee of \$600.

(b) Any of the following entities may apply to the department to be an approved sponsor of CTLE:

- (1) school districts;
- (2) board of cooperative educational services;
- (3) teacher centers;
- (4) New York State institutions of higher education;
- (5) professional organizations and unions; and
- (6) any other entity approved by the department.

(c) Department review of sponsors.

(1) Except as otherwise provided in subdivision (e) of this section, the department shall conduct a review of any entity that applies for sponsor approval to offer CTLE under this Subpart.

(2) To be an approved sponsor, each applicant shall submit evidence satisfactory to the department that the applicant:

- (i) has and will maintain adequate resources to offer the course work and training;
- (ii) has and will ensure that faculty who will offer the course work or training have demonstrated their competence to offer the course work or training;
- (iii) certifies in writing that the course work or training will be conducted through use of a curriculum which, at a minimum:
 - (a) will expand educators' content knowledge and the knowledge and skills necessary to provide developmentally appropriate instructional strategies and assesses student progress;
 - (b) is research-based and provides educators with opportunities to analyze, apply, and engage in research;

(c) 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, skill, and opportunity to engage and collaborate with parents, families, and other community members as active partners in children's education;

(d) 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;

(e) promotes technological literacy and facilitates the effective use of all appropriate technology; and

(f) evaluates using multiple sources of information to assess its effectiveness in improving professional practice and student learning;

(iv) certifies, in writing, that certification of completion forms obtained from the department will be issued to students upon completion of the course work or training for their use in documenting satisfaction of the requirement of course work or training for CTLE purposes; and

(v) certifies, in writing, that it will maintain and produce evidence of completion for all students who complete the course work or training and that it will submit such evidence to the department, in a time and format prescribed by the commissioner.

(d) Sponsors that are approved by the department pursuant to the requirements of this section shall be approved for a five-year term. At the expiration of such term, the sponsor must reapply to the department for approval, on a form prescribed by the commissioner, which shall be accompanied by a \$600 fee.

(e) The department may review approved sponsors during the term of approval to ensure compliance with the requirements of this Subpart and may request information from a sponsor and may conduct a site visit pursuant to such review. A determination by the department that the services offered by the sponsor are inadequate, incomplete or otherwise unsatisfactory pursuant to the standards set forth in this Subpart, may result in the termination of the sponsor's approved status. Any of the entities described in paragraphs (b)(1) through (5) of this section shall not be required to pay any of the required fees for initial approval or renewal of approval under this section and shall be subject to a streamlined review by the department.

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