New York State CTLE

Configuring your districts Frontline Educations Professional Learning site to meet the new CTLE requirements

This is a checklist to ensure that your site is fully configured to track the required information and to ensure that the certificates generated by the site have all the required information printed/included.

Site Configuration
ELL Category Configured (district admin tab, config summary, category, add new, Type ELL and align to type ELL and save)
Content Category Configured (district admin tab, config summary, category, add new, Type Content and align to type Content and save)
Pedagogy Category Configured (district admin tab, config summary, category, add new, Type Pedagogy and align to type Pedagogy and save)
Ensure/Add Category selector on all forms required (Usually internal/external PD forms) (Preview your forms and see if categories can be selected you just created above)
Have you registered your district as a pd provider with the state and received an provider ID? If so, then enter the provider ID in the provider's area. (district admin tab, config summary, providers, select your district and enter the ID into your State Authorized ID field and save)

Reportable Staff Configuration (In their account profile)
Users Date of Birth
Social Security Number (you, user, can hand write if you don't want in our site)
PD Start Date (birth month/day/2016 or 2017) (If their birthdate is before July, their year is 2016, after July it's 2017)
TEACH ID
Certified/Instructional user set to YES
Include in NY TEACH report = YES
Teachers registered with the State Education Department (http://www.highered.nysed.gov/tcert/resteachers/Registration.html)
Enable prompt for teachers to enter TEACH ID, DOB and Cert Start date (District admin tab, config summary, NY Teach Preferences (left column) and click YES to enable and save and exit) (***PLEASE NOTE**: this is optional and you can administratively modify/add to each users account by using the add/edit user info page for each user. If you are utilizing the sFTP process for user management it can be added to the automation as well*)