



## Continuing Teacher and Leader Education (Formerly PD)

### APSTA Contractual vs. Non-Contractual PD

**Contractual PD (20hrs)** defines what is required by your union contract with the City School District of Albany. These hours must take place outside of your workday.

**Non-contractual Professional Development** is what is required to keep your license with NYSED. These requirements differ depending on your certification. Permanently certified teachers are exempt from these requirements.

Please refer to the following SED link for more information:

<http://www.highered.nysed.gov/tcert/resteachers/Registration CTLE.html>

### PD = CTLE



### SED Regulations: as of July 2016

### Registration and Continuing Teacher and Leader Education (CTLE)

The New York State Board of Regents approved new regulations for teacher registration and professional development effective July 1, 2016.

The following information was compiled from the State Education Department website and an article in the June 2016 NYSUT publication.

**If you do not** have a TEACH account, yet are required to register, you will need to create a TEACH account at [www.highered.nysed.gov/tcert/teach/](http://www.highered.nysed.gov/tcert/teach/). There is NO cost to create a TEACH account or register. You cannot register on paper.

#### Regulations in a nutshell

There is a new state law requiring all permanently or professionally certified teachers and administrators with a certificate issued prior to July 1, 2016, and Level III teaching assistants with a certificate issued prior to July 1, 2016, to register online with SED. Registration will be required every five years. Certificate holders must be registered in order to engage in the practice of his or her certificate area in New York.

**Teachers** and school leaders with a permanent or professional certificate or a Level III teaching assistant certificate issued on or AFTER July 1, 2016 will be automatically registered at the time of certification, and will need to re-register five years later.

From July 2016 through

July 2017 during your birth month you should complete registration. There is no charge to register. **TEACHERS WITH INITIAL CERTIFICATION DO NOT HAVE TO REGISTER.**

**Certificate holders** must notify SED of a change of name or address within 30 days of the change. The certificate holder may update his or her address and request a name change in his or her TEACH account at any time.

**Retired teachers** do not need to register, but if they want to substitute teach or work again in New York public schools, they must register.

**School guidance** counselors, school psychologists and school social workers are categorized as "Pupil Personnel Service" providers and are NOT impacted by this new requirement.

**Teaching assistants** with pre-2004 continuing certificates do NOT need to register their certificates with the SED or complete CTLE hours.

**If a certificate** holder does not register before his or her specified registration date, he or she shall not be employed in his or her certificate area and may be subject to late fees of \$10 a month (the late fee will not be applied during the first five-year registration period).

**The law also** includes new professional development requirements called Continuing Teacher and Leader Education (CTLE).

Professionally certified teachers, administrators and Level III teaching assistants are required to complete 100 hours of state-approved CTLE professional development within each five-year registration cycle beginning in July 2016. This is a change from the previous 175 hours. The five year period for everyone began July 2016.

**Certificate holders** who must complete CTLE hours are required to maintain their own records of CTLE hours for three years after each five-year registration period.

**More information** is available at these links:

- SED at <http://www.highered.nysed.gov/tcert/resteachers/Registration CTLE.html>
- NYSUT at [www.nysut.org/certification](http://www.nysut.org/certification).

The registration process has been open on the TEACH website since July 2016. Do not delay, it takes about 1-2 minutes to answer the questions and hit submit to register. Of course, you must have a TEACH account to register, which adds another layer to the process.

Please note the following from the [FAQ document from SED](#):

*... the Department recognizes that this is a transition period. ... In the event that a certificate holder who must register fails to do so, the Department will contact the individual several times to make them aware of their responsibility under the law.*

## NYS Statutory Definition of CTLE (PD)

“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 continuing teacher and leader education activities. Such activities shall promote the professionalization of teaching and be closely aligned to district goals for student performance which meet the standards prescribed by regulations of the commissioner.”

(NYSED, June 2016)

## Mentoring

The City School District of Albany's Mentor Program for Teachers provides a bridge between a newly hired teacher's previous preparation and a new experience. The district's mentoring program is designed to reduce concerns and attempts to support newly hired staff members to address challenges and initial uncertainty and anxiety. All new teachers & non-classroom professionals will receive one year of mentor support.

Subsequent mentor support may be provided upon teacher and/or administrator request. This year we have 145 Mentor—Mentee pairs. If you are interested in being a mentor please email Jennifer Justice.



### June 26, 2017

June 26, 2017 is a Superintendent's Professional Development Conference Day.

**More details to come!**

**CSDA goes paperless!!!  
Look for details in the Fall for My Learning Plan protocols for all conference request forms**



**All conferences** should be directly related to your role and aligned to district and/or school goals.

## Culturally Responsive Education

Culturally Responsive Education (CRE) nurtures in order to promote student achievement and a sense of well-being about the student's cultural place in the world. CRE empowers students to maintain cultural integrity while succeeding academically.

In 2015-16, all district administrators participated in a comprehensive four-day CRE training facilitated by Dr. Maria Hernandez of New York University.

In September 2016, all district staff had an overview of CRE. Three new cohorts were established and trained this year. Cohort 4 will begin their training on March 17th. This cohort will be slightly different in that 5 or 6 individuals from the other cohorts and the administrative ranks, will co-facilitate in order to grow capacity for turnkey training.

A cohort debrief will be conducted in March to help guide next steps. We look forward to applying the learning to the classroom setting.

## Professional Conferences—Protocols

**PD Approval** requires 30 days notice unless there are extenuating circumstances.

**45 days notice** is needed for out of state conferences.

Currently, the “**pink sheet**” needs to be filled out in its entirety, including the checklist on the back and Substitute and Budget Code lines. Ask your building secretary if you need assistance.

**For Elementary teachers, your Building Administrator** needs to sign off. If you fall under Special Education, Pupil Personnel Services, ENL or report to Secondary Core Supervisors, the District level administrator must also sign off on the request.

**After Building/District Admin approval, conference requests must be submitted to Academy Park** to Karen Bechdol, Director of Curriculum and Instruction (Jennifer Mercuri—Administrative Assistant).

**Regardless of the need for a substitute, equity will drive conference approvals.**

### Considerations that influence conference approval:

- The number of requests for outside PD on any given day
- Conflicts with in-District PD
- Willingness of participants to be a turn-key trainer
- Rationale for attending (see pink sheet)
- District representation at the conference
- Flexibility to reduce multiple participants from a single building



**Field trip requests** (green forms) must be approved by the building principal and then submitted to Academy Park to the appropriate Assistant Superintendent for Instruction: Cecily Wilson-Turner or Lori McKenna.