

Teaching Assistant Level III Registration Regulations



Fact Sheet No. 16-02

April, 2016

Overview

The 2015 New York State budget included requirements for certain certificate holders to register with the State Education Department (SED) and complete Continuing Teacher & Leader Education hours (CTLE hours). Chapter 56 of the Laws of 2015 specified that these requirements were to be in effect as of July 1, 2016. At their March 2016 meeting the Board of Regents adopted emergency regulations to comply with this implementation deadline; these regulations are Part 80-6 of Commissioner's Regulations.

Registering with the State Education Department

Beginning July 1, 2016, all Level III teaching assistant certificate holders will be required to register with SED in the month of his/her birth. This registration process will be done using the State Education Department's TEACH system. These certificate holders will be required to register every five (5) years thereafter.

There is no fee for registration unless the certificate holder fails to complete the process by his/her deadline. A late fee of \$10.00/month will be charged if the deadline is missed. Details on the actual registration process are still to be determined by SED.

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| Certificate Title | Registration Required |
|--|-----------------------|
| Teaching Assistant Level III | YES* |
| Teaching Assistant with a Continuing Certificate | NO |

*Any certificate holder not working in an applicable school (school districts or BOCES located in New York State, and the School District of the City of New York and any of its components) may allow her/his registration to lapse without being charged a fee if she/he notifies SED that she/he is no longer working in an applicable school. However, if she/he wishes to return to practice in an applicable school, she/he will need to register with SED prior to resuming practice. The process for notifying SED is still to be determined.

Individuals whose Level III Teaching Assistant certificate is issued after July 1, 2016 will be automatically registered. These individuals will then be required to re-register in five years, during the month of their birth.

Continuing Teacher & Leader Education (CTLE) Requirements

As indicated on the chart below, Level III Teaching Assistants and professionally certified classroom teachers/educational leaders will be required to complete Continuing Teacher & Leader Education hours during each five year registration period. Note that the CTLE hours replace the pre-July 1, 2016 professional development hours' requirement. Continuing Teacher & Leader Education is the new name for Professional Development.

| | Required to Complete CTLE Hours | Hours Required per 5-Year Registration |
|---|---------------------------------|--|
| Teaching Assistant Level III | YES | 100 |
| Professionally certified classroom teachers/educational leaders | YES | 100 |
| Teaching Assistant with a Continuing Certificate | NO | None for NYS certification purposes |

The CTLE hours may be completed at any time during the registration cycle, yet CTLE hours may not be carried over from one registration period to the next.

If a certificate holder is unable to complete the required CTLE hours within her/his registration period, she/he will not be able to register with SED and will not be able to work in an applicable school. A conditional registration that allows individuals up to one year to complete missing CTLE hours may be granted in these situations. The application process for the conditional registration is still to be determined by SED.

If a certificate holder stops working during a 5-year registration period, she/he is required to complete a minimum of 20 hours of CTLE for every year that she/he was working in an applicable school during that 5-year cycle.

The CTLE hours continue to include targeted hours designed to address the needs of English language learners (ELLs). Level III teaching assistants must complete a minimum of 15% of their hours in areas that address the needs of ELLs. An exemption to these requirements still exist for district with less than 5 percent (or 30 enrolled) ELL students.

Adjustments to the CTLE requirement may be granted by SED for a limited number of reasons, including poor health as certified by a health care provider and extended active duty in the Armed Forces.

CTLE Providers

The new regulations require that the CTLE be rigorous and offered by SED-approved sponsors. The rigorous portion of this requires that CTLE be aligned with the NYS Professional Development Standards - <http://www.highered.nysed.gov/tcert/pdf/pdstds.pdf>.

School districts and BOCES will continue to be approved providers, along with teacher centers, NYS institutions of higher education, NYSUT's Education & Learning Trust and other professional organizations. All CTLE providers must apply every five years to the State Education Department to continue as providers, yet the above-mentioned providers will not have to pay a fee for this process.


The actual application process to be an approved sponsor is still to be determined by SED.

Reporting CTLE Hours

School districts or BOCES are required to continue the practice of reporting hours to SED for employees who work more than 90 days in a school year. A day of employment is still defined as a day actually worked in whole or in part, or a day not actually worked but a day paid. This is a continuation of the requirements that governed reporting of professional development hours up to July 1, 2016.

School districts or BOCES are also required to continue their compliance with regulations that govern the development, content, and implementation of professional development plans – [Part 100.2\(dd\)](#). School districts or BOCES are required to provide CTLE hours so that faculty and staff remain current with their profession, meet the learning needs of their students, and are able to maintain their certificates in good standing based upon successfully completing 100 every five years as prescribed in Part 80.6 of Commissioner's Regulations.

NEW as of July 1, 2016: the new regulations require CTLE certificate holders to maintain a record of completed CTLE that includes: the title of the program, total hours completed, number of hours completed to help with ELLs, the providing sponsor's name (district, BOCES, teacher center, etc.), attendance verification, and date/location of program. These records are to be kept for three (3) years after the 5-year cycle in which they were applied. While members were always advised to keep their own records, now they are required to do so.

The NYS Education Department has a [Continuing Professional Development, Individual Record](#)  (64 KB) available to track CTLE hours. Level III teaching assistants who are not employed full-time might find this form useful for tracking purposes. This is not a required form - use of the form is optional.

The emergency regulations are included in Part 80 of Commissioner's Regulations, subpart 80-6, and can be found in the Regents Item presented to the Regents' Higher Education committee at its March 2016 meeting at <http://www.regents.nysed.gov/meetings>.

Next Steps with New York State Education Department (SED)

While the emergency regulations have been adopted, many of the actual implementation processes have not yet been clarified by SED. During the public comment period NYSUT will be requesting changes to the emergency regulations related to the following:

- a. Current regulations call for a late fee of \$10/month for those certificate holders who do not register in their allotted time period. As SED does not have a reliable means of communicating these regulatory changes to all impacted certificate holders, NYSUT will propose that for the 2016-17 year no late fees should be assessed for certificate holders who are unable to register during the month of their birth and an appeals process going forward to allow certificate holders who miss the deadline to appeal the fee.
- b. Current regulations call for 5-year CTLE cycles to begin in the 2016-17 school year as impacted certificate holders register with SED. Prior hours completed to comply with the professional development requirement will not apply to the CTLE hours, no matter where the certificate holder is in the prior 5-year PD cycle. The arbitrary re-setting of a 5-year CTLE cycle in 2016-17 may negatively impact certificate holders who may have completed their 75/175 hours yet still have years left on their 5-year PD cycles. NYSUT will propose that professional development hours that have been completed in a current 5-year professional development cycle that ends after July 1 2016 should be counted for CTLE purposes.