

Teaching Assistant Level III Registration Regulations



Fact Sheet No. 16-02 (UPDATED)

July, 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.

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Registering with the State Education Department

As of 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. While the regulations stipulate that a late fee of \$10.00/month will be charged if the deadline is missed, SED has waived the fee for the first 5-year registration cycle – see [SED's June 1, 2016 Field Memo](#).

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

*Any Level III TA certificate holder not currently working in NYS school district or BOCES may allow her/his registration to lapse without being charged a fee if she/he notifies SED that she/he is not working in an applicable school. This notification can be done on SED’s TEACH system by selecting the registration option of Inactive. However, if she/he wishes to return to work in an applicable school, she/he will need to register with SED **prior** to resuming practice.

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 requirement of 75 hours.

	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. As CTLE cycles have started as of July 1, 2016 and SED has not yet finalized its list of approved sponsors, SED has indicated in its June 1, 2016 Field Memo that:

“professional development for completed on or after July 1, 2016, but before the individual’s birthday month (at which time the individual *must* register) will be counted toward the 100 CTLE hours’ requirement for the first 5-year cycle.”

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 expected to be available in the summer of 2016 and posted on SED's website at <http://www.highered.nysed.gov/tcert/>.

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>.