

Continuing Teacher and Leader Education (CTLE) Sponsor Checklist for Paper Applications

PLEASE CHECK THAT THESE ITEMS ARE ENCLOSED WITH THE APPLICATION:

Application fee of \$600 is made payable to the NYS Education Department. The Department will accept money orders and certified checks, but cannot process purchase orders or vouchers. **Applications cannot be reviewed without the appropriate fee.**

Copy of Charter or Certificate of Incorporation

Statement describing the organization's primary purpose or mission and a description of any secondary purpose

Sample CTLE Activity and all relevant documents

Description of the organization's procedures to identify, design and evaluate CTLE activities

Organization's procedures and criteria for selecting instructors

Description of the organization's procedures to evaluate effectiveness

Plan to maintain records

Financial resources documents

Completed CTLE Sponsor Application form, signed by an authorized official

Signed Sponsor Agreement

Submit completed Applications for Approval, including the fee of \$600 made payable to the New York State Education Department to:

**New York State Education Department
Office of Teaching Initiatives
89 Washington Avenue
Albany, NY 12234
Attn: CTLE Sponsor Unit**



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of Teaching Initiatives
89 Washington Avenue
Phone: (518) 474-4661
Fax: (518) 473-0271

Application for Approval as a Continuing Teacher and Leader Education (CTLE) Sponsor for Holders of Classroom Teacher and School Leader Professional and Level III Teaching Assistant Certificates

Instructions: Complete this application and submit the entire form, the sponsor agreement, along with the \$600 application fee and any required information to the Office of Teaching Initiatives at the address listed at the end of this form. Make check or money order payable to the New York State Education Department (SED). By submitting this form, the organization/individual agrees that this fee is for evaluation and consideration, not approval, of the application and is non-refundable. Applications should be submitted at least 90 days prior to the date on which continuing education programs will begin. NOTE: When issued, approvals are for a five-year period.

SPONSOR INFORMATION:

Courses will be offered to (check all that apply): Professional Classroom Teacher Certificate Holders
 Professional School Leader Certificate Holders Level III Teaching Assistant Certificate Holders

Name of Organization/Individual: _____

Mailing Address: _____

Contact Person: _____

Telephone Number for Contact Person: _____

E-mail Address for Contact Person: _____

Requested start date of approval: _____

Please indicate whether the organization/individual is approved to provide continuing education programs in areas other than teaching within New York State and/or other jurisdictions of the United States.

Yes No

If yes, please list programs / areas / states / jurisdictions.

Has any jurisdiction denied, restricted or terminated your authorization to provide continuing education or professional development?

Yes No

If yes, please explain, identifying the jurisdiction and contact person (attach additional sheets if necessary).

Each item below is a section required by SED for approval as a Continuing Teacher and Leader Education (CTLE) Sponsor as set forth in Subpart 80-6.10 of the Regulations of the Commissioner of Education. To demonstrate that the organization meets the requirements for an approved sponsor, please provide the information requested below.

Section 1 - Organization

Applicant is an organized educational entity or entity that has expertise in the area of Classroom Teaching, School Leadership and/or Level III Teaching Assistants.

1. The organization indicated above is (check one):

- a national/state teacher organization or other professional organization, including specialty boards
- a national organization of jurisdictional boards of education
- an out of state higher education institution
- a national, state or local government agency
- other (describe below):

2. Attach a copy of the charter or certificate of incorporation for the organization.

3. Attach a statement describing the organization's primary purpose or mission and a description of any secondary purpose.

Section 2 - CTLE Activities

CTLE activities must be offered in appropriate subject areas, as defined in law and regulation.

Include a statement of the goals of the organization's continuing teacher and leader education program. Sponsors must offer rigorous, CTLE activities in the areas of pedagogy, content, or English language learning, as identified in section 80-6 of the Commissioner's Regulations. Any continuing education designed for the sole purpose of personal development, marketing, business practices, and maximizing profits for schools or school personnel will not be considered by SED as acceptable CTLE activities.

1. Submit a sample CTLE activity. The submission should include:

- a. the CTLE activity's title, description and outline,
- b. subject/topic of the CTLE activity, learning objectives and its target audience (classroom teachers, school leaders, teaching assistants or any combination of these)
- c. names, curriculum vitae and qualifications of the presenter(s) for each lecture or subject/topic
- d. a course syllabus and copies of any handouts or materials
- e. costs, refund policies, cancellation policies and proposed location(s)
- f. a description of the teaching methods to be used
- g. advertising materials, brochures and/or information about how the CTLE activity will be marketed and
- h. the length of the CTLE activity in contact hours.

2. Submit a description of the organization's procedures to identify, design, and evaluate CTLE activities before you offer them.

3. Submit a description of the organization's procedures and methods to evaluate the effectiveness and overall quality of your CTLE activities, including the role of participants in the evaluation process and the basis on which CTLE activities are updated, modified or discontinued.

Section 3 - Instructors

Instructors are qualified to teach the CTLE activities which will be offered

1. Attach a description of the organization's procedures and criteria for selecting instructors and describe the organization's procedures and criteria for evaluating instructors' performance. This should include how the instructor demonstrates his or her qualifications to conduct the CTLE activities, degree(s) required, licensure/certification required, teaching experience required and any other requirements.

Section 4 - Assessment of Learning

Sponsor has a method of assessing the learning of participants

1. Attach a description of the organization's method(s) of assessing the learning of participants in CTLE activities that: (1) are appropriate to the CTLE activity objectives and educational methods; and (2) measure the extent to which the CTLE activity objectives were accomplished.
2. Attach a copy of course evaluation instrument by which participants will provide feedback and evaluate the CTLE activity and instructor.

Section 5 – Records

Sponsor must maintain records for at least eight years from the date of completion of CTLE activity.

1. Approved sponsors must create and maintain for at least eight years the following records for each CTLE activity:
 - a. the date and location of the CTLE activity
 - b. the name and curriculum vitae of the instructor/presenter
 - c. the objectives and learning methods of the CTLE activity
 - d. the outline of the CTLE activity and the number of CTLE hours awarded
 - e. a summary of any evaluation of the CTLE activity
 - f. copies of all promotional materials used in CTLE activity
 - g. any evaluation of the need for the CTLE activity and
 - h. the list of certified professionals in attendance, including the attendee's first name, last name, last four digits of the attendee's Social Security Number and their dates of birth.

Section 6 - Resources

Sponsor must have adequate resources to provide CTLE activities.

1. Attach a brief description of the financial base upon which the organization's CTLE activities are funded.
2. Attach a description of all physical resources (e.g., offices, buildings, etc.), administrative organization, employees, student services, and any other resources available to facilitate CTLE objectives.

Attestation

The undersigned hereby attests: I am the person duly authorized to act on behalf of the organization/individual applying to be a CTLE sponsor approval, and further, that the organization/individual will comply with the requirements of Section 80-6 of the Commissioner's Regulations. The organization/individual understands that approval, if granted, will be for a five-year period, may be renewed or revoked if NYSED determines that the CTLE sponsor is not meeting standards set forth in Section 80-6 of the Commissioner's Regulations. The applicant has enclosed the required \$600 fee and understands that this fee is for evaluation and consideration, not approval, of the application and is nonrefundable.

Signature

Date

Print Name

Title

Mail this form, the sponsor agreement and the \$600 fee to:

New York State Education Department
Office Teaching Initiatives
Registration Unit
89 Washington Avenue
Albany, NY 12234

Please provide the information you would like to be listed on the approved sponsor listing:

Name: _____

Address: _____

Web Address: _____

Phone: _____

Email: _____

Other: _____

Other: _____

Continuing Teacher and Leader Education (CTLE)

CTLE Activity Sponsor Agreement

1. The sponsor agrees that the Continuing Teacher and Leader Education (CTLE) activity will cover, as a minimum, the required components of CTLE, pursuant to Section 80-6 of the Regulations of the Commissioner of Education. The sponsor agrees that the activity will be rigorous, current, relevant and appropriate for the professionals in the target audience. The sponsor further agrees to continually update and validate the activity based on emerging research, identified best practices and student feedback.
2. The sponsor ensures that any persons they have hired to teach the CTLE activities have demonstrated by training, education and experience their competence to teach the activity.
3. The sponsor agrees to assume the cost of reproducing any activity-related paperwork. The sponsor further agrees to assume the cost of postage, handling, or any other cost associated with mailing materials to the State Education Department.
4. The sponsor agrees to retain verification of completion (this may be electronic and/or paper records) and copies of all program and promotional materials used for each CTLE activity, for not less than eight years from the date of completion of the activity. These records are subject to review by the Department, and the sponsor agrees to make these records available to the Department or its designee during regular business hours at a specified location. The sponsor agrees to respond to any Department inquiry regarding these records and to notify the Department in advance of any location change of these records prior to the expiration of the five-year period.
5. The sponsor agrees that the Department may review and evaluate the CTLE activities offered which may include site visits, and that the termination of a sponsor's approved status may result if the Department determines that the activities are inadequate, incomplete, or otherwise unsatisfactory.
6. The sponsor agrees that failure to comply with this Agreement, or failure to substantiate the capability to offer CTLE activities, or misrepresentation of requirements or status, may result in the termination of the Sponsor Agreement by the Department.
7. The sponsor agrees that the term of approval as a sponsor is five years. At the expiration of this term, a sponsor may reapply to the State Education Department for approval to continue to offer CTLE activities. The sponsor further agrees that if CTLE activities are discontinued, all paper and electronic records of verification of completion within the five years prior to such discontinuance shall be transferred to the Department, and become property of the Department.
8. The sponsor agrees to upload electronically to a designated site, and in a format prescribed by the State Education Department, within prescribed timeframes, each person's completion of a CTLE activity.
9. The sponsor agrees to comply with Section 80-6.10 of the Regulations of the Commissioner of Education, as follows:

Signature of Authorized Official

Date

Print or Type Name

Title

80-6.10 Sponsor approval.

(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.