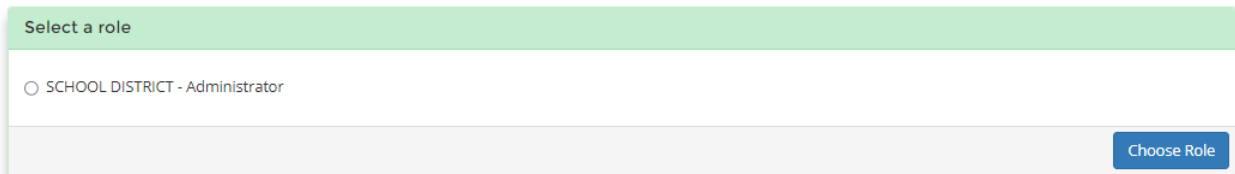


CTLE Sponsor Renewal Directions for School District/BOCES Providing Continuing Teacher and Leader Education (CTLE)

To renew sponsorship of Continuing Teacher and Leader Education (CTLE) for the five-year term, **beginning 7/1/2021**, and **ending 6/30/2026**, school district/BOCES CTLE sponsors must complete the CTLE Attestation, the Statement of Assurances, and upload a copy of their certificate of completion.

Steps to renew CTLE sponsorship:

1. [Log in to your TEACH account.](#)
2. Make sure you are using your “Administrator” role.
3. On your TEACH home screen:
 - o Click on “District CTLE Sponsor Application” under the “Online Application” heading.



The screenshot shows a dropdown menu titled "Select a role" with a light green header. Below the header, there is a single option: "SCHOOL DISTRICT - Administrator" with a radio button to its left. At the bottom right of the dropdown, there is a blue button labeled "Choose Role".



The screenshot shows the "TEACH Home" dashboard with a light green header. The dashboard is organized into several sections, each with a heading and a list of links:

- Fingerprinting Links**
 - [View Fingerprinting Clearance Status](#)
 - [Request Clearance](#)
 - [Enter Hire/Termination Dates](#)
- Inquiry Links**
 - [Account Information](#)
- Online Application**
 - [District CTLE Sponsor Application](#)
 - [Enter Superintendent statement](#)
- Report Links**
 - [OSPRA Adverse Action Report](#)
- Retiree Links**
 - [Enter a Retirement Waiver Statement](#)
- Teacher Tenure**
 - [Teacher Tenure Case Administration](#)

4. If your registration period is available for renewal, you will see a "Ready for Review" status. Click on "View" to proceed.

CTLE Sponsor Registration

Current Registration Period

Start Date	07/01/2021
End Date	07/01/2026
Dist. Supt.	
Dist. Email	
Signed By	SHAUNA.RICE
Signed Date	08/04/2023
Status	Ready For Review

[View](#)

Previous Registration Periods

Show entries

Search:

Start Date	End Date	Signed by	Signed Date	Status	View
07/01/2016	06/30/2021	SHAUNA.RICE	06/24/2016	Expired	View

Showing 1 to 1 of 1 entries

[Previous](#) **1** [Next](#)

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Note: If the status is "Incomplete," you must click "Resume" to complete the renewal.

CTLE Sponsor Registration

Current Registration Period

Start Date	07/01/2021
End Date	07/01/2026
Dist. Supt.	
Dist. Email	
Signed By	
Signed Date	
Status	Incomplete

[Resume](#)

Previous Registration Periods

Show entries

Search:

Start Date	End Date	Signed by	Signed Date	Status	View
07/01/2016	06/30/2021		06/23/2016	Expired	View

Showing 1 to 1 of 1 entries

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5. Make sure that your district/BOCES name populates here to ensure you are in the correct account.
6. You will indicate that you have read, acknowledge, and agree to the requirements by initialing each box.

Sponsor Renewal Agreement for School District/BOCES Providing Continuing Teacher and Leader Education (CTLE)

To renew sponsorship of Continuing Teacher and Leader Education (CTLE) pursuant to Section 80-6 of the Regulations of the Commissioner of Education for a five-year term, **beginning 7/1/2021**, and **ending 6/30/2026**, school district/BOCES CTLE sponsors must complete and sign both the CTLE Sponsor Renewal Agreement attestation and the Professional Learning (PL) Plan Statement of Assurances. The school district/BOCES must also upload a copy of their CTLE certificate of completion.

BEAVER RIVER CSD

agrees to comply with registration requirements for holders of a Permanent or Professional certificate in the classroom teaching service and educational leadership service, holders of a Teaching Assistant Level III certificate, and the establishment of CTLE requirements for holders of Professional certificates in the classroom teaching and educational leadership service and Teaching Assistant Level III certificate holders.

1. **Registration Requirement:**

The district or BOCES acknowledges the following:

Educators who hold one or more of the following certificates must register or renew their registration with the Department every five years:

- Permanent or Professional certificate in the classroom teaching service
- Permanent or Professional certificate in the educational leadership service (i.e., School Building Leader, School Administrator/Supervisor, School District Leader, School District Administrator, School District Business Leader, or School Business Administrator)
- Teaching Assistant Level III certificate

The district/BOCES acknowledges that educators who are subject to registration must have a "Registered - Active" status in order to practice in an applicable school. The definitions of an "applicable school" and "practicing" are provided below:

- "Applicable schools" include New York State (NYS) school districts or BOCES. NYS nonpublic schools also became applicable schools on October 17, 2017. In addition, the New York City Department of Education and any of its components are considered a single applicable school.
- "Practicing" means employed 90 days or more during a school year by a single applicable school in New York State. A day of employment includes a day actually worked in whole or in part, or a day not actually worked but a day paid.

X Initial

2. **CTLE Requirement:**

The district or BOCES acknowledges the following:

Educators who hold one or more of the following certificates are subject to the continuing teacher and leader education (CTLE) requirement:

- Professional certificate in the classroom teaching service
- Professional certificate in the educational leadership service (i.e., School Building Leader, School District Leader, and School District Business Leader)
- Teaching Assistant Level III certificate

7. Print your name, date, and sign the attestation.
8. Then click "Next".

12. **Sample CTLE Certificate of Completion Form:**

The district or BOCES acknowledges the following:

The district or BOCES must also upload a sample CTLE Certificate of Completion Form in the TEACH system. If using a certificate of its own design, the certificate must capture all information as required on the standard NYSED certificate. A blank copy of the standard NYSED Certificate of Completion is available at <http://www.highered.nysed.gov/tcert/pdf/ctle-certificate-completion-form.pdf>

X Initial

Attestation:

The undersigned hereby attests that I am the person duly authorized to act on behalf of the district/BOCES that is applying to renew its CTLE sponsorship, and further, that the district/BOCES will comply with the requirements of Section 80-6 of the Commissioner's Regulations. The district/BOCES understands that renewal, if granted, will be for a five-year period and may be revoked if NYSED determines that the CTLE sponsor is not meeting standards set forth in Section 80-6 of the Commissioner's Regulations.

Print Name: Date:

Title:

Email:

9. You will receive a message indicating that the CTLE Attestation is complete.
10. Next, you will indicate that you have read, acknowledge, and agree to the Professional Learning Plans Statement of Assurances by clicking on the bullet for each requirement.

✔ Thank you for completing the CTLE Sponsor Attestation!

Professional Learning Plans Statement of Assurances

General Information - Requirements

Professional Learning Plan Requirements

By September 1st of each school year, each school district and BOCES (LEA) shall adopt or, in the case of multi-year plans, readopt a professional learning plan that meets the content requirements prescribed in Section 100.2(dd) of the Commissioner's Regulations.

The purpose of the plan shall be to improve the quality of teaching and learning by ensuring that when teachers and leaders participate in professional learning, they have opportunities for professional growth, remain current with their profession and meet the learning needs of their students. The plan shall also ensure that holders of level III teaching assistant certificates and that substitute teachers who work on a long-term basis, as defined in the Commissioner's Regulations, are provided the opportunity to participate in the professional learning program of the district or BOCES.

Such professional learning plan may be a part of a comprehensive education plan of the district or BOCES, provided that the professional learning plan meets all of the requirements of this subdivision, including the requirements related to collaboration with the professional learning team in the development of the plan as prescribed in paragraph (3) of Section 100.2(dd) of the Commissioner's Regulations, or may be a free-standing plan of the district or BOCES.

The professional learning plan shall be structured in a format consistent with commissioner's guidelines.

Please read the statements in each of the following sections and check each box, affirming the contents of the professional learning plan is consistent with commissioner's guidelines.

School District/BOCES Information

Please choose the applicable option.

- This attestation form applies to a BOCES or school district outside of the City School District of the City of New York.
- This attestation form applies to the City School District of the City of New York.

If you selected the option for the City School District of the City of New York, please confirm the statement below by checking the following box.

- The central office of the City School District of New York City as well as each community school district, District 75, District 79, and the high school districts have a professional learning plan.

PLP Attestation - Needs Assessment

Needs Assessment

Note: If you indicate that you are a school in the District of the City of New York, you must check the subsequent box to proceed.

Commissioner's guidelines.

School District/BOCES Information

Please choose the applicable option.

- This attestation form applies to a BOCES or school district outside of the City School District of the City of New York.
- This attestation form applies to the City School District of the City of New York.

If you selected the option for the City School District of the City of New York, please confirm the statement below by checking the following box.

- The central office of the City School District of New York City as well as each community school district, District 75, District 79, and the high school districts have a professional learning plan.

! Please check this box if you want to proceed.

Needs Assessment

The professional learning plan shall include a needs analysis, and goals, objectives, strategies, activities and evaluation : analysis should include quantitative and qualitative information regarding teacher and leader practice and student out district, and/or BOCES level.

Please read each statement below and check the corresponding box.

PLP Components

- The PLP contains a needs analysis, goals, objectives, strategies, activities and evaluation standards for professi

11. Sign and date the attestation.

12. Then click "Next".

Mentoring Program Recordkeeping

- The school district or BOCES shall maintain documentation of the implementation of the mentoring program described in the professional learning plan.
- Such documentation shall include for each individual receiving mentoring pursuant to the mentoring program: the name of that individual and identifying information, their certificate, the type of mentoring activity, the number of clock hours successfully completed in the mentoring activity, and the name and identifying information of the individual who provided the mentoring.
- Such record shall be maintained by the school district or BOCES for at least seven years from the date of completion of the mentoring activity and shall be available for review by the department.

[PLP Attestation - Certification](#)

Certification

Please complete the signature below before submitting.

•

Superintendent Signature Date

13. You will receive a message indicating that the Statement of Assurances is complete.

✔ Thank you for completing the CTLE Sponsor Renewal Survey!

Your application IS NOT COMPLETE. You must upload a Certificate of Completion and Sign your application for submission.

If your District is approved as a CTLE sponsor, you will receive a Sponsor number which will be used on all coursework/training records.

CTLE Information

Submit Date	NOT SUBMITTED
Submit By	N/A
CTLE ID	N/A
Start Date	07/01/2021
End Date	07/01/2026
Dist. Supt.	N/A
Dist. Email	N/A
Status	Incomplete
CTLE Attestation	<input type="button" value="Update"/>
Statement of Assurances	<input type="button" value="Update"/>

14. Before you can submit your application for renewal, you must upload a copy of your Certificate of Completion.

Certificate of Completion

Upload your Certificate of Completion documents by choosing your file and clicking upload. You can upload as many documents as required.

• Certificate of Completion

Show entries Search:

File Name	Upload Date	Upload By	Status	Download
CTLE SPONSOR RENEWAL FORM 1.DOCX	08/04/2023	SHAUNA.RICE	PENDING	<input type="button" value="Download"/>

Showing 1 to 1 of 1 entries

15. Complete the digital signature and contact email.
16. Check the “Signed this date” box, and click “Submit”.

Digital Signature

I hereby certify that the attestation and information submitted in this application is true and accurate. I also understand that the authorized electronic signature (User ID and password) used to submit this application has the same legal validity and enforceability as a written signature.

- Name of District Superintendent/Primary Institution Contact
- Email address of Superintendent/Primary Institution Contact

Signed this date

Back
Submit

17. Next, you receive a notice that your application is pending approval. Once your certificate of completion has been reviewed and approved, you will receive an approval email from TEACH@nysed.gov.
 - NOTE: You have the option to print the CTLE Attestation and the Statement of Assurances by clicking the “View” buttons. The “Print” button will appear at the bottom of each document.

Thank you for submitting your application. It is currently pending approval.

CTLE Information

Submit Date	08/04/2023
Submit By	SHAUNA.RICE
CTLE ID	N/A
Start Date	07/01/2021
End Date	07/01/2026
Dist. Supt.	
Dist. Email	
Status	Ready For Review
CTLE Attestation	View
Statement of Assurances	View

* You can un-submit the application to correct the district superintendent name or email.

Un-Submit

Certificate of Completion

Upload your Certificate of Completion documents by choosing your file and clicking upload. You can upload as many documents as required.

- Certificate of Completion Choose file

Show 10 entries Search:

File Name	Upload Date	Upload By	Status	Download
CTLE SPONSOR RENEWAL FORM 1.DOCX	08/04/2023	SHAUNA.RICE	PENDING	Download

Showing 1 to 1 of 1 entries

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Upload

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