

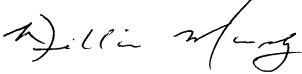


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**To:** District Superintendents  
Superintendents of Schools  
Public School Administrators  
Charter School Administrators

**From:** William P. Murphy 

**Subject:** Re-registration Process in the TEACH system and Continuing Teacher and Leader Education (CTLE) Flexibility

### Registration Overview

Educators who hold one or more of the following certificates must [register](#) with the Department every five years:

- Permanent or Professional certificate in the classroom teaching service
- Permanent or Professional certificate in the educational leadership service
- Teaching Assistant Level III certificate

Educators who are [subject to registration](#) must have "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.

Educators who are issued one or more certificates subject to registration on or after July 1, 2016 are automatically registered in the [TEACH system](#). Educators who hold one or more certificates subject to registration, and the certificates were issued prior to July 1, 2016, were required to register during the 2016-2017 school year. Information about registering for the first time is available [online](#).

## Re-registration Process

Educators who registered, or were automatically registered, in summer 2016 may be approaching the expiration date of their five-year registration period. The [re-registration process](#) for educators is now available in TEACH. Educators will be able to register for their next registration period beginning six months before their registration period expiration date.

The TEACH system will send notices reminding educators to re-register at six months, three months, and one month prior to the expiration date of their registration period. The notices will be sent to the educators' email address that is listed in their TEACH account. It is essential that their personal or home email is listed in TEACH and is verified and current to receive notifications.

Educators can view their registration period expiration date by clicking on "View or Change Registration Status" on their TEACH home screen or clicking on "Account Information" on their TEACH home screen and checking the "Registration Information" section. The directions to re-register are available [online](#).

## CTLE Requirement and Flexibility

Educators who hold a Professional teacher or educational leader certificate or the Teaching Assistant Level III certificate are subject to the [CTLE requirement](#) during their registration period. If they complete the CTLE requirement during their registration period, they will attest to completing it during the re-registration process.

If educators do not anticipate completing the CTLE requirement during their registration period, they can request conditional registration for any reason. Conditional registration provides them with an additional year from the expiration date of their current/past registration period to complete the CTLE requirement for their five-year registration period. This option provides flexibility for educators who were not able to complete the CTLE requirement due to the COVID-19 pandemic. They will be able to request conditional registration in TEACH beginning six months before their registration period expiration date. A description of conditional registration, as well as adjustments to the CTLE requirement due good cause, is available [online](#).

Educators will not send [documentation](#) of their CTLE clock hours to the Department for the re-registration process. However, such records must be retained for at least three years from the end of the registration period in which the CTLE was completed and be available for review by the Department upon request. Approved CTLE sponsors, including school districts, must provide educators with either:

- The [Completion of Approved CTLE Hour\(s\) Certificate form](#) (CTLE completion form), **or**
- An alternative form or format that captures the same information requested on the CTLE completion form (e.g., CTLE certificates), **or**

- Access for educators to generate a CTLE certificate with the information requested on the CTLE completion form (e.g., from a professional learning management system).

### Registration and CTLE Support

Information about registration and CTLE can be found on the [Office of Teaching Initiatives \(OTI\) website](#). Questions about the following related topics can be sent to the email addresses listed in the following table.

Topic	Email Address
CTLE	<a href="mailto:ctle@nysed.gov">ctle@nysed.gov</a>
CTLE Sponsor	<a href="mailto:ctlesponsor@nysed.gov">ctlesponsor@nysed.gov</a>
Registration	<a href="mailto:otiregistration@nysed.gov">otiregistration@nysed.gov</a>