

Changes in NYSED Certification Requirements:

Recently NYSED adopted new rules that require holders of NYSED certificates to “register” with the Department. **The new law (Chapter 56 of the Laws of Education) pertaining to certificate registration will go into effect on July 1, 2016.**

March Regents Item: <http://www.regents.nysed.gov/common/regents/files/316hea1.pdf>

Certificate Holders Affected by Changes

- Permanent Teaching Certificates
- Permanent Administrative Certificates
- Professional Teaching Certificates
- Professional Administrative Certificates
- Level III Teaching Assistant Certificates

Certificate Holders Not Affected by Changes

- Permanent Pupil Personnel Certificates (i.e. school social worker, school counselor, school psychologist, school attendance teacher, etc.)
- Initial Certificates
- Provisional Certificates
- Level I Teaching Assistant Certificates
- Level II Teaching Assistant Certificates

Registration Requirements

- Holders of the above-noted certificates issued prior to July 1, 2016, will be required to apply for initial registration during the 2016/2017 school year (July 1, 2016, to June 30, 2017) during his/her month of birth via the *TEACH Online Services* website (www.highered.nysed.gov/tcert/)
- Holders of the above-noted certificates issued on or after July 1, 2016, will be automatically registered.
- Registration must be renewed every five years.
- There is a late fee of \$10 per month if you do not register during your month of birth.
- Registration is required for continued employment.

Registration Procedure

- Certificate holders will need to have access to *TEACH Online Services*. If you have never accessed the website before, you will need to create a username and password. This can be done at: www.highered.nysed.gov/tcert/teach.
- Log in to your *TEACH* account and make sure that ALL contact information is correct (name, mailing address, e-mail address, telephone numbers, etc.). **This should be done NOW, in advance of actual registration.** *This information will be used by the New York State Education Department to provide you directly with information about the new requirements.*
- Apply for registration via the *TEACH Online Services* website during your month of birth between July 1, 2016 and June 30, 2017.
- There is no fee for registration.
- ALL Certificate holders must complete the registration process or they will not be able to be employed in any position requiring NYSED certification. Registration must be completed via *TEACH*; therefore, all holders of NYSED certificates must have a valid *TEACH* account in order to register. If you are having difficulty accessing your *TEACH account*, please contact the *TEACH helpline* at (518) 486-6041.

Continuing Teacher and Leader Education (CTLE) Requirements

- Holders of Professional Teaching Certificates and Professional Administrative Certificates and Level III Teaching Assistant Certificates will be required to complete 100 hours of CTLE during each five-year registration period.
- This replaces the current requirement for 175/75 hours of professional development every five years.
- CTLE requirements may be completed at any time during each five-year registration period, and must be met through continuing education from State Education Department approved providers. BOCES, school districts Teacher Center, Unions, professional organizations and Higher Ed are expected to be approved providers.
- Effective 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 and number of hours completed.
- Registrants **not** affected by CTLE: Permanent certificate holders (Teacher/Administrative)

Holders of NYSED certificates must complete the registration process by the listed deadlines or they will be declared not qualified to be employed in any position requiring such certificates. Additional detail will be forthcoming from the State Education Department; although it is noted that specific implementation processes have not yet been detailed by the State Education Department.