



# NYSAAA

New York State Athletic Administrators Association

## **NYSAAA is now an SED Approved Provider of CTLE (Continuing Teacher & Leader Education)**

### **New York State Athletic Administrators Association (NYSAAA) Guide to CTLE Record Keeping**

1. What is CTLE?
  - CTLE stands for Continuing Teacher and Leader Education, as designed by the New York State Education Department.
  - A Registered holder of a professional classroom teaching certificate, educational leadership certificate, or Level III teaching assistant certificate is required to successfully complete 100 clock hours of acceptable CTLE during the registration period if they practice in a NYS school district or BOCES. The CTLE requirement may be completed at any time during the registration period. CTLE completed during a prior registration period may not be carried over.
  - Credit may only be provided by a source approved by the New York State Education Department.
  
2. As a provider of CTLE credit, what records must NYSAAA maintain?
  - An eight year record of credit must be kept, including:
    - Teacher/Leader First and Last Name, Date of Birth, and last four digits of the social security number.
    - The activity for which credit was created and e-mailed to the participant.
  - Upon demand by the teacher/leader or the NYSED, a record of earned credits must be provided.
  - Teachers/Leaders must be provided with a certificate upon the completion of credit hours upon request, utilizing the template provided by the NYSED (see attached and find on-line at:  
<http://www.highered.nysed.gov/tcert/pdf/CTLE%20Certificate%20of%20Completion%20Form.pdf>) or a form that provides all of the same information.
  
3. What is the process that NYSAAA uses for maintaining CTLE records and issuing certificates for completed credit hours?

- a. The NYSAAA Educational Initiatives Chair will manage all CTLE requests.
- b. Upon completion of a credit-bearing activity, a spreadsheet will be created listing all participants in that activity and the number of hours to be granted to each participant based upon their registration and check-in at the activity.
- c. A template specific to the activity is created (Annual conference, Executive Board, etc.), with the completed relevant information concerning the name of the activity, its area of activity, location, dates, and number of credit hours to be granted.
- d. Participants are instructed to turn in their completed CTLE forms at the end of the activity (Conference, Executive Board, etc.). Date of birth and the last four digits of their Social Security number must be included.
- e. Upon receipt of completed CTLE form, the participant's D.O.B. and S.S. information is recorded on the spreadsheet, along with the current date.
- f. The CTLE Certificate of Completion template is filled in with the participant's name, D.O.B., SS, and the number of credit hours granted based upon the registration and check-in information available from the activity spreadsheet. It is renamed with the participant's last name and first initial, and saved on a hard drive.
- g. The participant will receive an email with a standard greeting (i.e. "Thank you for attending the 2018 NYSAAA Annual Conference. As per your request, please find attached your CTLE Certificate of Completion"). The CTLE certificate bearing the participant's name will be attached to the email and sent.
- h. The e-mail is then saved in a CTLE file on the e-mail server, acting as a tertiary back up to the saved, individualized certificates, and the completed spreadsheet.

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**To Receive Your CTLE Hours Certificate/Proof of Winter Conference Attendance:**

**Turn in a completed CTLE Request form at the completion of the activity you are attending.**

**Include your Date of Birth and the Last Four Digits of your Social Security Number.**

**A PDF Certificate will be emailed to you**