

Public Schools of the Tarrytowns



CTLE



Enhanced Longevity



Salary Transfers

(Information for Certified Staff)

CTLE – Continuing Teacher and Leader Education

Effective July 1, 2016, educators who hold the following certificates must register on TEACH every five years.

- Permanent or Professional certificate in the classroom
- Permanent or Professional certificate in educational leadership (Administrators)
- Level III Teaching Assistants

Registration takes place every five years; educators must complete at least 100 CTLE clock hours from an approved CTLE provider.

- ✓ ***Permanent certificate holders must register, but if they do not hold a professional certificate – they do not need to complete CTLE hours.***
- ✓ ***Teachers and Teaching Assistants are responsible for keeping track of their CTLE hours***

Acceptable CTLE Clock Hours
• Pedagogy and/or
• Content area of certificate title <u>and</u>
• Language acquisition addressing the needs of ELLs
✓ Includes activities designed to improve teacher and leader’s pedagogical and/or leadership skills
✓ promotes the professionalization of teaching and educational leadership, as applicable
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✓ are closely aligned to district goals for student performance

For Professional Certification

- 100 hours of professional development required every 5 years
- ENL teachers must complete a minimum of 50% (or 50 hours) of required CTLE in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ENL students.
- All other Professional Certificate holders (non-ENL certified) must complete a minimum of 15% (or 15 hours) of the required CTLE in language acquisition addressing the needs of English Language Learners, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ENL students.
- Every 5 years, the cycle starts again once you re-register your certification in your TEACH account

For Teaching Assistant Level III Certificate

- 100 hours of professional development required every 5 years
- Level III Teaching Assistants must complete 15% (or 15 hours) of the required CTLE dedicated to language acquisition, addressing the needs of English Language Learners, and integrating language and content instruction for such ENL students.
- Every 5 years, the cycle starts again once you re-register your certification in your TEACH account

Finding Acceptable CTLE Activities

- Acceptable CTLE is provided by school districts, BOCES, institutions of higher education, and other organizations listed in the following searchable table
(www.highered.nysed.gov/tcert/resteachers/ctlesponsors.html)



There is one 100-hour clock CTLE requirement per educator, regardless of the number of certificates held by the educator.

Record Keeping

- Educators need to maintain personal records of completed CTLE certificates, including:
 - Title of the Activity
 - Total number of hours completed
 - Number of hours completed in content, pedagogy, and language acquisition addresses the needs of ELLs
 - Approved sponsor's name and number (CTLE provider number)
 - Attendance verification and date and location of the activity

Educators will not send in documentation but need to have it in case of an audit – you will attest to the hours on TEACH.

Enhanced Longevity

- Enhanced Longevity is paid at the end of the school year (July). Payment is contingent on submitting evidence of participation and pre-approval by the supervising principal by June 30th.

TAT members (Teachers) are eligible for enhanced longevity in their 18th year, and Teaching Assistants are eligible for enhanced longevity in their 10th year:

- To qualify: A teacher must be in good standing, "Effective" or "Highly Effective" composite rating.
- It must be 12 hours of an uncompensated activity involving direct service to students and families.
- Examples are committee work, events/activities outside of the school day (not including contractual activities such as athletics and co-curricular), student trips beyond school hours by design, tutoring or extra help outside of the workday, and offering additional office hours for direct contact with students that are not required per TAT contract, school board presentations.

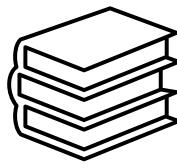
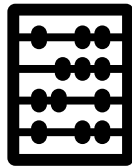
HOW TO FOR TEACHERS...

- Between July 1 and June 30th of the current year, all eligible and participating TAT members should enter the activity into **My Learning Plan** for pre-approval by their principal and Assistant Superintendent for Curriculum, Instruction, and Equity, using the Enhanced Longevity Approval Form.
- After approval, a member can complete the work and then mark it complete in MLP.

DENIAL may be appealed to the Superintendent.

Salary Transfers (Lane Change)

- To transfer from one salary lane to the next, teachers must provide the District with official transcripts reflective of academic work.
- Salary transfers will be paid on September 1 and February 1 of each year and only for work completed in the prior semester and previously approved. Completion of the course must be verified by the college/university or by the person/organization sponsoring an approved in-service course.
- Teachers can move lanes once every seventeen months.



- Administrative approval is required for all courses; please see the criteria listed below:
- Courses must be from an accredited degree-granting institution on the graduate level or must be approved in-service courses.
- Salary credit shall be granted for the following – with administrative approval.
 - Courses in teaching methodology.
 - Courses related to the applicant's assignment.
 - Courses prescribed by permanent certification requirements in the teaching assignment currently held by the applicant.
 - Courses prescribed a college for a degree as determined by proof of matriculation where the degree or courses are in the applicant's field of assignment.
 - In-service courses.
 - Courses requested by the Administration for the improvement of a teacher.
- Salary credit will not be granted for:
 - Correspondence and TV courses.
 - Courses in adult or continuing education.
 - Courses leading to a new profession outside of the field of education.
 - Courses for which a passing grade was not received.
 - Courses for which prior approval was not requested and in the District Office at least three (3) days prior to the opening session of the course.
 - Courses that duplicate previously taken courses.
 - Courses that are not properly documented by official transcripts.

- **How to:**

- Enter all graduate/in-service courses on My Learning Plan using the “**Graduate/In-service Form**” prior to taking any courses to be used towards all salary movement. You may not enter any courses that were taken prior to your probationary date.
- Provide the Personnel Department with the following documents no later than 4 PM on September 1 and February 1.
 - Completed salary request forms indicating the courses and credit hours.
 - Print outs from My Learning Plan – indicating course title, prior approval, and final approval of all courses being used for salary transfer.
 - Certificates of completion or official sealed transcripts or transcripts emailed directly from the institution indicating the credits/hours of completion to match what was entered into My Learning Plan.

- **Please note:**

- In order to use credits prior to being hired by the District, official transcripts are needed.
- Any classes taken after MA can be used towards a salary transfer.
- If a course is paid for by the District, it cannot be used towards a salary transfer.
- Some courses may count for both CTLE and salary transfer.
- If you have questions, reach out to HR (914) 631-9406.