NYSATA On-site Conference Continuing Teacher Leader Education (CTLE) Record Form

Step 1. Use this form to record the workshops you attend and enter the WORSKSHOP CODE, category (P-Pedagogy, C-Content, ELL- English Language Learning), and number of minutes for each workshop. Workshop CODES are provided at the end of each workshop.
STEP 2—Obtain a NYSED-Compliant CTLE Certificate through our new Online Certification Form. After the conference, go to the CTLE CERTIFICATION PAGE at www.nysata.org/2017-conference-CTLE

	A code will be provided at the end of each session. Missed codes can be obtained at Registration.				Each workshop session must be categorized as one of these 3 options: P-Pedagogy, C-Content, or ELL-English Language Learning. Enter number of minutes of each workshop or keynote session under the appropriate category at right.	CTLE Category Enter duration in minutes		
Date	**Workshop Code**				**Workshop/Session Title**	**P**	**C**	**ELL**
					Total number of minutes for each category			
					Total number of hours for each category (total minutes ÷ 60 = total hours) Round up to the nearest ¼ hour			

Name_____ **District**_____

Address_____ **School**_____

This form must accompany the web-based certificate that will be provided to you once you enter the information on the NYSATA website. Please keep a copy for your records. No certificates will be available at the conference.