CTLE CREDIT PROCESS

HOW TO VERIFY YOUR ATTENDANCE HOURS AND OBTAIN A CERTIFICATE

NYSATA is a New York State Education Department (NYSED) approved Continuing Teacher Leader Education (CTLE) sponsor. NYSED requires documentation and verification of attendance for CTLE credit. In an effort keep this documentation process simple yet maintain accuracy and appropriate records, NYSATA has established a specific CTLE certification process for our conference attendees.

All participants should follow the same process whether you need to officially document CTLE hours for certification or to simply provide verification of attendance for your school district. Attendees are responsible for maintaining their own CTLE records and obtaining whatever pre-approval is required by their school or district for credit.

THE VERIFICATION PROCESS CONSISTS of TWO STEPS

STEP 1—AT THE CONFERENCE

Document Your Hours

Find the Onsite CTLE RECORD FORM in your conference program. Use it 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.

CTLE learning categories are not assigned by NYSATA. Use your professional judgement to select a category based on the content of the workshop. Minutes can be divided among two categories if appropriate to the content of the workshop.

The WORKSHOP CODE is a four-digit number that will be provided at the end of each session. The code is your verification of attendance—no signatures are needed! Please record the code and number of minutes immediately at the end of each session. If you miss a code, seek help at the registration table.

Here is an example of how to flll in the form:

Date	Workshop Code				Workshop/Session Title	P	C	E LL
11-22-19	2	3	4	5	Creating a choice based elementary Program: Honoring the Child as Artist	50		
11-22-19	5	7	8	9	Nathalie Miebach Keynote		60	
11-23-19	7	6	6	1	Olivia Gude Keynote Speech	30	30	
11-23-19	5	4	4	2	Image Transfer and Encaustic—Extended Workshop		150	
					Total number of minutes for each category	80	240	
					Total number of hours for each category (total minutes÷60=total hours) Round up to the nearest .25 hour	1.5	4	

STEP 2—WHEN YOU RETURN HOME

Obtain an Official NYSED-Compliant CTLE Certificate

After the conference visit www.nysata.org/ctle-credit. Read the instructions, then use the CTLE CERTIFICATION FORM link to enter your total hours in each category. An automated NYSED-compliant certificate will be generated as a confirmation of your form submission. Please print the certificate and attach it to your Onsite CTLE RECORD FORM. The certificate is valid only with the accompanying Onsite CTLE RECORD FORM. NYSED CTLE regulations require teachers to keep copies of CTLE evidence (both the certificate and record form) for eight years. NYSATA cannot accept responsibility for lost certificates.

The ONLINE CERTIFICATION FORM will remain open until January 30.