nysata Conference On-site 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—After the conference and before January 30, go to www.nysata.org/ctle-credit. Follow the instructions and fill out the online certification form to receive your official CTLE certificate. Print the certificate and attach it to your certificate. Keep CTLE records for at least 8 years.

	Code is provided at the end of each session. Missed a code? Visit the registration table.				Use your best judgement to categorize each workshop as P- Pedagogy, C-Content, or ELL- English Language Learning. Session minutes can be split into more than one category if appropriate. Enter number of minutes for each sesion under the appropriate category at right.	CTLE Category Enter minutes		
Date	**Workshop Code**				**Workshop/Session Title**	**P**	**C**	**E LL**
					Total number of minutes for each category			
					Total number of hours for each category (total minutes÷60=total hours) Round up to the nearest .25 hour			

Name: _____ School District: _____

Address: _____ School: _____

This form must accompany the automated certificate provided after you enter your information and hours into the CTLE Certification Form on the NYSATA website. Please keep a copy for your records (8 years). No certificates will be available at the conference. NYSATA cannot replace lost certificates.