



### **Overview, Definitions, and Requirements:**

Alfred University departments and divisions may apply to offer Continuing Teacher & Leader Education (CTLE). CTLE activities will expand educators' content knowledge and the knowledge and skills necessary to provide developmentally appropriate instructional strategies and assesses student progress. CTLE activities provide educators' knowledge, skill, and opportunity to collaborate to improve instruction and student achievement in a respectful and trusting environment, to meet the diverse needs of all students, to create safe, secure, supportive, and equitable learning environments for all students, and to engage and collaborate with parents, families, and other community members as active partners in children's education. Finally, CTLE activities include a continuous improvement plan to assess effectiveness in improving professional practice and student learning. CTLE activities are defined in law and regulation Subpart 80-6 of the Regulations of the Commissioner of Education: [Commissioner's Regulations Subpart 80-6: Registration and CTLE Requirements](#)

- CTLE activities must be offered in either an approved Content area and/or in Pedagogy:
  - Content
    - CTLE activities should address the content an educator teaches and/or how one teaches that content.
  - Pedagogy
    - Acceptable CTLE must be conducted through activities designed to improve the teacher's pedagogical skills, targeted at improving student performance, promote the professionalization of teaching and educational leadership, and be closely aligned to district goals for student performance.
- Credit definitions
  - For credit-bearing university or college courses, each semester-hour of credit shall equal 15 clock hours of CTLE credit
  - For all other approved continuing teacher and leader education courses, one CTLE credit hour shall constitute a minimum of 60 minutes of instruction/education.
- There will be no fees associated with offering CTLE credit, on top of any charges that might be normally collected for the activity.
- Examples of CTLE activities:
  - Teacher workshops
  - Events: lectures, panels, etc., that align to the standards
  - College courses and summer workshops
- Assessment should include evaluation of participant achievement of outcomes, and may include products such as post-event surveys, monitoring and evaluating participant engagement, self-reporting or reflective journaling, portfolio of products, etc.
  - Evaluations become part of the CTLE records maintained as per NYS Ed requirements.
- Questions about offering CTLE should be directed to the Associate Provost's office (assocprovostcurr@alfred.edu). The Associate Provost will be responsible for ensuring the integrity of and coordinating CLTE activities. CTLE activities must receive institution approval prior to any advertisement.

## **Application to offer CTLE credit activities**

Complete the following application and submit to the Associate Provost: [assocprovostcurr@alfred.edu](mailto:assocprovostcurr@alfred.edu)

Division or Department Offering CTLE activity: \_\_\_\_\_

Division Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

The division/department regularly offers courses in a subject area aligned with an approved Alfred University NYS Ed Teacher Education program:  Yes  No

Title of the activity: \_\_\_\_\_

Date(s) and Time of activity: \_\_\_\_\_

Location of the activity: \_\_\_\_\_

Instructor(s): \_\_\_\_\_

*A copy of each Instructor's CV or Resume should be submitted with this application.*

Brief description of the purpose of the CTLE Activity/Program:

Select One or More Areas of Activity:  Pedagogy  Content

Learning Objectives and learning methods of the CTLE Activity/Program:

Outline of the CTLE activity, the assessment methods used, and the number of contact hours of the CTLE activity:

Summary of how the CTLE Activity will be evaluated:

Briefly summarize evaluation of the need for the CTLE activity

Summary of how the program will confirm attendance of CTLE seeking educators:

- Use of sign-in and sign-out signature sheets
- Other: please describe

Do you plan to  pre-register participants (preferred), or  on-site registration for CTLE credit, or  Both.

Briefly describe how the division/department has adequate resources (personnel, facilities, technologies, materials, etc.) to offer the course work and training.

*Submit to the associate provost of curriculum, learning assessment, and accreditation:  
[assocprovostcurr@alfred.edu](mailto:assocprovostcurr@alfred.edu), who will review the application in consultation with the chair of Education. The associate provost will notify the contact person of application status.*

**CLTE activities may not be advertised prior to receiving approval. Following approval, divisions/programs may advertise events.**

**One week prior to the CTLE activity, submit the following to the associate provost:**

*CTLE activities with pre-registration:*

- Provide the following for each individual seeking CTLE credit: Names (First, Last, Initial), Date of Birth, Last 4 digits of the Social Security Number
- Confirm that information provided in the initial CTLE application remain accurate.
- The Associate Provost's office will provide Completion Certificates for participants, and sign-in and sign-out sheets for participants, if required.
- Pre-registration of CTLE participation is preferred, even for free events.

*CTLE activities with on-site registration:*

- Confirm that information provided in the initial CTLE application remain accurate, and request sign-in/sign-out sheets.
- The Associate Provost's office will provide and sign-in and sign-out sheets for participants that include required information (attendee's first name, last name, last four digits of their Social Security Number and their date of birth, current email address.)

**Completion certificates should only be provided at the end of the CTLE activity to attendees who satisfy attendance and participation requirements, and who complete required assessment, evaluations, and/or surveys related to the CTLE event.**

**Completion certificates for on-site registrations will be emailed to participants within 1 week of the CTLE event.**

**Provide the following to the Associate Provost within 1 week of the end of the CTLE event:**

1. Completed sign-in/sign-out sheets with signatures
2. List of attendees who completed CTLE activity and received their completion certificates
3. List of attendees who completed CTLE activity and need their completion certificate emailed to them
4. List of enrolled individuals who did not complete the CTLE activity
5. Return Completion Certificates for individuals who did not complete the CTLE activity

**Provide the following to the Associate Provost within 1 month of the end of the CTLE event:**

1. Assessment results
2. Summary of evaluations of participants
3. Copies of promotional materials used for the CLTE activity

## Alfred University CTLE Record keeping policy

NYS requires that sponsors must maintain records for at least eight years from the date of completion of a CTLE activity. The associate provost's office will generate a digital record of each CTLE activity that includes the following:

- Original application
- CVs/Resumes of instructors/presenters
- Assessment results
- Summary of evaluations of participants
- Copies of promotional materials used for the CLTE activity
- The list of certified professionals in attendance, including each attendee's first name, last name, last four digits of their Social Security Number and their date of birth.

The digital record will be stored on the Division of Education's U Drive

### Renewal

- CTLE sponsors must renew their sponsorship every five years.
- Alfred University renewed our CTLE sponsorship in 2021.
- The ability to renew will be available via the TEACH website in January 2026 and must be completed by Jun 30, 2026.
- The NYS Ed Department will send renewal paperwork approximately three months prior to approval period end date. However, it is the sponsor's responsibility to contact the NYS Ed department to initiate renewal, even if we have not received our renewal application.

### Website

- Registration and Continuing Teacher and Leader Education (CTLE) requirements for educators information: <http://www.highered.nysed.gov/tcert/resteachers/registrationctlehome.html>.
- Registration and Continuing Teacher and Leader Education (CTLE) requirements for sponsors information: <https://www.highered.nysed.gov/tcert/resteachers/ctlesponsorhome.html>

There is a copy of the CTLE sponsor agreement on file in the Associate Provost's office and the Division of Education office.

10/9/2024