

Directions to Re-Register Your Professional Certificate in TEACH Required for Teachers and Administrators with Professional Certificates and TAs with a Level III Teaching Assistance Certificate

- ★ If you registered your professional certificate in 2016, your five year registration period will expire at some point this calendar year. **You need to re-register your certificate in order to maintain a current certificate.**
- ★ If you have an updated and verified email address in TEACH, you have probably started to receive emails from NYSED alerting you to the fact that your registration period is expiring.

Registration Periods

Show entries Search:

Start Date	End Date	Cond Reg Exp	6 Month Notice Sent	3 Month Notice Sent	1 Month Notice Sent
08/19/2016	11/30/2021		2021-06-29		
12/01/2021	11/30/2026				

Showing 1 to 2 of 2 entries

- ★ If you have not been receiving these emails from NYSED, it is important that you verify your email address in your TEACH account. A sample email is below.

Records in the TEACH system indicate that the registration period for your following certificate(s) will expire on 11/30/2021: Professional Certificate School District Leader, Professional Certificate School Building Leader, Permanent Certificate Social Studies 7-12, Permanent Certificate Reading Teacher, Permanent Certificate Pre Kindergarten, Kindergarten And Grades 1-6. The Office of Teaching Initiatives would like to take this opportunity to provide you with the following information on your options.

If you plan to practice in an applicable school after the expiration date of your registration period at any time in the future, you must re-register and maintain continuous registration. The definitions of "applicable school" and practicing are provided below.

- "Applicable schools" include New York State (NYS) school districts or BOCES. NYS nonpublic schools also became applicable schools on October 17, 2017.
- "Practicing" means employed 90 days or more during a school year by a single applicable school in New York State. A day of employment includes a day actually worked in whole or in part, or a day not actually worked but a day paid. In addition, the New York City Department of Education and any of its components are considered a single applicable school.

If you are currently practicing in an applicable school, you must register as "active". If you are currently not practicing in an applicable school, you would register as "inactive". If you register as "inactive", you must change your registration status to "active" in TEACH when you resume practicing in an applicable school.

You can register for your next registration period by clicking on "View or Change Registration Status" on your TEACH account home screen. If you are required to complete continuing teacher and leader education (CTLE) during your registration period, you will have the opportunity during the re-registration process to either 1) attest to completing the CTLE requirement, or 2) request one-year conditional registration if you did not meet the CTLE requirement.

If you do not plan to practice in an applicable school after the expiration date of your registration period at any time in the future, you may disregard this notice and future notices to register for your next registration period. For example, if you retired or moved to another state with no plans to return to New York State, you would not need to register as active or inactive.

Information about registration and CTLE requirements are available on the Office of Teaching Initiatives website:
<http://www.highered.nysed.gov/tcert/resteachers/registrationctlehome.html>. Questions about registration or CTLE can be sent to ctle@nysed.gov

Step 1 - Log into your TEACH Account

- ★ <http://www.highered.nysed.gov/tcert/teach/>
 - If you don't remember your username or password, please follow the directions on the website, or contact NYSED at teachhelp@nysed.gov.
 - It is possible that you will get a notification that your account has been selected for an additional authentication process and to contact NYSED to gain access to your account. **THIS IS NOT SPAM. THIS IS A REAL MESSAGE FROM NYSED.** See screenshot below.
 - The number on this notification is not helpful. It is best to email NYSED directly at teachhelp@nysed.gov, or complete this form: <https://secureforms.nysed.gov/ohe/tcert/technical.cfm>

Account Information

Account Update:

Your NY.gov account security is our top priority. To ensure your security, your account has been selected for an additional authentication process. If you are logging in to certify for unemployment benefits, please take the following steps:

1. This week, you must certify over the phone by calling **888-581-5812** for UI benefits or **833-324-0366** for PUA benefits. You will need your Social Security number (SSN) and Personal Identification Number (PIN). As a reminder, you can certify for last week's benefits between Sunday and Saturday of this week.
2. To complete your NY.gov authorization process, please call our Contact Center at **800-833-3000** Monday through Friday from 8:30 a.m. to 4:30 p.m. After selecting your preferred language, select option 2 to be routed to an agent.

If you are logging in to access any other New York State purpose, please contact the appropriate agency for your application using information found on the [Agency Assistance Contact Information page](#).

- ★ Once in TEACH, you should immediately see your registration status on your TEACH dashboard, or you can click on the option to [view your registration status](#).
- ★ If the expiration date for your current registration period is more than six (6) months away, you will not be able to re-register at this time.
 - If necessary, be sure to update your email address so that you receive the notification emails from NYSED when you are within six (6) months of your re-registration date.
- ★ If you never registered your certificate in 2016, take the time to do it now, and to update your email address as appropriate.

Step 2 - Follow the directions for completing the re-registration process.

- ★ These questions focus on the required 100 CTLE hours over five years, with 15 of the 100 hours specific to the needs of English language learners. **It is your responsibility to know if you have met the requirement.**
 - This would be based on what you have entered into your Frontline MLP account, which should include the CTLE certificates you've been issued over the years from my office for in-district workshops and CTLE hours earned from any CTLE-approved providers outside of the district.
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- ★ Answer question #1 based on your years of teaching in Hudson, or in another public school district, during the last five years.
- ★ Answer question #2 based on how many of those years were in a school that was **exempt** from the ELL CTLE requirement.
 - **Hudson is NOT an exempt school district.** If you've been in Hudson for the last five years, then select zero (0) for the number of years you've worked in an exempt school.
 - If you have not worked exclusively in Hudson for the last five years, then you will need to know if your previous district(s) was exempt from the ELL CTLE requirement so that you can answer this question appropriately.

Answer the following CTLE Questions

1. During your registration period, how many years did you practice in an applicable school while holding a Professional teacher, Professional educational leader, or a Teaching Assistant Level III certificate? The answer would be a whole number between 0-5.
- "Applicable schools" include New York State (NYS) school districts or BOCES. NYS nonpublic schools also became applicable schools on October 17, 2017. In addition, the New York City Department of Education and any of its components are considered a single applicable school.
 - "Practicing" means employed 90 days or more during a school year by a single applicable school in New York State. A day of employment includes a day actually worked in whole or in part, or a day not actually worked but a day paid.

Select ▼

2. During the years that you practiced in an applicable school while holding a Professional teacher, Professional educational leader, or a Teaching Assistant Level III certificate, how many of those years were you employed by an applicable school with an approved exemption for the CTLE language acquisition requirement? You could check the [CTLE language acquisition requirement webpage](#) to see if your employer(s) had an approved exemption in a given year. The answer would be a whole number between 0-5.

- School districts can seek an exemption for the CTLE language acquisition requirement related to ELLs if they have fewer than 30 ELLs enrolled, or ELLs comprise less than 5% of the district's total student population, as of a date established by the [Office of Bilingual Education and World Languages \(OBEWL\)](#). The school district, rather than the educator, would obtain the exemption by submitting the appropriate form to the OBEWL.

Select ▼

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Step 3 - Complete the CTLE Hours Attestation

CTLE Hours Attestation

Based on your responses to the first two questions, you were required to complete a total of **100** clock hours of CTLE during your registration period. At least **15%** of these clock hours must have met the CTLE language acquisition requirement during each year practice takes place in an applicable school without an approved exemption for this requirement. Therefore, **15** clock hours must have met the CTLE language acquisition requirement.

I attest that I completed the total number of CTLE clock hours and the CTLE language acquisition requirement as described above during my registration period and/or conditional registration period, or that I have an approved adjustment to the CTLE requirement from the New York State Education Department (NYSED). I am aware that I must retain documentation verifying the completion of my CTLE clock hours for at least three years from the end of the registration period and that this documentation must be available for review by NYSED if requested.

- Individuals would not send documentation of their CTLE clock hours during this re-registration process.

If you did not complete the total number of CTLE clock hours and/or the CTLE language acquisition requirement as described above during your registration period, would you like to request **conditional registration**? Conditional registration would provide you with an additional year from the expiration date of your current/past registration period to complete the CTLE requirement for your five-year registration period for any reason. Yes No

Step 4 - Confirmation Email

- ★ You should receive a confirmation email and your registration period will update to 2026 in your TEACH account.

If you received your Professional Certificate or Level III Teaching Assistance Certificate after 2016

- ★ If you transitioned from your Initial certificate to your Professional certificate after 2016, you were automatically registered at the time you received your Professional certificate. Your five year registration period will have started the year your professional certificate was issued.
- ★ If you earned your Level III TA certificate after 2016, you were automatically registered at the time you received your Level III TA certificate. Your five year registration period will have started the year your professional certificate was issued.
- ★ Please follow the steps above to confirm you have a valid email address in TEACH and/or to check on your registration status.