

EAST HAMPTON SCHOOL DISTRICT
Office of the Assistant Superintendent

MEMORANDUM

TO: All Teachers & Teaching Assistants

FROM: Dr. Charles Soriano



RE: REMINDER: 175 Hours Requirement for Professional Certificates

DATE: 21 November 2011

CC: R. Burns; EHUFSD Board of Education

NB: This memo only applies to teachers who have "Professional" Certification in any discipline or staff who hold "Teaching Assistant III" certification. In most cases, these requirements only apply to staff who earned certification AFTER 2004. If you have a "Permanent" Certificate (as most of us do), this does NOT apply to you.

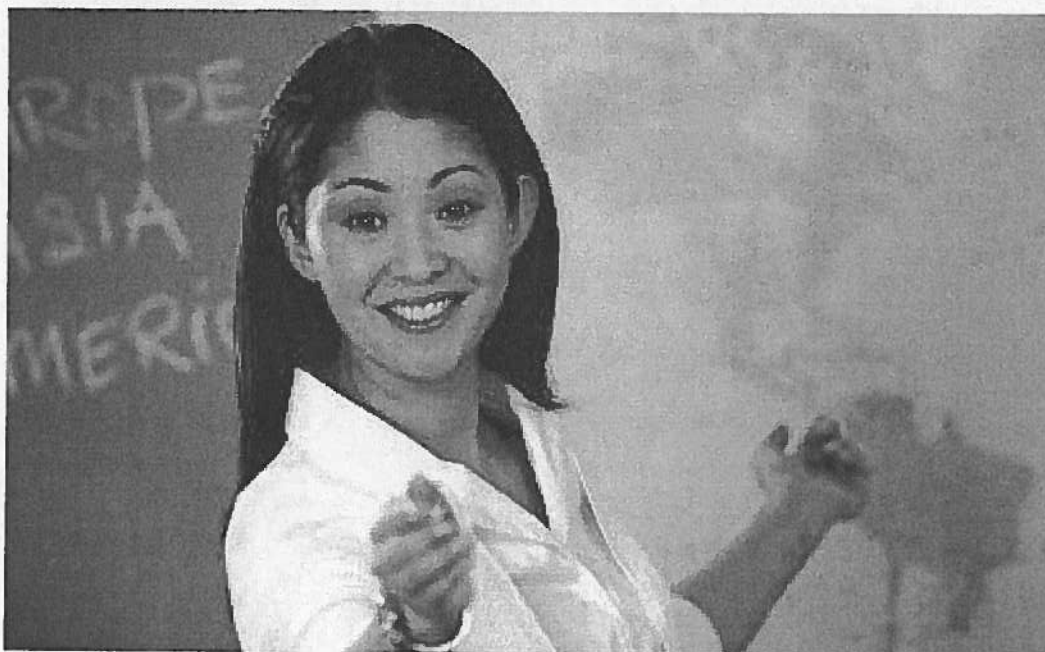
In 2006, Priscilla Campbell and I co-authored a memo to all EHTA members outlining the 175-hour professional development (PD) requirements for all newly certified staff. The expectations and procedures contained within that document continue to be in force.

While all professional certificate holders are responsible for maintaining their PD records, please know that each year my office will make a copy AND report your hours to New York State. **Reporting is not something that you can do; the District must do the reporting through the NYS TEACH system.**

As in the past, please continue to maintain records of your on-going PD hours. Each June, ask your principal or director to sign your log. Please send a copy (not the originals) to my office for processing by 1 June of each year, so that we may report your hours by 30 June. The PD year is 1 July to 30 June. You are responsible for maintaining all records and keeping back-up in your own files for seven years.

Attached you will find additional guidance from NYSED that I am asking you to read. If you have any questions, please do not hesitate to call me (x4133).

CS:kaf
Attachments



Professional Development Requirement for Certification

Do you hold a “Professional” certificate?

**Do you hold a “Teaching Assistant III”
certificate?**

If you answered YES to either of these questions, you are required to complete continuing professional development to keep your certificate valid. Please read more about this below.

If you answered NO to BOTH questions, you are not subject to this requirement.

The Requirement

- If you hold a “Professional” certificate, you must complete 175 hours of professional development (PD) every 5 years.
- If you hold a “Teaching Assistant III” certificate, you must complete 75 hours of professional development every 5 years.
- If you are not employed in a NYS public school or BOCES, the number of hours required will be automatically reduced but you still must complete PD.

— OVER —



The University of the State of New York | The State Education Department

Office of Teaching Initiatives: www.highered.nysed.gov/tcert/

Professional Development Period

- The professional development year is JULY 1 - JUNE 30.
- Your first professional development period begins the July 1 *after* the effective date of your Professional or TA III certificate and continues for five years. Note: PD activities completed before this July 1 "begin date" do not count toward the requirement.
- Five-year PD periods continue thereafter for as long as you wish to maintain your certificate, whether or not your current assignment is in the area of your certificate and whether or not you are employed.

Planning Activities

- If you are employed in a NYS public school or BOCES, your school will approve the activities that count toward this requirement.
- If you are not employed in a NYS public school or BOCES, you may complete activities in pedagogy or the content area of your certificate from specified providers. **Check the Office of Teaching Initiatives (OTI) web site for providers.**

Reporting Hours

- If you are employed in a NYS public school or BOCES (for 90 days or more), your school will report the hours you complete that year to the State Education Department.
- If you are not employed in a NYS public school or BOCES, you must report the hours you complete each year to the State Education Department through your individual TEACH account.

Keeping Records

- If you are employed in a NYS public school or BOCES, both you and your school must keep records for seven years, as they are subject to audit.
- If you are not employed in a NYS public school or BOCES, you must keep records for seven years, as they are subject to audit.

Your TEACH Account

The only official record of your completed professional development is maintained on the State Education Department's TEACH online system. Establishing a TEACH account (username and password) will allow you access to your professional development and other certification-related records. **Check our web site for details.**

Failure to Meet Requirement

- If you fail to complete the required PD, you become subject to due process and risk the loss of your Professional or TA III certificate(s).
- Adjustments to the requirement may be granted for good cause.
- You must report address changes to OTI. **Check our web site for full details.**

TO DO List

- ✓ Establish your TEACH account. **Go to our web site for step-by-step directions.**
- ✓ Talk with your school administrator to plan and get approval for your professional development activities.
- ✓ Periodically check your professional development record on TEACH to make sure it is accurate and up-to-date.
- ✓ Alert your school administrator early to any problems with hours reported to TEACH by your district.
- ✓ Keep your own records of all PD you complete for 7 years.
- ✓ Visit the Office of Teaching Initiatives Web site for complete information on the PD requirement, FAQs, allowable activities, etc. From the Home page, go to "Certification", then "Professional Development for Certificate Holders".

Office of Teaching Initiatives: www.highered.nysed.gov/tcert/

EHTA

15 May 2006

Memorandum

To: All EHTA Members *Priscilla*
From: Priscilla Campbell and Charlie Soriano, Assistant Superintendent
Re: 175-Hour Professional Development Requirement for teachers who received certification IN ANY DISCIPLINE after January, 2004

Effective 2004, holders of the Professional licensing certificate from New York State Department of Education must complete 175 hours of professional development every 5 years in order to maintain his/her certification. The following is a list of suggested activities that the EHUFSD considers appropriate to fulfill this requirement. Your participation can be that of delivering information to others or participating in said workshop or course. If you intend to participate in an activity that is not on this list, please check with your administrator for prior approval.

Please be guided by the principles outlined on the SED website:
<http://www.highered.nysed.gov/tcert/certificate/maintaincert.html>
regarding the kinds of activities that may qualify for the professional development requirement.

Teachers should note that it is his/her sole responsibility to maintain this log and to obtain the requisite signature from an authorized administrator at the end of each school year. The EHUFSD bears no responsibility in maintaining the records of teacher participation in any activity.

Meetings

- Faculty
- Department/grade level
- Coordinator/principal's cabinet/team

Curriculum Development / Training Sessions

- Planning
- Writing
- Statewide curriculum development

Projects

- Educational development projects
- Summer projects
- Research projects

TURN OVER - 1

Coursework

- **Course** taken at a college, university, teacher center, or approved facilitator
- **For in-service credit**
- **For audit**
- **Portfolio development**
- **Delivering instruction** to other teachers
- **Pursuing National Board Certification**
- **Developing and presenting a major paper**

Testing

- **Test development committee member**
- **Test scoring**
- **Regional scoring**

Mentoring

- **Support teacher, coach, mentor**
- **Designated master/lead teacher**
- **Department/program area coordinator**

Cooperating Teacher (to a student teacher)

- **Including attendant meetings and processes**

Elected officer in professional organization(s)

etc. (please check with your administrator if you wish to participate in an activity not included on this list)

175-HOUR PROFESSIONAL
DEVELOPMENT REQUIREMENT

*** SAMPLE LOG ***

EAST HAMPTON UFSD

| NAME COURSE/ACTIVITY: | LOCATION: | DATE(S): | # HOURS EARNED: |
|--|----------------------------------|--|-----------------|
| e.g. "Adolescent Psychology" | Suffolk Community College course | Spring semester, 2005 | 31 hours |
| e.g. "Multiple Intelligences" | Peconic Teacher Center workshop | Feb-March, 2006 | 15 hours |
| e.g. Grade 7 team meetings | EH MS | Sep, Oct, Nov, Dec, Jan, Mar, April 2005-06 | 3.5 hours |
| e.g. Building faculty meetings | JMMES | Sep - June 2004-05 | 10 hours |
| e.g. Curriculum writing "Integrating English & Social Studies 7th grade" | EH MS | Summer project, 2005 | 5 hours |
| e.g. new teacher meetings monthly | JMMES | Sept - June 2004-05 | 15 hours |
| | | | |
| | | | |

Authorized EHUFSD signature:EXAMPLE Date: