**What are 100 hours?**

**100 hours are the state requirement for PROFESSIONAL certificate holders to maintain certification.**

**Who needs them? A Registered holder of a professional classroom teaching certificate. Those of us with a permanent certificate should have registered with TEACH in 2016.**

**The registration period will begin the first day of your birth month and end on the last day of the month prior to your birth month in the 5th year of the registration cycle.**

**How do I get them?**

**You should be able to accrue 100 hours through attending professional development, faculty and department meetings. If for some reason you are not meeting regularly with your department, please reach out to one of your building representatives so that the situation can be rectified. You can take courses, but they must be state approved and won’t count towards salary reclassification.**

**When can I start getting them?**

**You may begin to earn credits after you have registered for your professional certification. As of now, hours do not roll over from the each 5 year registration cycle.**

**Do credits from different places hold different values?**

* **For credit-bearing university or college courses: each semester-hour of credit will equal 15 clock hours of CTLE credit.**
* **For each quarter-hour of credit will equal 10 clock hours of CTLE credit.**
* **For all other approved continuing teacher and leader education courses, one CTLE credit hour constitutes a minimum of 60 minutes of instruction/education.**

**How do I keep track of my hours?**

**This is your responsibility! The form can be found in the links below. Hours should also be logged in My Learning Plan and maintained for 3 years after the 5 year registration period in the event of an audit.**

**Make sure to check your TEACH account on the New York State website to make sure you are registered. If you are a professionally certified teacher, you must look for your due date on your TEACH account profile page. Each person will have a different due date, since it is dependent on the date you registered with the State Education Department after receiving your professional teaching certificate .**

**If for whatever reason you are unable to complete you 100 hours before the end of the five year period, you do have the right to apply for a conditional registration from the State Education Department via your TEACH account to allow up to a one year extension to complete the remainder. You will be asked to show proof of the hours already completed. There is only one extension granted per person.**

***\*If you are audited and asked to submit proof of incomplete CTLE hours, you may not be allowed to work in a New York State public school until requirements have been met.***

**Helpful links:**

**There is information and links applicable to each building’s plan for accruing credits. Go to the Bellmore Merrick website, click ‘personnel’, then ‘certification’**

**CTLE Information**: <http://www.highered.nysed.gov/tcert/resteachers/ctle.html>

<https://www.nysut.org/resources/special-resources-sites/certification/professional-learning>

**For Certification:**

<http://www.bellmore-merrick.k12.ny.us/district/certifications>

**BOCES CONTACT:**

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<https://www.nassauboces.org/page/512>

<http://www.highered.nysed.gov/tcert/certificate/timeext.html>