

Recordkeeping for CTLEs or Professional Development

Professionally certified teachers must keep a record of all CTLE or professional development completed during your professional development period, including that provided by your school district. Required documentation elements include:

Program/event title

Accrual of hours of program/activity

Provider name

Attendance verification

Date and location of the program/activity

Records should be kept as current with activity completion as is possible and must be kept seven years and be made available to the New York State Education Department in the event of an audit. If you are employed by a school district, the district reports professional development hours on your behalf. It is recommended that this information be reported annually.

Please use this form to document the accrued 100 hours needed to maintain your Professional certificate every five years. Here's the link:

<http://www.highered.nysed.gov/tcert/pdf/pdrecord.pdf>