Maintaining Your NYS Professional Certificate

How to create a log and record your professional development hours if you are employed by a NYC charter school

NYC Charter School Center
Fall 2013
When does the clock start ticking?

• The NYS Education Department requires that all Professional certificate holders complete 175 hours of professional development (PD) every five years AFTER the Professional certificate has been issued.

• The clock starts ticking on the July 1st AFTER the effective date of your Professional certificate.
Professional Development: General Facts

- A professional development year is from July 1\textsuperscript{st} through June 30\textsuperscript{th}.
- PD activities completed before this July 1 “begin date” do NOT count toward this requirement.
- 175 hours of PD every five years is required for NYS teachers to maintain the validity of their Professional certificate which allows them to continue to teach.
Professional Development: General Facts

- Five-year periods continue even if you are not employed or if your teaching assignment(s) is not the same as the subject/level of your Professional certificate.

- Your obligation of 175 hours every five years is **REDUCED BY 10%** for every year of the PD period that you are **NOT** employed in a TRADITIONAL NYS public school. A charter school is considered a non-traditional public school so this reduction applies to YOU.
As a NYS charter school teacher, how many PD hours do I need?

- The total number of PD hours for NYC charter school teachers over the five-year period would be 87.5 hours.
- You can report your PD hours at anytime during the five years and should maintain a separate, personal log of your PD activities and dates.
- It is suggested that you officially report your PD activities on TEACH at the end of each school year.
Suggested PD Activities

• Professional conferences
• College courses in education related to your certificate title at an accredited institution
• Workshops on topics such as curriculum or improving content knowledge
• Workshops on classroom management
• PD IN YOUR CHARTER SCHOOL
How to Record PD Hours in TEACH

1. Complete the personal information section – name, SSN, date of birth and gender
2. Fill in the dates of the five-year professional development period
3. Click on the “Report Hours” button and indicate the PD hours for that year.
4. Click on “Not Employed in a Public School” under the “Employment Type”
5. The SED will automatically reduce the total hour requirement by 10% for teachers who are not employed in a public school
<table>
<thead>
<tr>
<th>Hours</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Activity</td>
<td>8/26/13</td>
</tr>
<tr>
<td>Activity/Course</td>
<td>NYS Learning Standards</td>
</tr>
<tr>
<td>Provider Name</td>
<td>Full name of your school</td>
</tr>
<tr>
<td>Provider Type</td>
<td>Other/Out-of-State</td>
</tr>
<tr>
<td>Entered By</td>
<td>Your Name</td>
</tr>
<tr>
<td>Role</td>
<td>APPLICANT</td>
</tr>
<tr>
<td>Date Entered</td>
<td>9/4/13</td>
</tr>
<tr>
<td>Hours</td>
<td>45 (for a 3 credit course)</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Date of Activity</td>
<td>Fall 2013 Semester</td>
</tr>
<tr>
<td>Activity/Course</td>
<td>Title of Course</td>
</tr>
<tr>
<td>Provider Name</td>
<td>Name of College</td>
</tr>
<tr>
<td>Provider Type</td>
<td>College/University</td>
</tr>
<tr>
<td>Entered By</td>
<td>Your Name</td>
</tr>
<tr>
<td>Role</td>
<td>APPLICANT</td>
</tr>
<tr>
<td>Date Entered</td>
<td>2/1/14</td>
</tr>
</tbody>
</table>
Sample – Professional Development Record

<table>
<thead>
<tr>
<th>Year</th>
<th>Employment Type</th>
<th>Hours</th>
<th>Reductions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-2011</td>
<td>Not Employed in a Public School</td>
<td>12</td>
<td>10%</td>
</tr>
<tr>
<td>2011-2012</td>
<td>Not Employed in a Public School</td>
<td>12</td>
<td>10%</td>
</tr>
<tr>
<td>2012-2013</td>
<td>Not Employed in a Public School</td>
<td>14</td>
<td>10%</td>
</tr>
<tr>
<td>2013-2014</td>
<td>Not Employed in a Public School</td>
<td>14</td>
<td>10%</td>
</tr>
<tr>
<td>2014-2015</td>
<td>Not Employed in a Public School</td>
<td>45</td>
<td>10%</td>
</tr>
</tbody>
</table>

Total Hours Required: 87.5  Total Hours Completed: 97

Your professional development obligation for this 5-year period has been satisfied.

Done
Keeping a Personal PD Log

You should also keep a personal record of all PD activities during the PD period. Each activity must include:

- Program/event title
- Provider name
- Date and location of the PD event
- Hours completed, attendance verification
- Content or pedagogical area of the PD
Professional Development Record

• Reminders
  – Maintain your personal log so that you can easily recall PD activities and applicable dates when you record the information on the official TEACH page

• Tips
  – Click the “Add” button to add an additional activity
  – Click the “Edit” button when you want to edit a specific activity
If you have questions…

- **OPS/HR DIRECTORS/SCHOOL LEADERS** can contact Caryl Cohen, Certification Consultant, NYC Charter School Center by email ccohen@nyccharterschools.org if you have any questions about this document.

- **Charter School Teachers** should contact the NYS Education Department at tcert@nysed.gov if they have any questions about this process.
The above link is the official NYSED Q & A about the professional development (PD) requirement. **Remember** that the 175 hours of PD is reduced by 10% for each year that you are employed by a NYC charter school.
Summary

1. A professional development year is from July 1st through June 30th.
2. The total number of PD hours required for NYC charter school teachers over the five-year period is 87.5 hours.
3. You can report your PD hours in TEACH at anytime during the five years and should maintain a separate personal log of your PD activities and dates.
4. It is suggested that you officially report your PD activities on TEACH at the end of each school year.
5. Each record should include:
   - Program/event title
   - Provider name
   - Date and location of the PD event
   - Hours completed, attendance verification
   - Content or pedagogical area of the PD