

# DEPARTMENT OF HUMAN RESOURCES

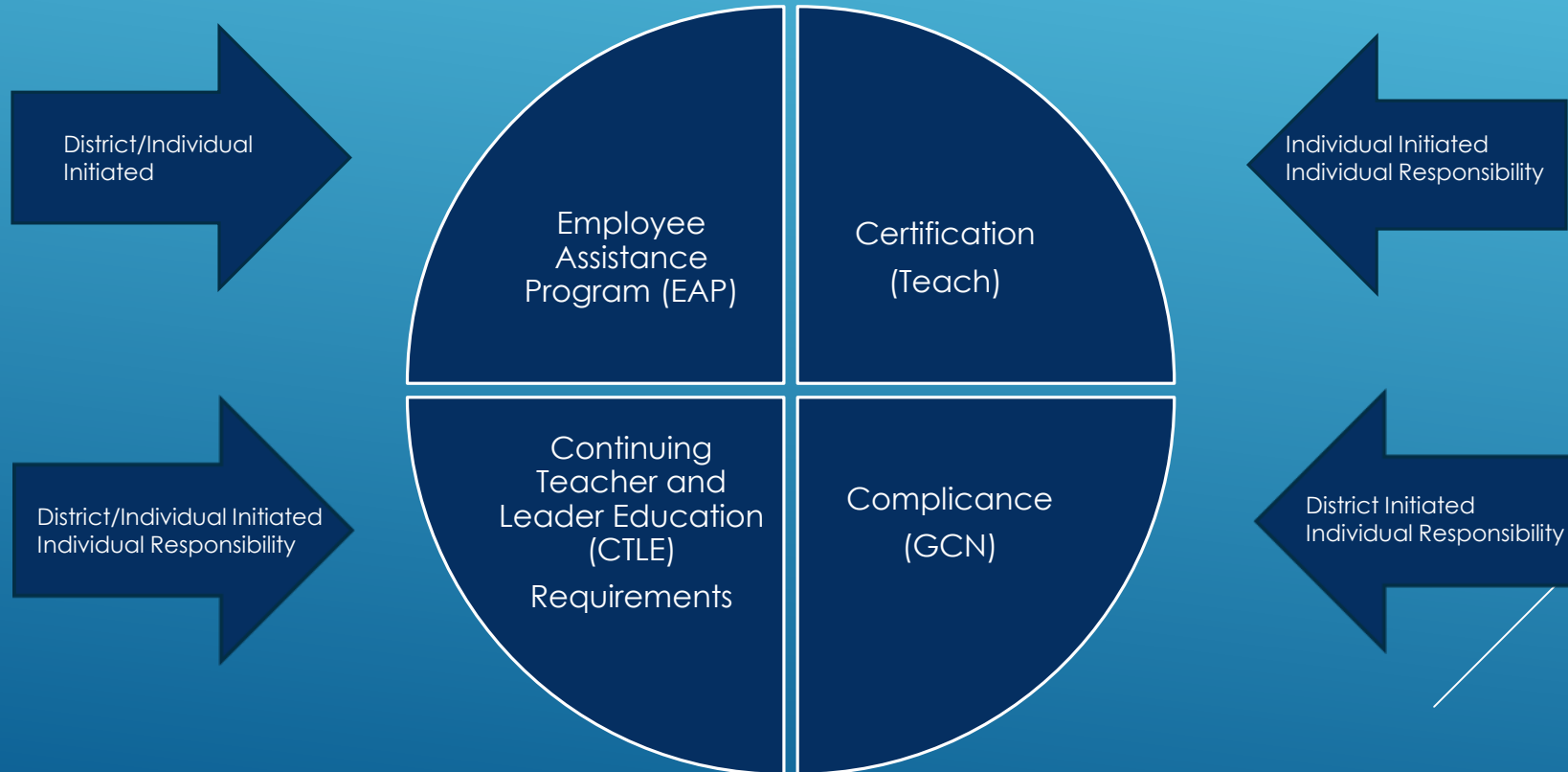
BRENT HARRINGTON—DIRECTOR

GIGI FARRELL—PERSONNEL SPECIALIST/INSTRUCTIONAL

CHRISTINE BELCHER—PERSONNEL SPECIALIST/NON-INSTRUCTIONAL

“Great vision without great people is irrelevant”

--Jim Collins



# REQUIREMENTS FOR CLASSROOM TEACHER & SCHOOL LEADER PROFESSIONAL CERTIFICATE HOLDER (CTLE)

<https://highered.nysed.gov/tcert/resteachers/ctle.html>

## Annual Requirement

- 100 hours

## Content Requirement

- District Approval
- Must improve teacher or leader's pedagogical and/or leadership skills

## University/College equivalency

- Credit bearing college/university credit equals 15 hours of CTLE credit

## Approval & Record Keeping

- My Learning Plan
- Pre-approval before registration

# CERTIFICATION: YOUR RESPONSIBILITY

Information found at the Office of Teaching Initiatives  
<https://higher.ed.nysed.gov/tcert/certificate>

## Need to Knows

If you have **Initial** certification it is your responsibility to apply and ensure you obtain **Professional** certification.

Expiration of an Initial certification during a probationary appointment necessitates immediate dismissal on the date at which an individual no longer holds proper certification.

Please contact HR once your Professional certification is approved by SED to expedite an update to your personnel file.

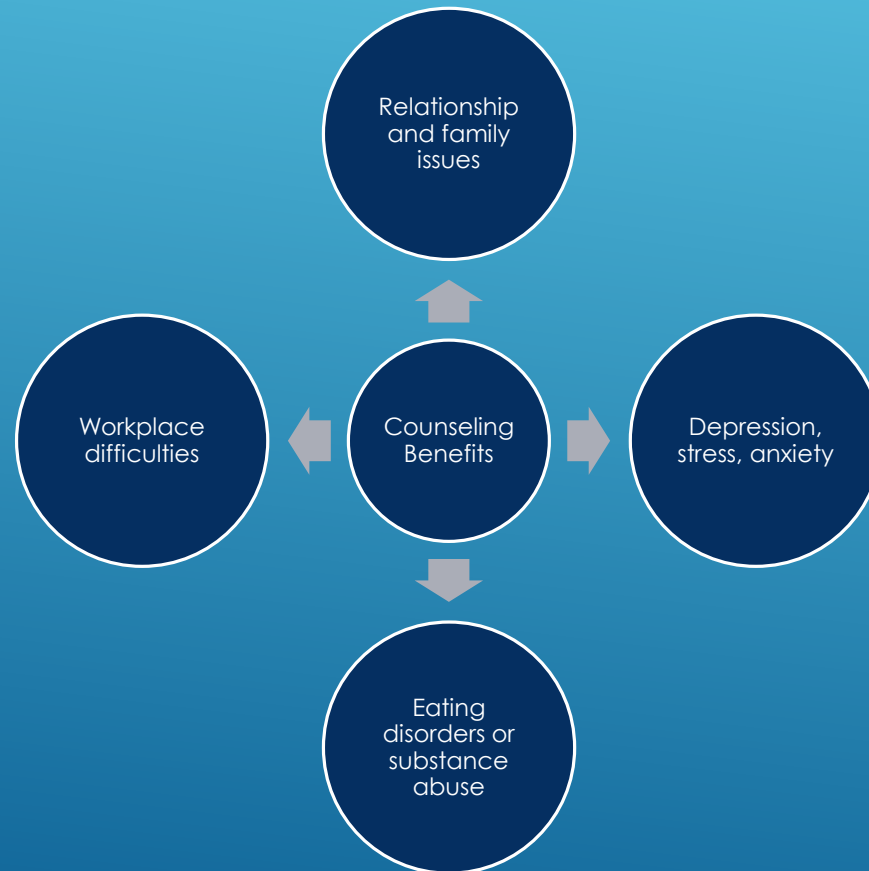
# EMPLOYEE ASSISTANCE PROGRAM (EAP)

1-800-225-2527

WWW.EDUCATORSEAP.COM

Immediate Contact  
with a Counselor

Completely  
Confidential



## Additional Benefits

- Assistance with financial information, debt restructuring, legal problems unrelated to employment,