

## Form A

### Lockport City School District Activities Approved by LCSD to Fulfill New York State Education Department's Continuing Teacher and Leader Education (CTLE) Requirement August 2018

The following activities may be used in satisfaction of the Continuing Teacher and Leader Education requirements applicable to teachers and teaching assistants who have attained Professional (teacher or administrator) or Level III (teaching assistant) certification.

#### Area #1: In-District Activities: No Prior Approval Needed

- A. Superintendent's Conference Days (**PD time scheduled only**)
- B. Building/District designed in-service work with district-hire consultants, principals, BOCES staff, etc. (**actual hours spent**)
- C. Building DDI/District School Improvement Team member (building level or district level) (**actual hours spent**)
- D. Erie 1 BOCES Common Set of Learning Objectives participation (**actual hours spent**)
- E. Faculty/Department/Grade Level meetings (building or district wide) (**actual hours spent in new learning**)
- F. Building or district-designed committees (**actual hours spent**)
- G. Classroom visitation with principals/district approval (**5 hours per year**)
- H. Attend district sponsored event that includes parent or family participation (Ex: PTA meeting, Literacy Night, College Night, (**actual hours spent**))

#### Area #2: Floating Staff Development: Prior Approval Needed: Building Principal

- A. Seven hours per year

#### Area #3: District-wide Activities: Prior Approval Needed: Executive Director of Educational Services

- A. Workshop/Conferences (during the school day after-school and/or on weekends.)(**actual hours**) - **limit 2 per academic year**
- B. Classes conducted in a BOCES Teacher Center (**actual hours**) – including **BOCES online courses - limit 2 per academic year**
- C. Online, video, graduate, or **NYSUT (online or in person)** classes that are accepted by NYSED in fulfillment of teacher certification requirements and/or are sponsored by an accredited college or university and related to a teacher's major teaching assignment. (**maximum of 45 seat hours per course**) **limit 1 per academic year**
  - For college classes only:
    - Each semester hour will equal 15 clock hours of CTLE credit.
    - Each quarter-hour will equal 10 clock hours of CTLE credit.
  - For all other courses:
    - One CTLE credit hour shall constitute a minimum of 60 minutes of instruction.

\*\*All CTLE activities must be delivered by a NYSED-approved sponsor. These approved sponsors are listed on the Office of Teaching website.

\*\*For all CTLE courses EXCEPT credit-bearing university or college courses, one CTLE credit hour shall constitute a minimum of 60 minutes of instruction.