

## **SUBJECT: PROFESSIONAL AND LEVEL III CERTIFICATE HOLDERS: PROFESSIONAL DEVELOPMENT REQUIREMENT**

All BOCES employees who hold Professional certificates<sup>1</sup> for classroom teaching or school administration, or Level III certificates for teaching assistant duties, are required to complete professional development hours to maintain the validity of their certificates. Professional certificate holders must complete one hundred and seventy-five (175) hours every five (5) years; Level III certificate holders must complete seventy-five (75) hours every five (5) years. The five-year professional development period commences on July 1 after the effective date of the triggering certificate, and each subsequent five-year period thereafter. Each professional development year of the five-year cycle of professional development begins on July 1 and ends the following June 30. The professional development requirement may be completed at any time during the five-year professional development period.

Decisions regarding content, delivery and providers of such professional development are within the purview of the BOCES and shall be made within the context of the BOCES Professional Development Plan. The Professional Development Plan shall describe how the BOCES will provide administrators, teachers and teaching assistants it employs holding Professional or Level III certificates with opportunities to maintain such certificates in good standing based upon successfully completing the requisite number of hours of professional development every five (5) years in accordance with Commissioner's Regulations.

If the Professional or Level III certificate holder wishes to maintain the validity of his/her New York State certificate, he/she must satisfy the professional development requirement. If the certificate holder is employed fewer than ninety (90) days in a given school year for any reason, including an approved leave, the required hours are reduced by ten percent (10%) for each school year during which this is the case.

### **District Recordkeeping Responsibilities**

If the BOCES provides professional development to administrators, teachers or teaching assistants in its programs, or professional development is provided by other entities on behalf of the BOCES, the BOCES must maintain a record of professional development completed by its employees who are required to complete this requirement. Such records shall include those items enumerated in Commissioner's Regulations Section 100.2(dd)(5):

- a) The name of the Professional/Level III certificate holder;
- b) His/her administrator/teacher/teaching assistant certification identification number;
- c) The title of the program;
- d) The number of hours completed; and
- e) The date and location of the program.

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<sup>1</sup> Regulations do not apply to holders of Provisional, Permanent, Initial, or Transitional Certificates.

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These records shall be retained by the BOCES for at least seven (7) years from the date of completion of the professional development by the Professional/Level III certificate holder and shall be available for review by the State Education Department (SED).

### **BOCES Reporting Responsibilities**

Annually, the BOCES must report to the New York State Education Department (SED) Office of Higher Education's Office of Teaching Initiatives (OTI) the number of all approved professional development hours completed by each administrator, teacher and teaching assistant who is employed by the BOCES and subject to the professional development requirement, regardless of the professional development provider.

All hours of completed professional development reported by the BOCES will become part of the certificate holder's certification record maintained by OTI. Administrators and teachers with professional certificates, and teaching assistants with Level III certificates, must complete the required number of hours of professional development every five (5) years for their certificates to remain valid.

The BOCES is required to report professional development hours for its employees online directly via the Web-based computer system TEACH (Teacher Education and Certification Help).

### **Certificate Holder Responsibilities**

All Professional and Level III certificate holders must keep records of all of their approved professional development activities/programs/coursework, regardless of the provider, for at least seven (7) years from the date of completion of the program and these records shall be available for review by SED. Such records shall include those items enumerated in Commissioner's Regulations Section 80-3.6(f):

- a) The title of the program;
- b) The number of hours completed;
- c) The sponsor's name and any identifying number;
- d) Attendance verification; and
- e) The date and location of the program.

While it is the responsibility of the BOCES to report hours, it is in the interest of every Professional and Level III certificate holder to verify that their professional development hours are reported and that their individual record is complete. It is recommended that Professional and Level III certificate holders develop their personal professional development plan in consultation with the BOCES, and obtain administrative approval before commencing any professional development activities.

8 New York Code of Rules and Regulations (NYCRR) Subpart 80-3 and Section 100.2(dd)