

Re-registration and Conditional Registration Directions

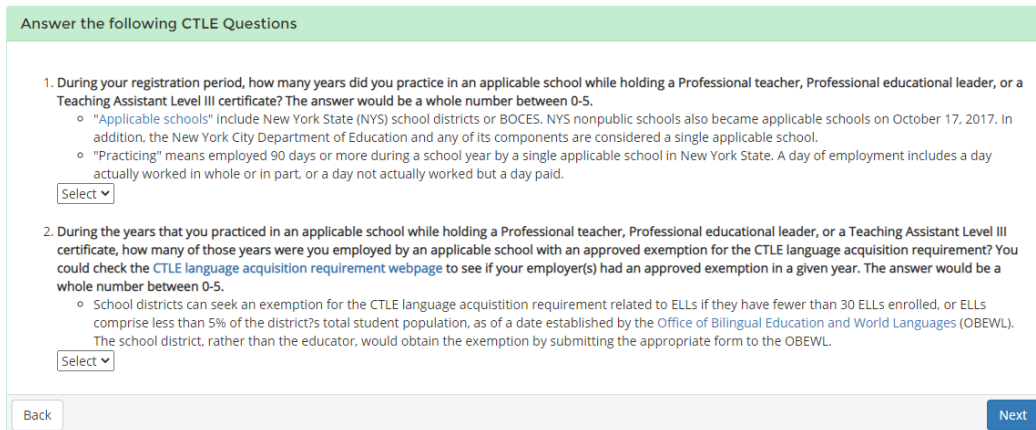
Educators can [register](#) for their next registration period beginning six months before their registration period expiration date. They can view their registration expiration date by clicking on "View or Change Registration Status" on their TEACH home screen or clicking on "Account Information" on their TEACH home screen and checking the "Registration Information" section.

The directions to register for the next registration period and for conditional registration are below and vary depending on whether you hold at least one Professional certificate, a Teaching Assistant Level III certificate, or only hold Permanent certificate(s). Conditional registration only applies to educators who are [subject to CTLE](#).

Directions for Educators Who Hold at Least One Professional Certificate or the Teaching Assistant Level III Certificate

To re-register or obtain conditional registration beginning six months before your registration period expiration date:

1. [Log in to your TEACH account.](#)
2. On your TEACH home screen, either:
 - o Click on "View or Change Registration Status" under the "Inquiry Links" heading. You will see your "Registration Status" screen. Click "here" in the phrase, "Your current registration is about to expire! Click here to re-register."
 - OR**
 - o Click on "Account Information" under the "Inquiry Links" heading. Under "Registration Information", click "here" in the phrase, "Your current registration is about to expire! Click here to re-register."
3. You will see a screen with information about registration and CTLE.
4. Answer the following CTLE questions:



The screenshot shows a web form titled "Answer the following CTLE Questions". It contains two numbered questions with multiple-choice options. Question 1 asks about the number of years practiced in an applicable school while holding a Professional teacher, Professional educational leader, or a Teaching Assistant Level III certificate. Question 2 asks about the number of years employed by an applicable school with an approved exemption for the CTLE language acquisition requirement. Both questions have a "Select" dropdown menu. At the bottom of the form, there are "Back" and "Next" buttons.

5. In the first paragraph, review the total number of CTLE clock hours and the number of CTLE language acquisition requirement clock hours that TEACH determined that you should complete based on the above CTLE questions. If you complete these required numbers of clock hours, you would attest that you completed the CTLE requirement. If you did not complete these required numbers of clock hours, you could choose whether or not to request conditional registration.

CTLE Hours Attestation

Based on your responses to the first two questions, you were required to complete a total of 100 clock hours of CTLE during your registration period. At least 15% of these clock hours must have met the CTLE language acquisition requirement during each year practice takes place in an applicable school without an approved exemption for this requirement. Therefore, 15 clock hours must have met the CTLE language acquisition requirement.

I attest that I completed the total number of CTLE clock hours and the CTLE language acquisition requirement as described above during my registration period and/or conditional registration period, or that I have an approved adjustment to the CTLE requirement from the New York State Education Department (NYSED). I am aware that I must retain documentation verifying the completion of my CTLE clock hours for at least three years from the end of the registration period and that this documentation must be available for review by NYSED if requested.

- Individuals would not send documentation of their CTLE clock hours during this re-registration process.

If you did not complete the total number of CTLE clock hours and/or the CTLE language acquisition requirement as described above during your registration period, would you like to request conditional registration? Conditional registration would provide you with an additional year from the expiration date of your current/past registration period to complete the CTLE requirement for your five-year registration period for any reason. Yes No

- If you attest to completing the CTLE requirement, you will 1) answer the moral character and other questions, 2) select one of the following options, and then 3) see a screen confirming your new registration status. You can verify your new registration status by clicking on "View or Change Registration Status" or "Account Information" under the "Inquiry Links" heading on your TEACH home screen.

Make a Selection

I would like to register as active. I am practicing in an applicable school.

I would like to register as inactive. I am currently not practicing in an applicable school.

- If you choose "yes" for conditional registration, you will complete the following attestation and then see a screen confirming your new registration status. You can verify your new registration status by clicking on "View or Change Registration Status" or "Account Information" under the "Inquiry Links" heading on your TEACH home screen.

Request Conditional Registration

Individuals who did not complete the total number of CTLE clock hours and/or the CTLE language acquisition requirement during their registration period can continue to be registered by requesting conditional registration, for any reason, by checking the box below. Individuals could also request an adjustment to the CTLE requirement due to good cause.

I am requesting conditional registration, which would provide me with an additional year from the expiration date of my current/past registration period to complete the CTLE requirement for my five-year registration period. I agree to complete the total number of CTLE clock hours and/or the CTLE language acquisition requirement by the end of my one-year conditional registration period. I understand that I cannot renew or extend conditional registration absent good cause.

- If you choose "no" for conditional registration, you will see a screen informing you that you cannot register at this time.

Directions for Educators Who Hold Only Permanent Certificate(s)

To re-register beginning six months before your registration period expiration date:

- [Log in to your TEACH account.](#)
- On your TEACH home screen, either:
 - Click on "View or Change Registration Status" under the "Inquiry Links" heading. You will see your "Registration Status" screen. Click "here" in the phrase, "Your current registration is about to expire! Click here to re-register."
 - OR
 - Click on "Account Information" under the "Inquiry Links" heading. Under "Registration Information", click "here" in the phrase, "Your current registration is about to expire! Click here to re-register."
- You will see a screen with information about registration and CTLE.
- Answer the moral character and other questions.

5. Select one of the following options:

Make a Selection

I would like to register as active. I am practicing in an [applicable school](#).

I would like to register as inactive. I am currently not practicing in an [applicable school](#).

6. You will see a screen confirming your new registration status. You can verify your new registration status by clicking on "View or Change Registration Status" or "Account Information" under the "Inquiry Links" heading on your TEACH home screen.