

CTLE Recordingkeeping and Documentation Requirements

Educators must maintain personal records of completed continuing teacher and education leader (CTLE), including:

- The title of the activities;
- Total number of hours completed;
- Number of hours completed in content, pedagogy, language acquisition addressing the needs of English language learners;
- Approved CTLE sponsor's name and number;
- Educators' identifying information listed on the activities;
- Attendance verification; and
- Date and location of the activities.

A sample CTLE recordkeeping form is available [online](#). Educators must maintain CTLE records and documentation for at least three years from the end of the registration period in which they completed the CTLE.

Educator Documentation

Educators will not send documentation of their CTLE clock hours to the Department for the re-registration process. However, their CTLE documentation must be available upon request by the Department. For all of their CTLE activities, educators should be able to either:

- Provide the [Completion of Approved CTLE Hour\(s\) Certificate form](#) (CTLE completion form), **or**
- Provide an alternative form or format that captures the same information requested on the CTLE completion form (e.g., CTLE certificates), **or**
- Be able to generate a CTLE certificate with the information requested on the CTLE completion form (e.g., from a professional learning management system).

Please note that summaries of activities listed in professional learning management systems will not be accepted as documentation of CTLE clock hours at this time if the Department requests documentation.

CTLE Sponsor Documentation

Approved CTLE sponsors, including school districts, must maintain records of the CTLE awarded for eight years and must provide educators with either:

- The [Completion of Approved CTLE Hour\(s\) Certificate form](#) (CTLE completion form), **or**
- An alternative form or format that captures the same information requested on the CTLE completion form (e.g., CTLE certificates), **or**
- Access for educators to generate a CTLE certificate with the information requested on the CTLE completion form (e.g., from a professional learning management system).