

OFFICE OF THE DIRECTOR OF CURRICULUM AND INSTRUCTION

TO: Faculty
FROM: Dr. Susan Kelly
DATE: November 9, 2009
RE: NYS Certification

If you received your teaching certificate after February 1, 2004 and hold an initial or transitional license, the following information applies to you.

Once you receive your professional license, SED has specific regulations. In order to maintain a valid teaching license, you must complete 175 hours of professional development every five years. On July 1 after the issuance date of that professional certificate, the clock starts on the first five years. The professional development hours must be documented and sent to the State Education Department.

The Island Trees' Professional Development Committee worked all last year to devise a list of acceptable and varied activities to satisfy the SED requirement. The Superintendent and the Board of Education have accepted the list which is attached.

To facilitate the recording of these professional development hours, I worked with My Learning Plan and came up with a Professional Development Log.

- When you go into MLP, look on the left hand column under "Fill-in Forms."
- Click on "Professional Development Log Form."
- You will notice a blue "click here" for the District's Professional Development Plan. Using the plan, list on the log form the varied activities that you do individually, as in attending workshops or meetings, as you note the hours or limit on what you can enter each year. Be sure to click on "save" as you complete the log. *These activities are different from the in-service courses, graduate courses or conferences you list on those forms on My Learning Plan.*
- **You need to submit your Professional Development Log quarterly. For this year, submit it by November 20, 2009; January 29, 2010; April 16, 2010; and June 15, 2010.**

Although these hours can be reported to SED through MLP for you, it is your responsibility to check the information and to be aware of what SED is listing at NYS TEACH for your licenses and hours, which you can do by clicking on <http://www.highered.nysed.gov/tcert/teach/login.html>.

If you need any further assistance, please call me at 520-2110.