



## **Professional Development Requirement for Certification**

**Do you hold a “Professional” certificate?**

**Do you hold a “Teaching Assistant III”  
certificate?**

If you answered YES to either of these questions, you are required to complete continuing professional development to keep your certificate valid. Please read more about this below.

If you answered NO to BOTH questions, you are not subject to this requirement.

### **The Requirement**

- If you hold a “Professional” certificate, you must complete 175 hours of professional development (PD) every 5 years.
- If you hold a “Teaching Assistant III” certificate, you must complete 75 hours of professional development every 5 years.
- If you are not employed in a NYS public school or BOCES, the number of hours required will be automatically reduced but you still must complete PD.

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The University of the State of New York | The State Education Department

Office of Teaching Initiatives: [www.highered.nysed.gov/tcert/](http://www.highered.nysed.gov/tcert/)

## Professional Development Period

- The professional development year is JULY 1 - JUNE 30.
- Your first professional development period begins the July 1 *after* the effective date of your Professional or TA III certificate and continues for five years. Note: PD activities completed before this July 1 "begin date" do not count toward the requirement.
- Five-year PD periods continue thereafter for as long as you wish to maintain your certificate, whether or not your current assignment is in the area of your certificate and whether or not you are employed.

## Planning Activities

- If you are employed in a NYS public school or BOCES, your school will approve the activities that count toward this requirement.
- If you are not employed in a NYS public school or BOCES, you may complete activities in pedagogy or the content area of your certificate from specified providers. **Check the Office of Teaching Initiatives (OTI) web site for providers.**

## Reporting Hours

- If you are employed in a NYS public school or BOCES (for 90 days or more), your school will report the hours you complete that year to the State Education Department.
- If you are not employed in a NYS public school or BOCES, you must report the hours you complete each year to the State Education Department through your individual TEACH account.

## Keeping Records

- If you are employed in a NYS public school or BOCES, both you and your school must keep records for seven years, as they are subject to audit.
- If you are not employed in a NYS public school or BOCES, you must keep records for seven years, as they are subject to audit.

## Your TEACH Account

The only official record of your completed professional development is maintained on the State Education Department's TEACH online system. Establishing a TEACH account (username and password) will allow you access to your professional development and other certification-related records. **Check our web site for details.**

## Failure to Meet Requirement

- If you fail to complete the required PD, you become subject to due process and risk the loss of your Professional or TA III certificate(s).
- Adjustments to the requirement may be granted for good cause.
- You must report address changes to OTI. **Check our web site for full details.**

## TO DO List

- ✓ Establish your TEACH account. **Go to our web site for step-by-step directions.**
- ✓ Talk with your school administrator to plan and get approval for your professional development activities.
- ✓ Periodically check your professional development record on TEACH to make sure it is accurate and up-to-date.
- ✓ Alert your school administrator early to any problems with hours reported to TEACH by your district.
- ✓ Keep your own records of all PD you complete for 7 years.
- ✓ Visit the Office of Teaching Initiatives Web site for complete information on the PD requirement, FAQs, allowable activities, etc. From the Home page, go to "Certification", then "Professional Development for Certificate Holders".