

*This information is also available at [TheEducatorCollaborative.com/CTLE](http://TheEducatorCollaborative.com/CTLE)*

We are happy to provide New York State educators seeking CTLE hours the opportunity to **earn while you learn with us!** We offer CTLE hours during our [in-school literacy consulting](#) and through [online literacy professional learning](#) opportunities. We are permitted to provide CTLE hours both during the school day and at other times.

During each in-school visit, educators could accrue between 1-4 CTLE hours, depending on the official schedule. Across a year of multiple visits, that could lead to 1-30 CTLE hours or more.

### Summary: Earning CTLE Hours with Us!

*Full descriptions of each area appear later in this document.*

To earn CTLE hours during in-school consulting with The Educator Collaborative, any interested New York State certified Teachers, Level III Teaching Assistants, or Leaders **must:**

1. **Be eligible** to accrue CTLE hours, based on NYS policy and any local policies.
2. For each school year your school or district is contracted with The Educator Collaborative, **register on our website and maintain this registration.**
3. **Fulfill all necessary expectations and procedures** set forth by The Educator Collaborative for each activity or session. These are:
  - a. **Be employed by a school or district currently in active contract with The Educator Collaborative for the related activity(ies)/session(s).**
  - b. **Be assigned by school leaders to the activity(ies)/session(s) on the official schedule.**
  - c. **Sign-in for each activity/session.**
  - d. **Actively participate, as assessed by The Educator Collaborative staff, for the full extent of each activity/session.**
  - e. **Come prepared and follow-through with expectations between visits, as assessed by The Educator Collaborative staff.**

#### School Leaders:

We require the names of staff (including coaches and leaders) to appear on the official schedule during our visits in order for those members to earn CTLE hours.

## Scenarios



### Can accrue CTLE hours with us:

*Follow all of the requirements.*

Dr. Smith teaches third grade at Kind Elementary School. Kind Elementary School is contracted with The Educator Collaborative for onsite consulting and Chris will be working with her school. Dr. Smith's principal sent an email to the staff, before Chris started working with the school, with a registration link from The Educator Collaborative. Dr. Smith checked the NYSED policies and knows she is required to collect CTLE hours. She registered on The Educator Collaborative's website, using the link her principal sent. When Chris comes to Kind Elementary School, Dr. Smith's name is listed on the official schedule during the 3rd grade labsites and meetings. Each day Chris visits, and her name is on the schedule, she attends and signs-in with Chris. She actively participates and comes prepared. By following these steps she is not only studying literacy with her colleagues in a collaborative, rigorous, and inspiring way, she is also earning CTLE hours to fulfill her New York State licensing requirement.



### Cannot accrue CTLE hours with us:

*Not being eligible.*

Dr. Smith teaches third grade in Connecticut. She cannot earn CTLE hours because they are only for NYS certified educators and we only offer them for current employees of NYS schools.

*Not registering with The Educator Collaborative before accruing hours.*

Dr. Smith studied with Chris at her school since September, but she did not register on our website until April 5. She will accrue hours starting as early as April 1 (up to five days before she registered), but not before. This is an important records requirement and cannot be waived.



**Cannot accrue CTLE hours with us (continued):**

*Not signing-in during each activity.*

Dr. Smith attended the third grade “labsite and meeting” and the “after school workshop” led by Chris, but she only signed-in during the “labsite and meeting.” She will only accrue hours for that, not the “after school workshop” on that day. To maintain requirements for fair, responsible processing: sign-in must happen in person, on the same day, with our staff.

*Not actively participating.*

During one visit, Dr. Smith, who usually actively participates during each session, had to take an important parent phone call during the “labsite” and needed to leave the room. It was very important she go and everyone recognized that. She will not accrue any hours for this “labsite” because she was not present the entire time. We recognize teaching lives are very busy, and sometimes things will take precedence. That said, we can only provide CTLE hours for active participation and full attendance during an activity. We also cannot provide partial-hours. The next time Chris visited, Dr. Smith was actively participating and attended the full session, she earned CTLE hours during this new visit.

*School not contracted for an activity.*

Dr. Smith went to a state reading conference and Chris was presenting. She will not, necessarily, accrue hours there because her registration with us only applies to in-school consulting at her school. If, however, the state reading conference is providing CTLE hours, Dr. Smith could follow their procedures to accrue hours. The Educator Collaborative would have no record of those hours because a different organization was offering them.

*Very unlikely: Registration is revoked.*

Very unlikely to happen, but, if Dr. Smith or her school created a serious breach of contract or other serious violation (for instance, forging our CTLE hours certificates) and The Educator Collaborative needed to revoke the registration, then potentially all previously accrued hours would become void. This is, of course, very unlikely to happen, but we do reserve the right to pause, suspend, or revoke accrual.

## Eligibility Requirements for Accruing CTLE Hours Through The Educator Collaborative

*Full descriptions of each area.*

### 1. Be eligible to accrue CTLE hours, based on NYS policy and any local policies.

NYS Certified Teachers, Level III Teaching Assistants, and Leaders are responsible for reviewing, understanding, and adhering to all applicable New York State Education Department policies regarding CTLE eligibility. This includes all requirements for recording and storing accrued hours. In addition, though rare, local districts may have policies regarding accrual of CTLE hours that may limit the time of day, activity, or provide other limitations. Individuals are responsible for following all state and local policies for eligibility. While The Educator Collaborative may provide documentation of hours as an Approved Sponsor, per our own requirements, the individual educator is solely responsible for ensuring eligibility based on their own unique context.

### 2. For each school year your school or district is contracted with The Educator Collaborative, register on our website and maintain this registration.

Whether earning on-site hours or online hours, interested individuals are required to complete registration for CTLE Hours accrual *no later than 5 days after the date you wish to accrue CTLE Hours for an activity* (e.g. register by September 20th to accrue hours starting from September 15th). Registration is necessary for each opportunity (e.g. a separate registration is required to earn hours from both in-school consulting *and* [Study Series](#) attendance). When a registration is paused or ended, hours will not continue to accrue. While very rare, if a registration is revoked, hours accrued during the registration period may become void. For in-school consulting, all employed staff members' registrations are superseded by the school's or district's active contract with The Educator Collaborative. If a school or district's contract is paused, terminated, or revoked, so too will all related staff members' registrations be similarly handled.

### 3. Fulfill all necessary expectations and procedures set forth by The Educator Collaborative for each activity.

Prior to registration, the requirements for earning CTLE hours are described and individuals must accept those requirements to participate. CTLE hours are considered rigorous and active learning, earning is held to a high standard within New York State. For the purposes of in-school consulting accrual, expectations and procedures are:

- a. **Be employed by a school or district currently in active contract with The Educator Collaborative for the related activity(ies)/session(s).**

The participant must be employed, not a contractor or volunteer, of the school or district. The school must have an active, current contract with us during time of services.

**b. Be assigned by school leaders to the activity(ies)/session(s) on the official schedule.**

The educator's name must appear on the official schedule, created and disseminated by the school leader(s). We would always love to have you join our learning at anytime, however joining without being assigned will not accrue hours.

**c. Sign-in for each activity/session.**

If an educator is involved in more than one activity (e.g. a "labsite and meeting," then, later, an "after school workshop"), sign-in is required for each activity. The consultant will specify how and where to sign-in. An educator may only sign-in for oneself.

**d. Actively participate, as assessed by The Educator Collaborative staff, for the full extent of each activity/session.**

"Actively participate" is defined as:

- *Attendance during the entire activity.* Punctual and full attendance honors the attendance of colleagues and allows the group to learn together.
- *Focus on the activity and follow The Educator Collaborative staff's directions and tasks.* Engage in the conversation, inquiry, and tasks, without pursuing outside activities (e.g. grading papers, checking email, unrelated conversation, etc.). We recognize educator lives are busy and understand if someone needs to forgo a session's hours to prioritize other needs, however we will only grant hours for those able to actively participate.

**e. Come prepared to learn, and also follow-through with expectations between visits, as assessed by The Educator Collaborative staff.** This is defined as:

- *Come prepared to take-notes (e.g. bring notebook or electronic means).*
- *Bring any materials required by the official schedule and/or memos (e.g. books, classroom artifacts, conferring notes, etc.).*
- *Complete any between-session expectations (e.g. trying out a practice in one's own classroom and bringing back artifacts).*

Adhering to these requirements will accrues CTLE hours. Hours for each activity/session may be accrued only in full. No partial hours will be granted. Failure to adhere to these Eligibility Requirements will void CTLE hours for the related activity, session, or, if applicable, the entire registration. Accrual decisions are at the discretion of The Educator Collaborative, per these requirements. All decisions are final.

A registration, and all related CTLE Hours, may be revoked for breach of contract or other violation, including but not limited to, forgery, false reporting, breach of contract between the school or districts and The Educator Collaborative, and so on.

## Our Policies and Procedures

### How We Calculate CTLE Hours

CTLE Hours during in-school consulting are accrued per activity, based on the time allotted by an official schedule created and disseminated by the school or district leader(s), and only available during contact hours with The Educator Collaborative staff.

1 assigned hour equals 1 CTLE Hour and for ease of reporting, accrual is rounded to 15 minute increments and reported as fractions of an hour. For example: a scheduled “after school workshop” of 42 minutes will be recorded as 0.75 hours (equal to 45 minutes); a “1-1 classroom coaching session” of 32 minutes will be recorded as 0.5 hours (equal to 30 minutes); a “labsite and meeting” of 84 minutes will be recorded as 1.5 hours (equal to 90 minutes), and so on.

### How and When We Provide Certification of Accrued CTLE Hours

An electronic copy of a CTLE Hours Certificate will be emailed within 6-12 weeks of the end of the school year, typically between June and August. The email address provided at registration will be used to send your certificate. *Be certain to use an email address that you can check 6-12 weeks after the completion of the school year.*

At this time, within 8 years of completion, you may email us if you require a duplicate certificate. In the future, we intend for our system to be self-service. Our records are maintained for the NYSED required 8 year period, after that time records may be destroyed and no longer available.

The certificate will indicate all hours accrued, across the school year, earned during in-school consulting (note: hours accrual will begin May 1, 2018, no previous hours may be accrued). At this time, the certificate will not include hours accrued through our other professional learning opportunities, such as our [Study Series](#) or [Virtual Think Tanks](#). You may earn hours through those opportunities as well (beginning September 1, 2018), however, those will be reported separately from in-school consulting and will have separate certificates.

For educators requiring this Certificate earlier because of a pending license renewal with New York State, please write to us no later than 60 days prior to your renewal.

### How We Handle Requests for Changes or Notice of Errors

Any requests for changes to your Certificate(s) must be received in writing (via our contact form or through email) within 60 days of certificate delivery. The Educator Collaborative has final determination for awarding or withholding hours accrual based on the Eligibility Requirements described in this packet. Requests for changes will be reviewed internally. All decisions are final.

### Notice of Document Retention, Reporting, and Data Risks

NYSED requires us to retain records for a minimum of 8 years. All information you supply during registration will remain in our database for this period. NYSED may request this information during an audit, or to verify reporting, at anytime and we are required to supply it.

No data storage system is perfect. While we use care to secure your data to the best of our ability, there is always a risk for some or all of your information to be maliciously viewed or stolen by third parties. Registering with us means you understand this risk and agree to indemnify and hold harmless The Educator Collaborative, LLC, and its members, agents, owners, and staff, for any claims brought or liabilities imposed relating to or arising out of loss of your personal information or breach of our websites or database.

Should you wish to have your personal information deleted and destroyed, please write to us at [Contact@TheEducatorCollaborative.com](mailto:Contact@TheEducatorCollaborative.com) with the subject line: "GDPR CTLE data removal request." Upon verification of your identity, we will void your entire file and any related CTLE hours. This means we will not be able to verify your information with NYSED should they request it. Once deleted, we will not recreate your historical file and all data will be permanently lost.

### Notice of Intent to Provide CTLE Hours and Limits to this Intent

CTLE Hour accrual is provided as a secondary service to schools with which we partner for in-school consulting, our primary purpose is to support the professional learning and development of staff in alignment with a school's literacy goals. CTLE Hour accrual is not guaranteed and no claim for a guaranteed set of hours is implied or expressly stated.

### Acceptance

Registering for CTLE Hour accrual with The Educator Collaborative indicates one's acceptance of these Eligibility Requirements, including all procedures, policies, expectations, and notices, described in this document.