

This information is also available at TheEducatorCollaborative.com/CTLE

Supporting Your Staff in Earning CTLE Hours

When your school or district contracts with The Educator Collaborative for [in-school literacy consulting](#), every member of your staff (and even you!) may be able to accrue CTLE Hours during our literacy professional development. We also provide online learning, our [Study Series](#) and [Virtual Think Tanks](#) will both provide additional CTLE hours beginning September 1, 2018.

The NYSED permits us to provide CTLE hours during the school day and outside of school hours. Unless your district places limits on hours accrual, all certified Teachers, Level III Teaching Assistants, and Leaders may be eligible.

This document provides additional information for New York State School and District Leaders. Please see the document titled "CTLE Hours with The Educator Collaborative - In-School Requirements" for full Eligibility Requirements, including procedures and expectations.



Your Important Role As a Leader: 3 Steps to CTLE for Your Staff

You have three main duties to ensure hours are properly accrued. All of these should fit into your regular tasks for our in-school consulting partnership:

- 1. Maintain an active contract with The Educator Collaborative for in-school (or in-district) literacy consulting.** The school or district contract with our organization supersedes all staff registrations. Should the contract be paused, suspended, or revoked, staff will cease to accrue hours through us.
- 2. Share our CTLE Hours registration link with your staff before our first day.** A registration link will be sent to you after contracting. Educators must register *no later than five days* after the first day they wish to earn CTLE hours. Send the link out early!
- 3. List staff names on the official schedule for each visit and give a copy to The Educator Collaborative staff member.** To meet reporting requirements and maintain a fair and clear accounting of hours, only staff whose names appear on the official schedule may be eligible for hours for any activity or session. The official schedule must include:
 - Hours for each activity (e.g. "9:00-9:42, Third Grade Classroom Labsite")
 - First and last name of staff assigned (e.g. "Dr. Mercedes Ruiz" not "Dr. Ruiz")
 - Include your own name and/or names of other leaders who will actively participate per our Eligibility Requirements. Note that the participation guidelines apply to Leaders, as well. Leaving early for a parent meeting or attending to email on your phone is important, but will not accrue hours.

Summary: Earning CTLE Hours with Us!

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.

Please see the document titled “CTLE Hours with The Educator Collaborative - In-School Requirements” for full Eligibility Requirements, including procedures and expectations. You may find them on our website: TheEducatorCollabroative.com/CTLE