

Maintaining Certification (175 hours requirements)

Requirements

All teachers and administrators who hold a “Professional” certificate must complete 175 hours of professional development every 5 years to maintain the validity of their certificate.

All staff who hold a “Teaching Assistant III” certificate must complete 75 hours of professional development every 5 years to maintain the validity of their certificate.

Professional development periods are July 1 – June 30 each year.

A certificate holder’s first professional development period begins the July 1st after their certificate is issued and continues for 5 years. Professional development activities completed before this July 1 “begin date” do not count toward the requirement.

Five year periods are continuous thereafter for as long as the certificate holder wishes to maintain their certificate, regardless of their current assignment or employment status.

Reporting

Each school year, the district is responsible for reporting the hours completed each year.

Reporting is done directly to the TEACH online system.

The district and the certificate holder are both required to keep records for seven years.

MyLearningPlan.com (MLP)

The New Paltz Central School District uses MyLearningPlan.com to track all professional development. Teachers and teaching assistants who fall under these requirements must:

- Always check the “175 hours” in the purpose section of any request

- Make sure that all activities are “marked complete” after attendance, that attendance verification is submitted to the District Office (as needed), and that “final approval” is received.

- Check the status of hours at least annually.
To do this on MLP:
 - Log in
 - Go to “My Portfolio”
 - Go to “Transcript” and print out a PDF transcript

You may also check you TEACH account to review your hours

Only activities reported in MLP are used to track hours. These activities normally include:

- College coursework
- Conferences
- State assessment training/scoring
- BOCES activities
- Teacher Center activities
- District sponsored professional development (e.g., bias awareness, study groups, technology workshops)

There are other activities that may be used to fulfill the 175 hours requirement that are not normally reported in MLP. These include:

- Some faculty/department/grade level meetings (to be determined by principal)
- Committee work
- Curriculum writing
- Serving as a cooperating teacher
- Serving as a mentor

In order for these activities to count, the teacher/teaching assistant must enter them in MLP as a “Conference Request” and go through the normal approval process.

Any questions about this requirement should be directed to Debora Banner (x4030 or dbanner@newpaltz.k12.ny.us) in the District Office.