

# New York State Education Department

Johanna Duncan-Poitier, Sr. Deputy Commissioner

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## Office of Teaching Initiatives

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THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE  
NEW YORK / ALBANY, NY 12234

Office of Higher Education  
Deputy Commissioner

**Date:** June 2006

**To:** District Superintendents of Schools; Superintendents of Public Schools and Administrators of Charter Schools; School Personnel Administrators; New York City Department of Education; Other Interested Parties

**From:** Johanna Duncan-Poitier

**Subject:** Guidance on recordkeeping and reporting the required Professional development completed by teachers and teaching assistants in your schools

Professional development opportunities are important to helping teaching professionals integrate new knowledge and state-of-art techniques and technologies into their practice; to make new and innovative contributions to the school community; and to positively impact student outcomes. Recognizing this, the State's new certification structure that went into effect in 2004, requires that teachers with Professional certificates and Level III teaching assistants complete ongoing professional development. I would like to thank you for your continued commitment to providing teachers and teaching assistants with professional development opportunities and other resources they need to help students achieve the State's learning standards.

The attached set of Questions and Answers (Q&A) provides you with guidance on recording and reporting the professional development that teachers with Professional certificates and teaching assistants with Level III certificates in your schools are now required to complete. In addition, we are pleased to provide you with information about the new Web-based computer system – TEACH (Teacher Education And Certification Help) – which allows you to report professional development completed by your teachers and teaching assistants electronically via the Web. We hope you find this information to be helpful.

Thank you again for your commitment to excellence and achievement in teaching and learning. If you have any questions or need additional information about the professional development requirement, please contact the Office of Higher Education's Office of Teaching Initiatives Policy Unit at (518) 474-4661.

cc: Jean Stevens  
Rebecca Cort  
Joseph Frey  
Robert Bentley  
James Butterworth