

175 Hour Professional Development Requirement for Professional Certification Holders

Overview

Teachers who hold a professional teaching certificate in New York State are required to complete 175 hours of professional development every five years in order to maintain their certificate. **This requirement only applies to teachers who hold professional certification, and does not apply to teachers who hold initial, provisional, or permanent certification.**

If I hold a professional certificate, when do I need to begin working toward the 175 hour professional development requirement?

It is important to understand that the five year timeframe begins on the July 1st after your professional certificate is issued. For example, if your professional certificate was issued on February 1, 2008, the five year timeframe during which you must accumulate 175 hours of professional development begins on July 1, 2008. Professional development completed prior to the July 1st after your professional certificate is issued cannot be counted toward the 175 hour requirement.

What types of activities may be counted toward the 175 hour professional development requirement?

All of the professional development workshops and graduate courses that you enroll in through MyLearningPlan (MLP) can be counted toward the 175 hour professional development requirement. **These hours will be recorded automatically through MyLearningPlan. All other hours must be recorded on your monthly log reports.** When registering for workshops or graduate courses through MLP, be sure to check the box indicating that one of the purposes of the workshop or graduate course is to apply the hours towards professional development hours. You will also be credited with hours stemming from Superintendent's Conference Days, Professional Development Days, and NYSED assessment scoring. Department or grade-level meetings, in-service courses, New Teacher Orientation days, faculty meetings, 12-hour grants, summer work are other activities for which you can earn hours to meeting the 175-hour requirement.

How do I record that I completed activities listed above?

At the end of each month, you **MUST** turn in a log of all the time spent toward meeting the 175 hours. This log can be found and copied from our website. You are responsible to fill out the form and get the signature of an appropriate building administrator, chairperson, department coordinator or staff developer who can confirm your participation in some qualifying professional development event. **Please submit this log to Jo-Jo Confalone at CAB each month.**

If you do not submit these logs at the end of each month, you will not receive those hours toward the 175-hour 5-year requirement. It is your responsibility to make sure you meet this NY State requirement to remain certified.

175 hours seem like a lot of hours. Should I be worried that I won't reach this goal within five years?

No, if you participate in professional development activities, which is an expectation for all teachers in the district, then you should easily reach the number of hours required. For example, over a five year period a teacher could more than accomplish the required number of hours

How will I prove to the New York State Education Department that I have completed the 175 hour professional development requirement?

The district is required to report this information to the New York State Education Department on your behalf, based on the information you provide.

Once I complete the 175 hour professional development requirement in the five years that follow the issuance of my professional certificate, will I need to complete additional hours to maintain my certificate?

Yes, you will be required to complete the 175 hours of professional development every five years in order to maintain your certification.

If I hold more than one professional certificate, do I need to complete 175 hours of professional development for each professional certificate?

No, you are required to complete a total of 175 hours of professional development over the five year period, regardless of the number of professional certificates you hold.

Additional Resources

You can learn more about this requirement and about certification in New York, by visiting the [NYSED TEACH website](#).