

Maintaining Certification During Retirement and Additional Mandated Reporter Training

Use your **TEACH account** to find your registration status and make updates/changes. You will probably need to add your personal email address.

Website: <https://www.highered.nysed.gov/tcert/teach/>

Email: teachhelp@nysed.gov

Maintaining Certification During Retirement (Permanent and Professional Certificates are valid for life)

1. Permanent certification

- a. As a retiree, you likely are registered as “inactive.” This is fine, especially if you are not working in a district.
- b. With a Permanent Certificate Title, you may remain “active” whether you are working or not. This will require you to re-register every five years using your Teach account.
 - i. If “active,” your five-year registration ends on the last day of the month prior to your birth month.
 - ii. Example: If your birthday is in September, Aug 31 is the last day.

2. Professional certification

- a. You may be registered as “inactive” and still work or substitute as long as you are not in one district for ninety (90) days or more. You may work in more than one district for less than ninety each and remain “inactive.”
- b. If you are working in one district for ninety or more days (full time educator), you need to register as “active” and this will require you to complete 20 CTLE hours for every year you are an educator. Completion of the CTLE requirement is attested to when re-registering every five years on your TEACH account.

3. Updated Mandated Reporter Training

- a. If an educator is subbing or using their certificate in any capacity, they will need to complete the two-hour training by April 1, 2025.
- b. NYSUT is offering free on-line and in-person training via ELT.
- c. NYS Office of Child and Family Services offers free on-line training.
- d. If an educator is retired and not using their certificate at all, and listed as Inactive or Expired Registration, they will not have to complete the new training. .

4. Note for active teachers you may know

- a. A teacher on leave may change their status to “inactive” while they are away from teaching and thereby reduce their required number of CTLE hours doing their current 5 year registration cycle.