

New York State Continuing Teacher and Leader Education (CTLE)

Professional Development Continuing Education Credit Instructions

The IIRP is an Approved Sponsor of CTLE for Professional and Level III Teaching Assistant certificate holders. Continuing education credit may be requested for the following public and private, on-site professional development events conducted by the IIRP:

- **Basic Restorative Practices**
(24 CE credit hours for all 4 days or 6 CE credit hours for each day)
 - **Introduction to Restorative Practices** (Day 1 of Basic Restorative Practices)
 - **Using Circles Effectively** (Day 2 of Basic Restorative Practices)
 - **Facilitating Restorative Conferences** (Days 3 & 4 of Basic Restorative Practices)
(Must attend both days to earn credit)
- **Restorative Responses to Adversity and Trauma** (12 CE credit hours)
- **Restorative Leadership Development: Authority with Grace** (12 CE credit hours)
- **Motivational Interviewing** (12 CE credit hours)
- **Aggression Replacement Training*** (12 CE credit hours)
- Online Events
 - **Restorative Practices for Educators** (12 CE credit hours)
 - **Restorative Justice Conferencing** (12 CE credit hours)

In order to apply for professional continuing education credit for your participation, please follow these steps.

1. Print and complete two copies of the New York State CTLE Attendance Form (available at <https://www.iirp.edu/ce-credits>).
2. Also complete the IIRP sign-in sheet on each day of attendance.
(Or the host's sign-in sheet for private, on-site events.)
3. Have the IIRP instructor sign and date both copies of the CTLE Attendance Form at the end of the professional development event. (Your presence is required during the entire event for the instructor to sign the form.)
4. Take one copy of the CTLE Attendance form for your records and leave the other copy with the instructor for the IIRP's records.
5. The New York State Education Department requires eligible participants to note their attendance on the Individual CTLE Record Keeping Form, found on this page:
<http://www.highered.nysed.gov/tcert/resteachers/ctle.html>
6. Submit your request for continuing education credit via the TEACH website. Contact the New York State Department of Education if you have questions about this process.
7. Please email cecredits@iirp.edu if you have any other questions.