



The University of the State of New York
THE STATE EDUCATION DEPARTMENT

Office of Teaching Initiatives

89 Washington Avenue, Albany, New York 12234 • www.highered.nysed.gov/tcert

**Completion of Approved
Continuing Teacher and Leader Education (CTLE) Hour(s) Certificate**

All CTLE must be completed with the Approved Sponsors and be reported using this form in addition to any electronic reporting requirements

INSTRUCTIONS FOR THE TRAINEE: Please complete Section I and retain your copies for eight years. It is not necessary to send a copy of this form to the Office of Teaching Initiatives unless it is requested in event of an audit or for use in obtaining an Initial Reissuance. A separate form must be completed for each training.

INSTRUCTIONS FOR THE APPROVED CLTE SPONSOR: Please complete Sections II & III. These sections must be completed by the Approved CTLE Sponsor authorized individual. Sponsors must verify that the trainee completed the activity, the title, date(s) and number of hours awarded. Records must be retained for a period of eight years. You may use an alternative form or format, however that alternative must capture the same information that is requested on this form.

SECTION I					
First Name:	Jordan	Last Name:	Russell	Middle Initial:	
Date of Birth:	06/20/81	Last 4 of SSN:			

SECTION II							
Name of Venue:	Manhattan UFT						
Street Address:	52 Broadway	City:	New York	State:	NY	Zip Code:	10004
CTLE Activity Title:	Digital Communities for a Dynamic Classroom						
Areas of Activity:	Contains Pedagogy And Content						
CTLE Date(s) from:	02/12/17	to:	02/12/17	Number of hours awarded:	4.00		

SECTION III	
I certify that the individual listed in Section I completed the CTLE cited above pursuant to Subpart 80-6 of the Regulations of the Commissioner of Education.	
Approved Sponsor Name: U.F.T Teacher Center	
Name of Authorized Certifying Officer:	Rita Danis, Charles LoBello
Signature of Authorized Certifying Officer:	<i>Rita Danis Charles LoBello</i> Date: 03/17/17
Approved Provider Identification Number:	3101
Email:	rdanis@ufttc.org clobello@ufttc.org
Phone #:	212-475-3737