1. Log in to your TEACH account

2. Scroll down to Professional Development and click on Maintain Your Professional Development Record

3. Click on the Yes button

4. Select the Submit button.

5. You can view the number of hours reported to NYSED for each completed year of your Professional or Level III certificate

*At the end of a five-year period, if you have completed the required number of hours (Professional 175 hours, Teaching Assistant Level III 75 hours), NYSED will add another five-year period.