

BILINGUAL SUPPLEMENTARY EXTENSION REIMBURSEMENT PROGRAM

The Bilingual Supplementary Extension Reimbursement Program was designed to address the shortage of bilingual clinicians within the New York City Public School System in the areas of **Counseling, Psychology, Social Work, and Speech-Language Pathology**. This program assists participants with the bilingual extension certification process and provides tuition reimbursement at the CUNY rate.

Who should apply?

- Applicants who are full-time New York City Department of Education employees.
- Applicants who are currently enrolled in or have completed a New York State Education Department (NYSED) approved program leading to the Bilingual Extension.
- Applicants who have received a principal's nomination or a commitment letter for a bilingual position within an NYC Public School.
- Applicants who are an incumbent certified classroom teacher with a valid NYSED Initial, Provisional, Professional or Permanent NYS certificate in the area for which you will be teaching.
- Applicants who have received a college recommendation on their NYSED TEACH account for the NYS Supplementary Bilingual Extension certificate.
- Applicants who have completed the pre-requisite coursework: Theories of Bilingual Education and Multi-Cultural Perspectives.
- Applicants who have passed the Bilingual Education Assessment (BEA) examination.

When should I apply?

The Bilingual Supplementary Extension Reimbursement Program offers applicants the opportunity to apply for the program once they meet the program eligibility requirements; on a rolling admission, no deadlines. We accept and respond to applications continually.

What do I need to know before applying?

Before applying to the Bilingual Supplementary Extension Reimbursement Program, applicants must understand the following:

Service Requirement

- Participants must serve as a Bilingual Educator in a New York City Public School for a **minimum** of three years.
- **NOTE: Please be mindful that upon selection, candidates will be re-appointed to their newly acquired Bilingual subject area title. This change in employment status will require a probationary period that will affect tenure.**

Reimbursement

- Reimbursement will not be granted until:
 1. The program recipient provides proof that they have received the bilingual extension, and the credential is issued.
 2. The program recipient is appointed into a bilingual position.
- Only coursework completed with a grade of "B" or higher will be reimbursed.
- Eligible participants will be reimbursed at the current CUNY Graduate tuition rate (not to exceed 12 credits) for coursework necessary to complete the Initial, Provisional Admin, or PPS Bilingual Education Extension.
- The NYCDOE will not pay for other fees and expenses; this is the participant's responsibility.

How do I complete an application?

Applicants may apply for the Bilingual Supplementary Extension Reimbursement Program by completing and returning the application form with the required documentation to the office of Scholarships, Incentives, and Speech Programs via SISPBilingualExtension@schools.nyc.gov or standard mail.

The application form can be found on www.teachnycprograms.net under the heading **Bilingual Supplementary Extension Reimbursement Program**.

What are the required documents that I must submit with the Bilingual Supplementary Extension Reimbursement Program application?

Applicants are required to provide the documentation below with their application to verify program eligibility.

- Provide proof of enrollment into an NYSED approved program leading to the Bilingual Extension.
- Provide proof of the principal's nomination or a commitment letter for a bilingual position within an NYC Public School. The nomination or commitment letter must be on official letterhead.
- Provide proof of completing the pre-requisite coursework: Theories of Bilingual Education and Multicultural Perspectives.

Who should I contact if I have questions about the program?

If you would like to contact the Office of Scholarships, Incentives, and Speech Programs regarding the Bilingual Supplementary Extension Reimbursement Program, please use the below information.

New York City Department of Education
HC School Support
Scholarships, Incentives, and Speech Programs
65 Court Street, Room 508
Brooklyn, N.Y. 11201
Attn: Bilingual Supplementary Extension Reimbursement Program

SISPBilingualExtension@schools.nyc.gov
1-718-935-2449

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