

## 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](mailto:SISPBilingualExtension@schools.nyc.gov) or standard mail.

The application form can be found on [www.teachnycprograms.net](http://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](mailto:SISPBilingualExtension@schools.nyc.gov)  
1-718-935-2449

**To apply for the Bilingual Supplementary Extension Reimbursement Program, please complete the application form and return it to the Office of Scholarships, Incentives, and Speech Programs.**

# BILINGUAL SUPPLEMENTARY EXTENSION REIMBURSEMENT PROGRAM APPLICATION FORM

## APPLICANT INFORMATION:

Last Name:	First Name:	
File Number:	District Borough Number (DBN):	
Current Title:		
Subject Area:		
Address:		
City:	State:	ZIP Code:
Telephone Number:	DOE Email Address:	

## EMPLOYMENT INFORMATION:

School:	District:	
Date of employment:	Are you currently a full-time NYCDOE employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you received a principal's nomination or a commitment letter for a bilingual position within an NYC Public School?		<input type="checkbox"/> Yes <input type="checkbox"/> No

## VERIFIED EDUCATION:

College/University Attended:		
Is this an accredited program approved by the New York State Education Department leading to the Bilingual Extension?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Area of study:	Date degree was conferred:	GPA:
College/University Attended:		
Is this an accredited program in education approved by the New York State Education Department?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Area of study:	Date degree was conferred:	GPA:

## COURSEWORK

Have you completed the pre-requisite coursework: Theories of Bilingual Education and Multi-Cultural Perspectives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## NEW YORK STATE CERTIFICATES:

Do you hold New York State Teaching certification?  Yes  No Please indicate Level:

CERTIFICATE	STATUS	APPLICATION TYPE	ISSUED/EFFECTIVE DATE	EXPIRATION

## NEW YORK STATE EXAMINATIONS:

BEA: <input type="checkbox"/> Passed <input type="checkbox"/> Failed	Language:
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*I have read and understand the fact sheet for the Bilingual Supplementary Extension Reimbursement Program for which I am filing this application. To the best of my knowledge and belief, I meet the program's eligibility requirements. I hereby certify that my statements contained herein and in any explanatory enclosures are, to the best of my knowledge and belief, true and correct. I understand that any incomplete information or documentation will automatically remove my application from consideration and any omission or misstatement of material facts may cause me to be denied from this program or terminated from receipt of said program, and be incorporated in my record in connection with any future application, and may be referred for prosecution to the Office of the District Attorney.*

Signature of Applicant:	Date:
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**FOR OFFICIAL USE ONLY:**

NYS Certified:     Yes                     No

Date Issued:

Passed the BEA:     Yes                     No

Test Date:

Active NYCDOE employee:     Yes                     No

Application Status:    Approved:

Denied:

Remarks:

Processed by:

Date: