



Division of Human Resources
HR School Support
Scholarship Incentives and Speech Programs
65 Court Street
Brooklyn, NY 11201

PARAPROFESSIONAL TO TEACHER PATHWAY GRADUATE REIMBURSEMENT PROGRAM

The Career Training Program (CTP) will now support eligible Paraprofessionals who are interested in pursuing a career as a teacher, and matriculated in a graduate education program through a reimbursement program. New York State certification must be achieved after September 1, 2016 and must comply with the application procedures for the program as outlined below.

Applications for the CTP Paraprofessional to Teacher Pathways Program will be available from February 1st through March 30th of each year. There are absolutely no extensions to this application period.

Eligibility for Program

- Be matriculated in a Graduate, NYS approved, accredited, education program leading to teacher certification and must have completed twelve (12) credits towards the completion of said graduate program.
- Provide letter of matriculation from the college/university indicating enrollment in a graduate education program leading to teacher certification
- Provide an official transcript indicating completion of at least twelve (12) graduate credits from a New York State approved (accredited) education program leading to teacher certification as a matriculated student
- Have at least one full year of paid experience as a paraprofessional within the New York City Department of Education.

Eligibility for Reimbursement:

- All reimbursable coursework must be part of an Education Master's degree program leading to a degree in teaching as well as NYS certification
 - Eligible graduate programs must be in a classroom teaching discipline.
 - Pre-requisite or required content courses are ineligible for reimbursement.
- The program will only reimburse for the courses required for the Initial certification.
- Coursework must have a passing grade "B" or better to be eligible for reimbursement.
- All reimbursements require the submission of the following documents at the end of every semester:
 - An official or official student copy of a transcript or grade report indicating the final grade for the course(s) and the completion of the course(s) taken.
 - Proof of payment:
 - Copy of the cancelled check
 - Or**
 - Bank statement
 - Or**
 - Credit card statement that reflects the payment to the school administering the course
 - And**
 - College/University Bursar's receipt and statement of account from the Bursar.

- Documents are to be submitted ONCE annually until the 12 credit threshold is met.
- Documents submitted must reflect courses taken from July 1st through May 31st of the current year. If the reimbursement is requested and submitted for the spring semester, applicants may submit a **transcript only** after the deadline to confirm grades.
- If the student received other financial aid, grants etc., financial aid will be used to cover any tuition related expenses. The attending college/university will bill the NYCDOE the difference between the amount of tuition owed and the amount of tuition assistance received.
- Reimbursement checks will be picked up by the participants at the Scholarship Incentives and Speech Programs office.

Program Restrictions

- All reimbursements are made at the current CUNY graduate rate of tuition.
- Education programs in disciplines other than teacher education that do not lead to NYS certification as a classroom teacher are not eligible for participation in this program and will not be reimbursed. Note: This program does not apply to the following disciplines: Guidance Counselors, Psychologist, Social Workers, Attendance Teachers and Speech Pathologist.
- Reimbursement does not apply to pre-requisite courses or coursework taken prior to program admission.
- Release time for graduate credits is not applicable.

Incomplete applications will not be considered.

Note: Implementation of the Paraprofessional to Teacher Pathway Graduate Reimbursement Program is contingent upon the availability of resources.