

Career Training Program Frequently Asked Questions

Q: What is the Career Training Program?

A: The Career Training Program (CTP) provides eligible full-time United Federation of Teachers (UFT) educational paraprofessionals an opportunity to acquire up to six (6) college credits at participating colleges during the fall, spring, and summer semesters through a combination of tuition assistance, released work time, and summer stipend.

The CTP program also offers the following programs for full-time paraprofessionals:

1. **Paraprofessional Student Teaching Leave of Absence Program** – through this program, the NYCDOE provides eligible paraprofessionals with a 40-day paid leave of absence to complete student teaching requirements. Restrictions may apply.

Application Period: Fall: July 1 – October 1; Spring: December 1–March 1

2. **Paraprofessional to Teacher Pathway Graduate Reimbursement Program** – through this program, the NYCDOE will reimburse eligible paraprofessionals pursuing a career as a teacher and matriculated in a graduate education program up to twelve (12) credits towards the completion of the graduate education program leading to teacher certification. Restrictions may apply.

Application Period: February 1 – March 31

3. **Lead Teacher Assistant (LTA) / Bilingual Lead Teacher Assistant (BLTA) Position** – this annual position allows for more diverse use of paraprofessionals in the classroom and school to support students' needs. LTA's support instruction in the classroom under the supervision of the classroom teacher throughout the school year. This position allows paraprofessionals to enhance their skills and serves as a potential career pathway leading to a teaching career. Restrictions may apply.

Application Period: January 17 – March 31

4. **Paraprofessional Certification Testing Reimbursement Program** – through this program, the NYCDOE offers reimbursement (one time only) up to \$400.00 for NYS certification examinations to eligible paraprofessionals interested in pursuing a career as an educator within the New York City public school system. Restrictions may apply.

Application Period: March 1 – April 30

Q: Where can I find out more information about the Career Training Program?

A: You can find more information about the Career Training Program by visiting our website at <http://www.teachnycprograms.net/>. You can also call the Office of Scholarships, Incentives, and Speech Programs at 718-935-2449 between the hours of 9:00 AM – 5:00 PM.

Q: Is there a cost to participate in the Career Training Program?

A: No, there is no cost for eligible paraprofessionals to participate in the Career Training Program.

Q: What is Release Time?

A: Paraprofessionals who meet the requirements indicated below are eligible for release time for non-classroom study or travel from work to their college/university. Release time will be granted, per the UFT contracts, during the fall, spring, and 1st summer semester only to paraprofessionals attending an accredited college. Release time cannot be used to attend a college class during regularly scheduled school hours. Paraprofessionals are encouraged to take courses in the late afternoon, evenings, or weekends to avoid conflict with their work assignments. **Release time may be taken during the summer session but must be completed by June 30th.** Release time shall only be granted to paraprofessionals enrolled in the Career Training Program (CTP) and is at the principal's discretion.

The **Release Time Memo for UFT Paraprofessionals** can be found at:
<https://www.teachnycprograms.net/ctp/docs/CTP%20Release%20Time%202019-20.pdf>

Q: How much Release Time am I eligible to receive?

A: During the fall, spring, and summer semesters, the Department of Education will grant full-time UFT paraprofessionals 2 ½ hours of release time per week with pay for study and/or travel to an accredited college. The paraprofessional must complete a total of at least five (5) semester hours/credits during that same semester of undergraduate study to be eligible for release time.

Q: Does Release Time depend on the number of credits I am taking each semester?

A: Yes, UFT Paraprofessionals must complete a total of at least five (5) semester hours/credits during that same semester of undergraduate study to be eligible for release time.

Q: How do I request Release Time?

A: Release time can only be used for non-classroom study or travel. Paraprofessionals are urged to arrange classes during the late afternoon, evening, or weekends to avoid a conflict with their work schedule and to ensure that adequate classroom coverage is provided.

Release time cannot be used to attend classes during the scheduled workday unless agreed upon by the school principal or the principal's designee.

Paraprofessionals must submit enrollment verification (copy of the college bursar's receipt or other documentation of actual enrollment) and a class schedule to their principal before classes start.

The principal will review, approve, or request the schedule be modified. Release time cannot be rescheduled.

Q: What do I need to do after completing my classes for which Release Time was granted?

A: Once you complete your classes, you must provide your principal verification of course completion. Within one month following completion of the semester, it is the responsibility of each participating paraprofessional to submit to the principal or designee a copy of the transcript, grade report, or other substantiating documentation indicating completion of the course(s) for which release time was granted.

Q: If I drop a class, can I still use release time?

A: Paraprofessionals may not use Release Time if they are no longer enrolled in a course(s) at a college or university.

Q: What if I get a failing grade, Withdrawal, or Incomplete in a course?

A: A paraprofessional whose transcript indicates a failing grade during the semester for which release time was granted must submit to the principal written verification from the professor of actual attendance for the failed course.

- If this written verification is not submitted, the paraprofessional will be subject to Non-Compliance or Failure to Meet Requirements guidelines.
- A grade indicating **Withdrawal/Incomplete** or any indication that courses were not attended will be considered non-attendance and will be subject to the actions noted in the Non-Compliance or Failure to meet requirements guidelines.

Q: Do I have let my school know I have withdrawn from a class?

A: Paraprofessionals who have withdrawn from a class must let their principal know. They must provide the date they withdrew from the course(s). Failure to do so may result in non-compliance or failure to meet requirements of the Career Training Program.

Q: What are the Non-Compliance or Failure to Meet Requirements guidelines?

A: When release time must be terminated due to non-compliance or failure to meet requirements, the principal or designee must stop release time immediately and authorize a payroll deduction for any release time or pay that the paraprofessional received without appropriate documentation.

Q: What is a Summer Stipend, and how do I qualify to receive one?

A: Paraprofessionals attending and completing six (6) credits of study during the summer semester may be eligible to receive a summer stipend of \$40.00 per week (up to six weeks) or \$240.00.

1. Eligible paraprofessionals must complete the application by the deadline of September 17, 2022.
2. **Paraprofessionals who work for the NYCDOE during the summer cannot participate in this program.**
3. Only classes taken between 07/01/2022-08/17/2022 will qualify for the summer stipend.
4. The completed Summer Stipend application must be signed by the paraprofessional and the participating college or university.
5. Once signed, the application must be submitted to the Office of Scholarships, Incentives, and Speech Programs with a copy of a bursar's receipt, student transaction report, and a transcript/grade report.

Q: How do I apply for a Summer Stipend?

A: To receive a Summer Stipend, eligible paraprofessionals must complete the application at <https://www.teachnycprograms.net>, Select Career Training Program and scroll down.

Q: Who is eligible to participate in the Career Training Program?

A: To be eligible to participate in the Career Training Program, you must:

- be appointed and payrolled as a full-time paraprofessional employed by the New York City Department of Education at the time of application submission;
- remain appointed as a full-time paraprofessional for the remainder of the application school year;
- not currently possess a Bachelor's degree.

Q: What are the restrictions that impact participation in the Career Training Program?

A: The following restrictions apply to the Career Training Program:

- The paraprofessional must take a minimum of 3 credits up to a maximum of 6 credits per semester;
- Mandatory matriculation into a degree-bearing program after completion of 60 credits. Proof of matriculation is required;
- Substitute Paraprofessionals are not eligible to participate in the CTP Program;
- The paraprofessional must maintain a "C" grade point average (2.0) to remain eligible to participate in the program;
- A paraprofessional whose GPA drops below a 2.0 grade point average will not be eligible for the CTP Voucher;
- The paraprofessional be an active and full-time employee;
- Paraprofessionals who are on an approved leave of absence, resign, or are terminated before their first day of college classes are not eligible to participate in the program;
- The paraprofessional be appointed and payrolled as a full-time paraprofessional at the time of application filing and remain a full-time paraprofessional for the remainder of the application school year;
- A maximum of 120 credits (including transfer credits) will be paid on behalf of the Paraprofessional towards the completion of the first Bachelor's degree program (exceptions will be reviewed on a case by case basis);
- Paraprofessionals that are no longer eligible to participate in the Career Training Program are financially responsible for the payment of all credits, tuition, and applicable fees; and
- The NYCDOE will NOT pay for "F" grades, late withdrawals, or unofficial withdrawals. The NYCDOE is entitled to recover the amount of tuition and fees incurred by the NYCDOE from a paraprofessional who

fails to complete the course in which they are enrolled the amount of tuition and fees incurred by the Department.

Q: How does the Career Training Program pay my college or university for tuition credits?

A: A Tuition Payment Letter of Certification (Voucher) will be sent to each eligible participant via email to your NYCDOE email address. The paraprofessional must sign the letter before submitting it to the attending college or university bursar's office. A tuition payment letter of certification is used only for the specific college and semester indicated on the application form; any changes should be reported to the office immediately. Tuition is paid directly to colleges and universities. If you are eligible to benefit from the PELL and TAP federal grants, the Bursar's office will make revisions to your financial aid.

Q: How will participating in the Career Training Program affect my financial aid?

A: For paraprofessionals who benefit from the Federal Pell Grant or the New York State Tuition Assistance Program (TAP) grant, financial aid will be used to cover any tuition-related expenses. The attending college/university will bill the Department of Education the difference between tuition owed and the amount of tuition assistance received. The NYCDOE will not pay for the course materials or other fees the college charges.

Q: When can I apply to participate in the Career Training Program?

A: The Career Training Program has three (3) application periods. Applications will be available online as follows:

- **Fall Semester** - May 1st through June 30th
- **Spring Semester** - September 1st through October 31st
- **Summer Semester** - February 1st through March 31st

Q: Do I have to apply for each semester to receive a voucher for the Career Training Program?

A: Yes, you must apply using the online Career Training Program application for each semester you would like to receive a voucher.

Q: How do I have to apply for the Career Training Program?

A: To apply for the Career Training Program, follow the instructions below.

1. Visit <https://nyc.teacherssupportnetwork.com/Start.do?CareerPath=INC>.
2. Log in to your account using your Username (Email) and Password.
3. Select "Start New Application."
4. Select Career Training Program from the dropdown.
 - Select "View/Edit Profile" if you can't view the application upon logging in, select View/Edit Profile.
 - You must complete all prompts and questions to update your profile and apply for the Career Training Program voucher and any other opportunities available to full-time paraprofessionals.
 - Once your profile is complete, you should see the application.
5. Complete the application.
6. Select "Submit."
7. Once the application is submitted, you will receive an email stating that you have completed the application. If you did not receive a confirmation email, please make sure to contact us immediately at CareerTraining@schools.nyc.gov or call us at (718) 935-2449.

Q: I am trying to apply for the Career Training Program; when I click apply, it takes me to another website where I have to log in? What should I do?

A: When you click on the “APPLY HERE” button from the <http://www.teachnycprograms.net/>, you will be taken to the Teacher Support Network (TSN) (<https://nyc.teacherssupportnetwork.com/>), the online platform that administers our program applications.

If you have not ever applied for an incentive program, to complete an application, you must register for an account and complete the common profile. Please note that the common profile has five (5) steps that must be completed before access to applications is granted.

Once your common profile is complete, you may log into the candidate portal and access the various applications under the “START NEW APPLICATION” section.

Q: I am having difficulty completing my Teacher Support Network (TSN) registration information. Who can I contact for help?

A: If you encounter problems of any kind while completing your registration information, email us or call us toll-free at 1-(877)-DoTeach (368-3224); please DO NOT register again.

Q: How will I be notified that my application for the Career Training Program has been accepted?

A: Once the Career Training Program application is successfully submitted, you will receive an automatic email stating that your application has been received.

- An Approval Tuition Payment Certification Letter (**Voucher**) will be sent via email to your NYCDOE email address or separate log-in email.
- Vouchers must be printed, signed, and submitted to the attending college/university bursar’s office.
- The voucher authorizes the participating college to submit an invoice to the Office of Scholarships, Incentives, and Speech Programs for tuition payment.

Q: What should I do after receiving my Career Training Program voucher?

A: When you receive your voucher, you must sign it and submit it to your Bursar’s Office for processing. Please note that if you do not submit your voucher to the school, you are responsible for any financial fees resulting from your actions.

Q: Can I change the name of the school on my voucher?

A: Yes, you may submit a College or University name change request by completing the CTP Voucher - University/College Name Change Form on our website <http://www.teachnycprograms.net/>.

- Once the form is completed, please email it to CareerTraining@schools.nyc.gov.
- The form will be processed within 48 hours of receipt.

Q: I received my Career Training Program voucher, but my Bursar’s Office rejected it because it says null before the semester?

A: If you applied for the Career Training Program and did not provide a school, your voucher will have null before the semester. You will need to email CareerTraining@schools.nyc.gov and request that we update your voucher with the appropriate school name. Once the name is updated, the voucher will be resent. You must then sign and resubmit the voucher to your Bursar’s Office for processing.

Q: I applied for Career Training Program but did not receive my voucher; what should I do?

A: If you applied for the Career Training Program and did not receive your voucher, please contact the Office of Scholarships, Incentives, and Speech Programs immediately via email at CareerTraining@schools.nyc.gov or phone at 718-935-2449.

To ensure that you receive your email confirmation and your voucher, you must utilize your NYCDOE email address when applying for the program (the system will no longer accept email addresses from other domains).

Q: I received my Career Training Program voucher, but I was not able to use it due to unforeseen circumstances. Can I apply my unused voucher for another semester?

A: No, you may not use an unused Career Training Program voucher for a semester other than the one for which it was intended.

Q: If I am on a leave of absence, am I eligible to participate in the Career Training Program?

A: No, only full-time paraprofessionals on active payroll are eligible to participate in the CTP program.

Q: If I have been laid off, am I eligible to participate in the Career Training Program?

A: Laid-off paraprofessionals are eligible to continue their participation in CTP only during the semester in which they were laid off. All semesters that follow the lay-off are the financial responsibility of the enrolled party.

Q: Which colleges or universities participate in the Career Training Program?

A: The following colleges are available to eligible UFT paraprofessionals:

COMMUNITY COLLEGES

Borough of Manhattan Community College
Bronx Community College
Guttman Community College
Hostos Community College
LaGuardia Community College
Kingsborough Community College
Queensborough Community College

CITY UNIVERSITY OF NEW YORK (4 Year Programs)

Bernard M. Baruch College
Brooklyn College
City College of New York
College of Staten Island
CUNY School of Professional Studies
Hunter College
John Jay College
Lehman College
Medgar Evers College
NYC Technical College
Queens College
York College

STATE UNIVERSITY OF NEW YORK

Empire State College
SUNY at Old Westbury

PRIVATE COLLEGES

Boricua College
Mercy College
Seymour Joseph Institute ASL
St. Francis College
Touro College

SPECIAL PROGRAMS

Long Island University **only** accepts UFT Paraprofessionals for their undergraduate degree program in teacher education at the School of Education on the Brooklyn Campus. No other LIU programs or campuses are eligible. Applicants must contact the program coordinator for additional program information and admission criteria.

Long Island University
Charlotte Marchant, Coordinator
Charlotte.Marchant@liu.edu

Q: Does it make a difference if I take courses at a two-year community college or four-year senior college?

A: Many education courses taken at most two-year community colleges cannot be used toward a four-year degree at a senior college, nor will these courses be accepted by the New York State Education Department for teacher certification. Education courses taken at the undergraduate level at Empire State College are not accepted by the New York State Education for teacher certification. It is recommended that paraprofessionals who wish to become teachers enroll in four-year colleges or carefully select those liberal arts courses at community colleges that will transfer to four-year institutions.

Q: Does the Career Training Program pay for graduate-level courses?

A: No, the Career Training program does not pay for graduate-level courses.