



NYCDOE/UFT PARAPROFESSIONAL CERTIFICATION TESTING REIMBURSEMENT PROGRAM

The New York City Department of Education's Division of Human Capital and the United Federation of Teachers (UFT) have worked in partnership to make changes to the policies governing the Career Training Program (CTP) for Paraprofessionals. Our goal is to continue to offer opportunities for advancement while enhancing the services we currently provide. Given the expanded scope of the Career Training Program, there is no doubt that these enhancements will be beneficial to the NYCDOE as well as to Paraprofessionals.

The Career Training Program will support eligible Paraprofessionals who are interested in pursuing a career as an educator within the public school system. New York State certification must be achieved after September 1, 2016, and must comply with the application procedures for the program. The NYCDOE will reimburse paraprofessionals, **up to \$400.00** for NYS certification examinations once initial certification is granted. (Note: **The NYCDOE will reimburse paraprofessionals one time only.**)

Eligibility Requirements:

To qualify:

- Paraprofessionals must have attained NYS certification as a teacher on or after 09/01/16.
- Paraprofessionals must have receipts for the NYS Examinations and the NYS Teacher Application.
- Applicants must be payrolled as a full-time paraprofessional at the time of application filing and remain appointed as a full-time paraprofessional for the remainder of the application school year.
- **Reimbursement must be requested within one year of certification.**

Required Documentation:

- Certification Testing Reimbursement Program Application.
- NYS Teacher Application and NYS Examination receipts.
- Proof of passing the examinations required for certification.

Application Period:

- March 1st - April 30th.

Applications can be found under the Career Training Program section on our website:

www.teachnycprograms.net

Please mail the required documents to:

New York City Department of Education
Scholarships, Incentives, and Speech Programs
65 Court Street, Room 508
Brooklyn, N.Y. 11201

Attn: Paraprofessional Certification Testing Reimbursement Program

Implementation of the CTP Certification Testing Reimbursement Program is contingent upon the availability of resources.

Incomplete applications will not be considered.

