



[NYCDOE/UFT PARAPROFESSIONAL CERTIFICATION TESTING REIMBURSEMENT PROGRAM](#)

The New York City Public Schools (NYPS) Division of Human Resources and the United Federation of Teachers (UFT) have worked in partnership to change 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 benefit the NYCPS and Paraprofessionals.

The Career Training Program will support eligible paraprofessionals 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 NYCPS will reimburse paraprofessionals **up to \$400.00** for NYS certification examinations once initial certification is granted. (Note: **The NYCPS (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.
- **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

[REQUIRED DOCUMENTS](#)

Please mail the required documents to the following address:

NYC Public Schools
Scholarships, Incentives, and Pupil Personnel Services
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 funding.

Incomplete applications will not be considered.