

The Career Training Program (CTP) supports eligible Paraprofessionals who are interested in pursuing a career as a teacher and are matriculated in a graduate education program through a reimbursement program. New York State certification must be achieved after September 1, 2018, and must comply with the application procedures for the program as outlined below.

APPLICATION PERIOD:

- February 1st - March 31st.
- Our online application is available under the Career Training Program section, at www.teachnycprograms.net
- **There are absolutely no extensions to this application period.**

ELIGIBILITY:

- Applicant must be admitted to a graduate education program as, fully matriculated, NYS approved, accredited, leading to teacher certification.
- Applicant must have completed twelve (12) credits towards the completion of the graduate program.
- Applicant must have at least one (1) full year of paid experience as a paraprofessional within the New York City Department of Education.
- All reimbursable coursework must be part of a master's degree program in education, 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.
- Coursework must have a passing grade "B" or better to be eligible for reimbursement.

REQUIRED DOCUMENTS:

- Letter of matriculation from the college or university indicating enrollment in a graduate education program leading to teacher certification.
- 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.
- Documents are to be submitted **ONCE** annually until the 12 credit threshold is met.
- Documents submitted must reflect courses taken from September 1st through May 31st of the previous year. If the reimbursement is requested and submitted for the spring semester, applicants may submit a **transcript only** after the deadline to confirm grades.

NOTE: The following documents need to be submitted at the end of every semester to receive the reimbursement:

- An official transcript or unofficial student transcript or grade report indicating the final grade(s) for the course(s) and the completion of the course(s) taken.
- Proof of payment (one of the following):
 - Copy of the canceled check
 - Bank statement
 - 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.

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.
- ***This program does not apply to the following disciplines: Guidance Counselors, Psychologists, Social Workers, Attendance Teachers, and Speech Pathologists.***
- Reimbursement does not apply to pre-requisite courses or coursework that was taken before program admission.
- Release time for graduate credits is not applicable.
- The program will only reimburse for the courses required for the Initial certification.
- If the student receives other financial aid, grants, etc., financial aid will be used to cover any tuition related expenses. The attending college or university will bill the NYCDOE the difference between the amount of tuition owed and the amount of tuition assistance received.
- Reimbursement checks must be picked up by the participants at the Office of Scholarships, Incentives, and Speech Programs, located at 65 Court Street, 5th floor, Room 508, Brooklyn, NY 11201. Photo ID required for identification verification.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

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