



[Paraprofessional to Teacher Pathway Graduate Reimbursement Program](#)

The Career Training Program (CTP) supports eligible paraprofessionals interested in pursuing a career as a teacher and are enrolled (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:

The applicant must:

- Be admitted to an accredited, NYS approved graduate education program as a fully matriculated student leading to New York State teacher certification.
- Have completed twelve (12) credits towards the completion of the graduate program.
- Have at least one (1) full year of paid experience as a paraprofessional within the New York City Department of Education.
- 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.

Coursework:

- All reimbursable coursework must be part of a master's degree program in education, leading to a degree in teaching and 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 of "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 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 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** the College/University Bursar's receipt and account statement 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 does 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 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. A photo ID is 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.