

## Per Diem Teacher (PDTR) Certificate Renewal

### GENERAL RENEWAL REQUIREMENTS FOR UNCERTIFIED TEACHERS FOR 2014-2015

The renewal requirements for Substitute Teachers **NOT** possessing a New York State Teacher certificate (i.e., Uncertified Teacher) are listed below:

1. Provide a minimum total of 20 days of substitute teacher service during the 2013-2014 school year.
2. File an online renewal request, between **June 12, 2014 and June 30, 2014**, by following the instructions provided at the end of this document.
3. Complete a NYCDOE supported and authorized online Teacher training program. Substitutes who completed the training program offered by the EDTrainingCenter or SubHub are not required to repeat the training. Substitutes who have **NOT completed this training must submit a fee of \$25.00**, by money order, made payable to "NYCDOE", so that they may be registered for this training program.
4. Complete the NY State required Child Abuse Identification workshop. For a list of approved providers, visit <http://www.highered.nysed.gov/tcert/certificate/ca.html>
5. Complete the NY State required School Violence Prevention workshop. For a list of approved providers, visit <http://www.highered.nysed.gov/tcert/certificate/save.html>
6. Create a profile with the NYSED Office of Teaching Initiative's TEACH system. There is no fee for this. NOTE: If you have already created a profile, you do NOT have to register/create one again. To Register, follow the link below, click on 'Step 1: Self Register' and then follow the on-screen instructions.  
<http://www.highered.nysed.gov/tcert/teach/>

#### **Additional Requirement Applicable ONLY To Those Working More Than 40 Days:**

Individuals who will have worked more than 40 days in total as a substitute teacher in the 2013-2014 school year, must ALSO fulfill the following:

7. Provide proof of passing the New York State Liberal Arts & Science Test (LAST) or the New York State Academic Literacy Skills Test (ALST), OR proof of registration for the ALST to be administered after June 30, 2014. Please note that renewal of the certificate is dependent upon registering for this test and not the results of the test.
8. Complete Professional Teacher Education courses totaling at least 6 credits or meet the maximum of 21 credits, whichever is fewer, between September 2013 and August 2014 and submit **official** transcripts by August 15, 2014. (NOTE: Substitutes who have already met the total Professional Teacher Education course requirements of 21 credits (or that prevailing in the past) need not obtain any further credits.) Professional Teacher Education credits must have been obtained from accredited four year colleges or universities, the United Federation of Teachers ([www.uft.org](http://www.uft.org)), or using examination programs approved by the New York State Education Department. For a list of approved examination programs, visit:  
[http://nyc.teachersupportnetwork.com/NYC\\_PDF/CLEP%20AND%20EXCELSIOR.pdf](http://nyc.teachersupportnetwork.com/NYC_PDF/CLEP%20AND%20EXCELSIOR.pdf)

Substitutes who have not yet submitted documentation supporting completion of the above mentioned requirements, are encouraged to do so as soon as possible, but no later than **August 15, 2014**. Failure to do so, will result in termination from the position.

Substitutes do **NOT** have to submit proof of filing the online renewal request, the number of days worked or proof of Creating a Profile with the NYSED. Prior to renewal, the NYCDOE will obtain this information along with rating and employment eligibility status information from the appropriate computer systems. Renewal of the PDTR certificate is contingent on the substitutes meeting all the listed requirements and receiving Satisfactory ratings from all schools where they worked, their being in good standing (as determined by the Office of Personnel Investigations) and their not being fulltime employees of the NYCDOE.

Questions or documentation may be mailed or delivered to the following address:  
**NYCDOE, Office of Operational Support Services, 65 Court Street, Room 504, Brooklyn, NY 11201**

*(June 1, 2014)*



**Per Diem Teacher (PDTR) Certificate Renewal**  
**GENERAL RENEWAL REQUIREMENTS FOR CERTIFIED TEACHERS FOR 2014-2015**

The renewal requirements for Substitute Teachers possessing a New York State Teacher certificate (i.e., Certified Teacher) **and** a valid New York City Substitute Teacher Certificate – PDTR #84, are listed below:

1. Provide a minimum total of 20 full days of substitute teacher service during the 2013-2014 school year.
2. File an online renewal request, between **June 12, 2014 and June 30, 2014**, by following the instructions provided at the end of this document.

Substitutes do **NOT** have to provide the NYCDOE with proof of the number of days worked or filing the online request for renewal. Prior to renewal, the NYCDOE will obtain this information along with rating and employment eligibility status information from the appropriate computer systems. Renewal of the PDTR certificate is contingent on the substitutes meeting the above listed requirements and receiving Satisfactory ratings from all schools where they worked, their being in good standing (as determined by the Office of Personnel Investigations) and their not being fulltime employees of the NYCDOE.

Questions or documentation may be mailed or delivered to the following address:

The New York City Department of Education  
Attention: PDTR Renewal 2014-2015  
**Office of Operational Support Services**  
65 Court Street, Room 504  
Brooklyn, NY 11201

## **Instructions: Online Request to Renew Substitute Service**

As one of the requirements to continue serving as a Substitute in the upcoming 2014-2015 school year, you are required to file an **online** request for renewal of substitute service. This request must be made between **June 12, 2014 and June 30, 2014**, by visiting the following website:

<http://dhrnycaps.nycenet.edu/RA/>

Once you have accessed this website, you will be required to log-in using the following information:

- **User ID:** Enter your 7-digit EIS # or File # (If less than 7 digits, insert a leading zero)
- **Password:** Enter the last four digits of your Social Security Number

When you have logged in and entered the NYCAPS DOE Self Service Home Page, click on the "Substitute Renewal Request" link and follow the on-screen instructions.

At the Substitute Renewal Request website, you will be able to view your individualized renewal requirement completion status and file an online renewal request. You are only required to complete those requirements with a status marked as "NOT COMPLETE" (i.e., those with status "COMPLETE" or "NOT REQUIRED" do not need your attention).

The "File an Online Request" requirement must be completed between June 12, 2014 and June 30, 2014. The deadline for completing all other renewal requirements is August 15, 2014. If you do not complete all the renewal requirements, you will not be eligible to serve as a substitute during the 2014-2015 school year.

If you are unable to log-in, please contact HR Connect at **(718) 935-4000**.

**NOTE:** *If you have a NYCDOE email address (e.g. abc@schools.nyc.gov), ALL correspondence regarding substitute service will be sent to that email address, regardless of any other email address you may have provided. To verify if a NYCDOE email address was assigned to you, call the DIIT Support Center at (718) 935-5100.*