



SUBSTITUTE PARAPROFESSIONAL SERVICE GENERAL RENEWAL REQUIREMENTS (For the 2013-2014 School Year)

The general renewal requirements for Substitute Paraprofessionals are listed below:

1. Provide a minimum total of **10** full days of substitute paraprofessional service during the 2012-2013 school year.
2. File an online renewal request, **between June 11, 2013 and June 30, 2013**, by visiting:
<http://nyc.teacherssupportnetwork.com/sparenewal>
3. Complete a NYCDOE supported and authorized online Paraprofessional 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. Provide proof of passing the New York State Assessment of Teaching Assistant Skills (ATAS) test or proof of registration for an ATAS test to be administered between September and November 2013. Please note that renewal is dependent upon registering for this test and not the results of the test.

NOTE: A New York State Teaching Assistant Certificate (issued after February 1, 2004) or a Teacher certificate may be submitted as proof of fulfilling the Child Abuse Identification, School Violence Prevention and ATAS requirements. Candidates who **passed** the New York State Liberal Arts & Science Test (LAST) may use those results in lieu of the ATAS test.

Substitutes are encouraged to submit the documentation supporting completion of the workshops, training, test, as applicable, no sooner they are available, but no later than **August 16, 2013**. Failure to do so, will result in termination from the position.

Substitutes do **NOT** have to provide the NYCDOE with proof of the number of days worked or proof of filing the online request for renewal. Prior to consideration for renewal, the NYCDOE will obtain this information and employment eligibility status information from the appropriate computer systems. Approval of requests to renew substitute paraprofessional service is contingent on substitutes meeting all the listed requirements and 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: Substitute Paraprofessional Renewal 2013-2014
Office of School Based Support Services
65 Court Street, Room 504, Brooklyn, NY 11201

(March 13, 2013)