

Substitute Paraprofessional Service Renewal GENERAL RENEWAL REQUIREMENTS FOR 2017-2018

1. Work a minimum of **20 full days** as a **Substitute Paraprofessional** between September 1, 2016 and June 30, 2017.
2. File an online renewal request, in June 2017, for renewal of service. These General Renewal Requirements will be updated by June 1, 2017, to provide the necessary instructions for filing this online request.
3. Provide, by **August 23, 2017**, proof of passing the New York State Assessment of Teaching Assistant Skills (ATAS) test OR proof of registration for an ATAS test date after June 30, 2017.

NOTE: The following items (#4 through #8) are onboarding requirements/former Renewal Requirements. Therefore, Substitute Paraprofessionals may have completed these items in the past. Substitutes will be able to view their individualized renewal requirement completion status within the Substitute Renewal Request website. Instructions to access the Substitute Renewal Request website will be given in June 2017.

4. Complete the NY State required Child Abuse Identification workshop.
5. Complete the NY State required School Violence Prevention workshop.
6. Complete the NY State required Dignity for All Students Act (DASA) workshop.
7. Create a Profile with the NYSED Office of Teaching Initiative's TEACH system.
8. Complete a NYCDOE supported and authorized online Paraprofessional training program.

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

Failure to meet all the renewal requirements by the deadline of **August 23, 2017** will result in termination from the position.

Documentation may be mailed or delivered to the following address:

The New York City Department of Education
Office of HR School Support
65 Court Street, Room 505
Brooklyn, NY 11201