



SUBSTITUTE PARAPROFESSIONAL SERVICE RENEWAL GENERAL RENEWAL REQUIREMENTS FOR 2016-2017

1. Work a minimum of **20 full days** as a **Substitute Paraprofessional** between September 1, 2015 and June 30, 2016.
2. File an online renewal request, between **June 8, 2016 and June 30, 2016**, by following the instructions given on the separate sheet below.
3. Provide, by **August 18, 2016**, 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, 2016.

NOTE: The following items (#4 through #8) are onboarding requirements/former Renewal Requirements. Therefore, Substitute Paraprofessionals should have completed these items in prior years. If proof of completion is not available in our records, the Substitute Paraprofessional will be contacted and required to submit proof of completion by **August 18, 2016**.

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 employment eligibility status information from the appropriate computer systems. Failure to meet the requirements will result in termination from the position.

Questions or 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

(June 1, 2016)

Instructions: Online Request to Renew Substitute Service

As one of the requirements to continue serving as a Substitute in the upcoming 2016-2017 school year, you are required to file an **online** request for renewal of substitute service. This request must be made between **June 8, 2016 and June 30, 2016**, 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 Portal 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, which will provide you Reasonable Assurance for the 2016-2017 school year. 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 8, 2016 and June 30, 2016**. The deadline for completing all other renewal requirements is **August 18, 2016**. If you do not complete all the renewal requirements, you will be terminated from the position and will not be eligible to serve as a substitute during the 2016-2017 school year.

If you are unable to log-in, please [contact HR Connect at \(718\) 935-4000](tel:7189354000).

NOTE: *If you have a NYCDOE email address (e.g. abc@schools.nyc.gov), ALL correspondence regarding substitute service will continue to 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.*

New York City Department of Education, Office of HR School Support, Substitute Application Processing Unit,
65 Court Street, Room 505 Brooklyn, NY 11201

(June 1, 2016)