



**SUBSTITUTE PARAPROFESSIONAL SERVICE
GENERAL RENEWAL REQUIREMENTS
(For the **2014-2015** School Year)**

The General Renewal Requirements for Substitute Paraprofessionals are listed below:

1. Provide a minimum total of **20** full days of substitute paraprofessional service during the 2013-2014 school year.
2. File an online renewal request, in June 2014, to provide substitute paraprofessional service. These General Renewal Requirements will be updated by May 31, 2014, to provide the necessary instructions for filing this online request.
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 after June 30, 2014. Please note that renewal is dependent upon registering for this test and not the results of the test.
7. 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. Acceptable proof will include a print out of the Account Information page. 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/>

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) or the New York State Academic Literacy Skills Test (ALST) may use those results in lieu of the ATAS test.

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 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:

NYCDOE, Office of School Based Support Services, 65 Court Street, Room 504, Brooklyn, NY 11201

(December 11, 2013)