

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

1. Provide 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, 2014**.

NOTE: Proof of **PASSING** the New York State Liberal Arts & Science Test (LAST) **OR** the Academic Literacy Skills Test (ALST) will be accepted in place of the ATAS.

Documentation must be submitted by **August 15, 2014**, to:

NYCDOE, Office of HR Support, 65 Court Street, Room 504, Brooklyn, NY 11201

2. Work a minimum of **20 full days** as a **Substitute Paraprofessional** between September 1, 2013 and June 30, 2014.

You do **NOT** have to provide the NYCDOE with proof of the number of days worked. This information will be obtained directly from the Payroll system.

3. Create a Profile with the NYSED Office of Teaching Initiative's TEACH system. There is no fee for this. 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: If you already have a profile, you do NOT need to create another one.

You do **NOT** have to provide the NYCDOE with proof of Creating the Profile. This information will be obtained directly from the NYSED system.

4. File an online renewal request, between **June 12, 2014 and June 30, 2014**, by following the instructions given below.

You do **NOT** have to provide the NYCDOE with proof of completing the Online Renewal Request. This information will be obtained directly from the NYCDOE online system.

IMPORTANT: Approval of requests to renew substitute paraprofessional service is contingent on substitutes meeting all the requirements and 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 the requirements will result in termination from the position.

Questions may be directed to: subparajobs@schools.nyc.gov

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.*