



Per Diem Teacher (PDTR) Certificate Renewal
GENERAL RENEWAL REQUIREMENTS FOR CERTIFIED TEACHERS FOR 2013-2014

The renewal requirements for Substitute Teachers possessing a New York State Teacher certificate (i.e., Certified Teacher) **and** a valid New York City Substitute Teacher Certificate – PDTR #84, are listed below:

1. Provide a minimum total of 10 full days of substitute teacher service during the 2012-2013 school year.
2. File an online request for renewal of the certificate, **between June 11, 2013 and June 30, 2013**, by visiting: <http://nyc.teacherssupportnetwork.com/sterenewal>

Substitutes do **NOT** have to provide the NYCDOE with proof of the number of days worked or filing the online request for renewal. Prior to renewal, the NYCDOE will obtain this information along with rating and employment eligibility status information from the appropriate computer systems. Renewal of the PDTR certificate is contingent on the substitutes meeting the above listed requirements and receiving Satisfactory ratings from all schools where they worked, 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: PDTR Renewal 2013-2014
Office of Operational Support Services
65 Court Street, Room 504
Brooklyn, NY 11201



Per Diem Teacher (PDTR) Certificate Renewal

GENERAL RENEWAL REQUIREMENTS FOR UNCERTIFIED TEACHERS FOR 2013-2014

The renewal requirements for Substitute Teachers **NOT** possessing a New York State Teacher certificate (i.e., Uncertified Teacher) are listed below:

1. Provide a minimum total of 10 days of substitute teacher service during the 2012-2013 school year.
2. File an online request for renewal of the certificate, **between June 11, 2013 and June 30, 2013**, by visiting: <http://nyc.teacherssupportnetwork.com/sterenewal>
3. Complete a NYCDOE supported and authorized online Teacher 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>

Additional Requirement Applicable ONLY To Those Working More Than 40 Days:

Individuals who will have worked more than 40 days in total as a substitute teacher in the 2012-2013 school year, must ALSO fulfill the following:

6. Provide proof of passing the New York State Liberal Arts & Science Test (LAST) or proof of registration for the LAST to be administered between September and November 2013. Please note that renewal of the certificate is dependent upon registering for this test and not the results of the test.
7. Complete Professional Teacher Education courses totaling at least 6 credits or meet the maximum of 21 credits, whichever is fewer, between September 2012 and August 2013 and submit **official** transcripts by August 23, 2013. (NOTE: Substitutes who have already met the total Professional Teacher Education course requirements of 21 credits (or that prevailing in the past) need not obtain any further credits.)
Professional Teacher Education credits must have been obtained from accredited four year colleges or universities, the United Federation of Teachers (www.uft.org), or using examination programs approved by the New York State Education Department. For a list of approved examination programs, visit: http://nyc.teacherssupportnetwork.com/NYC_PDF/CLEP%20AND%20EXCELSIOR.pdf

Substitutes are encouraged to submit the documentation supporting completion of the workshops, training, test, course requirements, as applicable, no sooner they are available, but no later than **August 23, 2013**.

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

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(March 19, 2013)