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**Submit Certification Form for Full-Time Regular Substitute & ROTC Instructors  
Eligible for Teacher's Choice Allocation  
*All schools / Deadline: October 15***

Individuals who are full-time regular Substitute Teachers with an EIS notation of '5BA' who have been covering a regular classroom assignment on a full-time basis since **September 8, 2009** or who are a ROTC Instructor are eligible to receive a 2009 -10 Teacher's Choice allocation.

If you have any individuals who are eligible, please complete the certification form available at

<http://schools.nyc.gov/NR/rdonlyres/C84D44A0-198A-4B48-8479-3FA78A24FBB2/68026/SubROTCCertForm200910.pdf>

so that an allocation may be issued.

Please return the form to the Division of Financial Operations' Special Projects Unit by fax to (718) 935-2165 or by E-mail to [specialprojects@schools.nyc.gov](mailto:specialprojects@schools.nyc.gov) by **Thursday, October 15, 2009** for inclusion in the December distribution.

For additional information, contact the Special Projects Unit at (718) 935-3304 or [specialprojects@schools.nyc.gov](mailto:specialprojects@schools.nyc.gov).