



**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. The online access to complete this portion of your renewal requirement will not be available to you until June 2014. All necessary instructions for filing this online request will be emailed to you by June 6, 2014.

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

(April 2, 2014)