



## **Per Diem Teacher (PDTR) Service Renewal**

### **GENERAL RENEWAL REQUIREMENTS FOR UNCERTIFIED TEACHERS FOR 2017-2018**

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 20 full days of per-diem substitute teacher service during the 2016-2017 school year. Service provided as an "F" Status employee cannot be applied towards this requirement.
2. File an online renewal request between **June 9, 2017 and June 30, 2017**, by following the instructions given on the separate sheet titled "Instructions: Online Request to Renew Substitute Service" below.
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 Dignity for All Students Act (DASA) workshop. For a list of approved providers, visit: <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>. If you choose to register with the New York City Department of Education for this workshop, follow one of the two links below:  
<http://schools.nyc.gov/NR/ronlyres/C293C1C6-3AC2-455E-BFC0-E9835AD2AC22/0/DignityforAllStudentsActDASAWorkshopRegistrationForm.pdf>  
**OR**  
<http://www.goo.gl/XVZGQL>
5. 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>
6. 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>
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. 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/>

#### **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 2016-2017 school year, must ALSO fulfill the following:

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**GENERAL RENEWAL REQUIREMENTS FOR UNCERTIFIED TEACHERS FOR 2017-2018**

8. Complete Professional Teacher Education courses totaling at least 6 credits or meet the maximum requirement of 21 credits, whichever is fewer, between September 2016 and August 2017 and submit **official** transcripts by August 23, 2017. 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.

To view an up-to-date listing of the Professional Education courses which have been credited to you, follow the link below, click on the "Substitute Education Credit Summary" link on the left hand side of the screen, and follow the on-screen instructions.

<http://dhrnycaps.nycenet.edu/RA/>

Professional Teacher Education credits must have been obtained from accredited four year colleges/universities or any of the approved alternative options. For a list of approved alternatives, please visit:

<http://schools.nyc.gov/NR/rdonlyres/9DAE532B-2401-45BE-8199-6448136D8FAB/0/20160503AlternateEducationCreditCourses.pdf>

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 23, 2017**.

Substitutes do **NOT** have to submit proof of filing the online renewal request or the number of days worked. Prior to renewal, the NYCDOE will obtain this information along with rating and employment eligibility status information from the appropriate computer systems. Renewal of service 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. Failure to meet all the renewal requirements by the deadline of **August 23, 2017** will result in termination from the position.

Documentation may be mailed or delivered to the following address:

The New York City Department of Education  
Office of HR School Support  
65 Court Street, Room 505  
Brooklyn, NY 11201



## **Per Diem Teacher (PDTR) Service Renewal GENERAL RENEWAL REQUIREMENTS FOR CERTIFIED TEACHERS FOR 2017-2018**

The renewal requirements for Substitute Teachers possessing a New York State Teacher certificate (i.e., Certified Teacher) are listed below:

1. Provide a minimum total of 20 full days of per-diem substitute teacher service during the 2016-2017 school year. Service provided as an “F” Status employee cannot be applied towards this requirement.
2. File an online renewal request between **June 9, 2017 and June 30, 2017**, by following the instructions given on the separate sheet titled “Instructions: Online Request to Renew Substitute Service” below.

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 service is contingent on the substitutes meeting the above listed requirements, 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.

Failure to meet all the renewal requirements by the deadline of **August 23, 2017** will result in termination from the position.

Questions may be e-mailed or mailed to the following:

E-Mail: [subteacherjobs@schools.nyc.gov](mailto:subteacherjobs@schools.nyc.gov)

The New York City Department of Education  
Office of HR School Support  
65 Court Street, Room 505  
Brooklyn, NY 11201



**Per Diem Teacher (PDTR) Service Renewal**  
**GENERAL RENEWAL REQUIREMENTS FOR RETIRED TEACHERS FOR 2017-2018**

The renewal requirements for Retired Teachers who are currently serving as Substitute Teachers are listed below:

1. Provide at least one (1) full day of per-diem substitute teacher service during the 2016-2017 school year. Service provided as an “F” Status employee cannot be applied towards this requirement.
2. File an online renewal request between **June 9, 2017 and June 30, 2017**, by following the instructions given on the separate sheet titled “Instructions: Online Request to Renew Substitute Service” below.

Substitutes do **NOT** have to provide the NYCDOE with proof of any of the above requirements. Prior to renewal, the NYCDOE will obtain this information along with rating and employment eligibility status information from the appropriate computer systems. Renewal of service is contingent on substitutes meeting the above listed requirements, 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.

Failure to meet all the renewal requirements by the deadline of **August 23, 2017** will result in termination from the position.

Questions may be e-mailed or mailed to the following:

E-Mail: [perdieminquiries@schools.nyc.gov](mailto:perdieminquiries@schools.nyc.gov)

The New York City Department of Education  
Office of HR School Support  
65 Court Street, Room 505  
Brooklyn, NY 11201



## **Instructions: Online Request to Renew Substitute Service**

As one of the requirements to continue serving as a Substitute in the upcoming 2017-2018 school year, you are required to file an **online** request for renewal of substitute service. This request must be made between **June 9, 2017 and June 30, 2017**, 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 Portal 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, which will provide you Reasonable Assurance for the 2017-2018 school year. 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 9, 2017 and June 30, 2017**. The deadline for completing all other renewal requirements is **August 23, 2017**. If you do not complete all the renewal requirements, you will be terminated from the position and will not be eligible to serve as a substitute during the 2017-2018 school year.

If you are unable to log-in, please contact HR Connect at **(718) 935-4000**.

**NOTE:** *Consistent with prior notifications and announcements, ALL correspondence regarding your substitute service will continue to be sent to the email address assigned to you by the NYCDOE. Questions regarding the NYCDOE-assigned email address should be directed to the DIIT Security Help Desk at (718) 935-5100.*