



Office of Field & Information Services
65 Court Street, Room 811, Brooklyn, New York 11201

APPLICATION FOR REDUCTION OF PROBATIONARY SERVICE

Instructions: This application form is to be used by regularly appointed pedagogical personnel. Pursuant to NYS Education Law, the standard period of probation for all regularly appointed pedagogical employees is as follows:

- APPOINTED PRIOR TO JULY 1, 2015 - **Three (3) years of active service.**
- APPOINTED ON OR AFTER JULY 1, 2015 - **Four (4) years of active service.**

Regardless of appointment date, all Teachers, guidance counselors, social workers, may apply for a reduction of the probationary period on the basis of previous teaching (in the level and area of their appointed license) for the New York City Department of Education or in another school district within New York State.

Check One: Elementary Junior H.S. High School Other

Last Name: _____			First: _____			MI: _____		
SS#: _____ - _____ - _____			EIS/File# : _____			Date of Appointment: ____ / ____ / _____		
Employee Email Address: _____								
Home Phone/Cell Phone #: _____								
Appointed License Area: _____					Appointed School: _____			
School Address: _____						Zip: _____		

Section 1: Jarema Credit- A teacher or other non-supervisory pedagogue who has rendered satisfactory service as a regular appointee or a regular substitute for up to two years or more and has been appointed to the same rank, subject and level area in day school at an annual salary, may have the probationary period reduced by as much as two years upon verification of such previous service.

For purposes of awarding Jarema Credit, no period of substitute service shall be counted as equivalent to probationary service unless it is under supervision and consists of not less than 80 school days of service in any 90 consecutive school days in the same school; and a credit of one year shall be based on not fewer than a 160 days of actual service extending over a period of one year.

Indicate below regularly appointed and regular substitute service in NYC public day schools that may be credited towards the reduction of probationary period. Note: Duration of probationary period subject to your appointment date. See “Instructions” above.

Inclusive Dates of Service From	To	#Days of Service	Grade/Subject	BFSC/District/Borough/School	Principal’s Signature

Section 2: Traveling Tenure-Non-supervisory pedagogic appointees who were tenured in another school district located within New York State may apply to have their probationary period reduced by one year. Note: Duration of probationary period subject to your appointment date. See “Instructions” above.

To claim Traveling Tenure credit, you must enter the information requested below.

Name and Complete Address of New York State School System Awarding Tenure:	<u>Date Tenure Awarded</u>

Note: Either Jarema Credit **or** Traveling Tenure may be applied for the reduction of the probationary period, but not both.

This application must be printed and submitted to the Division of Human Resources, Office of Field Services. Please complete form and submit as email attachment to: ProbReduction@schools.nyc.gov or complete and mail form to the above address. Retain copy for your files. Substitute service will be verified with schools where former employment occurred.