

Fact Sheet
Career Training Program for Paraprofessionals

All paraprofessionals who wish to participate in the Career Training Program must submit an application each semester

Payments: A tuition payment letter of certification will be sent to each participant. The letter must be signed by the paraprofessional before submitting the certification to the college bursar. A tuition payment letter of certification is issued **only** for the specific college indicated on the application form. If a paraprofessional changes colleges, the original tuition payment letter of certification must be returned to the Career Training Program Unit.

Required Documentation: Matriculated students **must submit proof** they have applied for financial aid: a student aid report (SAR), a financial aid statement, a confirmation letter from FAFSA online, or a postal receipt from the U.S. Postal Service. Non-matriculated students **must submit a letter** from the college each semester stating that they are registered as a non-matriculated student and not eligible to apply for financial aid. **Note:** Students must be registered at a college before requesting a letter.

Released Time: Each fall and spring semester the NYC Department of Education will grant released time of 2 ½ hours per week with pay for study at, or travel time to, an accredited college provided the paraprofessional is registered for and completes a minimum of 5 credits/5 semester hours of undergraduate study. DC37 family paraprofessionals will be granted released time based on work schedule, actual enrollment in an accredited college and completion of a prescribed minimum of credits per semester. Released time **cannot be used** to attend a college class during regularly scheduled school hours. Paraprofessionals must take courses during the late afternoon or evening hours or on weekends to avoid conflict with their work assignments. Substitute paraprofessionals are **not** eligible for released time.

Restrictions: Paraprofessionals taking distance learning courses are required to meet with a professor/instructor during the course semester. Paraprofessionals must take a minimum of 3 credits up to a maximum of 6 credits per semester. Tuition for all coursework is paid only for courses for which the paraprofessional has received a passing grade. **The NYC Department of Education is entitled to recover from a paraprofessional who fails to complete the course or courses in which she/he is enrolled the amount of tuition and fees incurred by the Department.** Paraprofessionals, who are on an approved leave of absence, resign or are terminated prior to their first day of college classes are not eligible to participate in the program. Non-resident paraprofessionals living in New York State for more than one year must submit proof of their New York State residency to their college.

Mail or fax completed application to: Division of Human Resources
Office of Professional Development
Career Training Program
65 Court Street - Room 504
Brooklyn, New York 11201
Tel. (718) 935-2296
Fax: (718) 935-4189

Questions may be emailed to vsulliv@nycboe.net

Transcript Review: Transcript review and career advisement are provided through the CUNY Research Foundation, Paraprofessional Academy. Contact Thalia Moshoyannis, Director at (212) 817-1829 or via e-mail at TMoshoyannis@gc.cuny.edu to schedule an appointment.

IMPORTANT NOTICE: Many education courses taken at most two-year community colleges cannot be used toward a four year degree at a senior college nor will these courses be accepted by the New York State Education Department for teacher certification. It is recommended that paraprofessionals who wish to become teachers enroll in four-year colleges or carefully select those liberal arts courses at community colleges that will transfer to four year institutions. Education courses taken at Empire State College also are not accepted by New York Department of Education for teacher certification.



Career Training Program Application

Check the current semester for which you are applying for tuition assistance (CHECK ONE ONLY)

_____ SPRING _____ SUMMER _____ FALL

Last Name _____ First _____ MI _____

Address _____ Home Phone #: (____) _____

_____ Zip _____ Work Phone # (____) _____

e-mail address: _____

Social Security # _____ / _____ / _____ EIS# _____

Enter the name of the college/university you are applying to: _____

If you have entered the name of a college that is part of the City University of New York, have you passed the CUNY Assessment Examination? ___ Yes ___ No

List total number of credits accepted by the college/university: _____

Total # of credits earned: _____ Degree(s) held: ___ None ___ AA/AAS ___ BA/BS

I am a ___ matriculated student. Enter your major here: _____

- A matriculated student has passed a college assessment or entrance exam, declared a major and will receive an Associate’s degree or Bachelor’s degree upon completion of her/his studies. Matriculated students **must submit proof** they have applied for financial aid: a student aid report (SAR), a financial aid statement, a confirmation letter from FAFSA online, or a postal receipt from the U.S. Postal Service

I am a _____ non-matriculated student.

- A non-matriculated student has not taken a college assessment or entrance exam, has not declared a major, and is not enrolled in a degree program. Non-matriculated students **must submit a letter** from the college each semester stating that they are registered as a non-matriculated student and not eligible to apply for financial aid. **Note:** Students must be registered at a college before requesting a letter.

List the language(s) in which you are fluent, if any: _____

Is your goal to become a New York City public school teacher? Yes ___ No___ If yes, please indicate in which area of certification. Special Ed. _____ Bi-Lingual Ed. _____ Math ___ Science ___

I have read and understand the regulations regarding my participation in the Career Training Program.

Signature _____

Date _____

Please Do Not Write Below This Line

Verified _____ Date Received _____ Status _____ Org Unit _____ Position _____

Reason _____ Start Date _____ Title _____ Pay code _____