

## ADDITIONAL CTP OPPORTUNITIES

### PARAPROFESSIONAL STUDENT TEACHING LEAVE OF ABSENCE PROGRAM

The NYCPS provides eligible paraprofessionals with a 40-day paid leave of absence to complete student teaching requirements through this program. There are instances when colleges and universities will not accept work as a Paraprofessional in place of student teaching. The NYCPS will provide a 40-day paid leave of absence to complete student teaching requirements. The number of leaves per year will not exceed 100 (50 leaves for the fall and 50 leaves for the spring). These particular leaves of absence are by application only. Applicants must receive approval before they can begin their leave of absence.

### PARAPROFESSIONAL TO TEACHER PATHWAY GRADUATE REIMBURSEMENT PROGRAM

The NYCPS will reimburse up to twelve (12) credits towards completing a graduate education program leading to teacher certification for eligible paraprofessionals matriculated in a graduate education program. New York State certification must be achieved after September 1, 2018, and must comply with the application procedures for the program as outlined in the document below. Eligible paraprofessionals must be payrolled as a full-time paraprofessional at the time of application filing and remain appointed as a full-time paraprofessionals for the remainder of the school year.

### PARAPROFESSIONAL CERTIFICATION TESTING REIMBURSEMENT PROGRAM

The NYCPS offers a one-time reimbursement of up to \$400.00 for NYS certification examinations to eligible paraprofessionals interested in pursuing a career as an educator within the New York City public school system. Applicants must be payrolled as a full-time paraprofessional at the time of application filing and remain appointed as a full-time paraprofessional for the remainder of the application school year.

## ADDITIONAL PARAPROFESSIONAL OPPORTUNITIES

### LEAD TEACHER ASSISTANT (LTA) / BILINGUAL LEAD TEACHER ASSISTANT (BLTA)

The LTA/BLTA position is an annual position for active full-time paraprofessionals at the NYCPS that allows for more diverse use of paraprofessionals in the classroom and school to support students' needs. LTAs support instruction in the classroom under the supervision of the classroom teacher throughout the school year. This position allows paraprofessionals to enhance their skills and serves as a potential career pathway leading to a teaching career. Applicants must be payrolled as a full-time paraprofessional at the time of application filing and remain appointed as a full-time paraprofessional for the remainder of the application school year. Eligible full-time paraprofessionals receive additional compensation of \$5,000. Paraprofessionals revert to their previous title and base salary at the end of the school year.

LEARN MORE

[www.teachnycprograms.net](http://www.teachnycprograms.net)



# THE PARAPROFESSIONAL CAREER TRAINING PROGRAM

Division of Human Resources  
HR School Support  
Scholarships, Incentives and Pupil Personnel Services  
65 Court Street, Room 508  
Brooklyn, NY 11201



## The Career Training Program (CTP)

The Career Training Program (CTP) provides eligible UFT paraprofessionals with the opportunity to earn their first Bachelor's degree. The program pays tuition for 3 to 6 credits per semester for undergraduate study at a participating college or university. Program participants that are registered for and actively taking five (5) or more credit hours are eligible for two and a half (2.5) hours per week of Release Time to support study. Participating paraprofessionals may also apply for a Summer Stipend to support study. Paraprofessionals are responsible for researching, applying, and enrolling in an approved participating college or university.

### ELIGIBILITY REQUIREMENTS

To be eligible for the CTP Program, the candidate must:

- Be a **full-time** paraprofessionals employed in a New York City public school who has not yet earned a Bachelor's degree.
- Be **payrolled as a full-time paraprofessional** at the time of application filing and remain appointed as a full-time paraprofessional for the remainder of the application school year.
- Show proof of mandatory matriculation into a degree-bearing program after completion of **60 credits**.
- Substitute Paraprofessionals are not eligible to participate in the CTP Program.
- A **maximum of 120 credits** (including transfer credits) will be paid on behalf of the paraprofessional towards completing the first Bachelor's degree program (*exceptions will be reviewed on a case by case basis*).
- Paraprofessionals **must maintain a "C" grade point average** (2.0) to remain eligible to participate in the program.
- Paraprofessionals that **drop below a 2.0-grade point average will not be eligible** for the CTP Voucher.
- The NYCPS will **NOT** pay for courses with **"F" grades, late withdrawals, or unofficial withdrawals**.
- Paraprofessionals who are no longer eligible to participate in the Career Training Program are financially responsible for paying all course credits, tuition, and applicable fees.

### FINANCIAL AID

Financial aid will cover any tuition-related expenses for paraprofessionals who benefit from the Federal Pell Grant or the New York State Tuition Assistance Program (TAP) grant. The attending college/university will bill the New York City Public Schools (NYCPS) for the difference between tuition owed and the amount of tuition assistance received. The NYCPS will not pay for course materials or other fees the college charges. The NYCPS will not pay activity, application, technology, and any other fees charged by the college or university; this will be the paraprofessional's responsibility.

### APPLICATION AVAILABILITY - APPLICATIONS MUST BE SUBMITTED EACH SEMESTER

**Fall Semester** – May 1<sup>st</sup> through June 30<sup>th</sup>

**Spring Semester** – September 1<sup>st</sup> through October 31<sup>st</sup>

**Summer Semester** – February 1<sup>st</sup> through March 31<sup>st</sup>

## Participating Colleges and Universities

Paraprofessionals must apply on their own for admission to the participating college or university of their choice. Participants must complete a minimum of 3 credits per semester. UFT paraprofessionals must take credits at one of the following participating colleges or universities:

### COMMUNITY COLLEGES

Borough of Manhattan Community College  
Bronx Community College  
Guttman Community College  
Hostos Community College  
Kingsborough Community College  
LaGuardia Community College  
Queensborough Community College

### STATE UNIVERSITY OF NEW YORK

Empire State College  
SUNY at Old Westbury

### PRIVATE COLLEGES

Boricua College  
Mercy College  
St. Francis College  
Touro College

### CITY UNIVERSITY OF NEW YORK

#### 4 Year Programs

Baruch College  
Brooklyn College  
The City College of New York  
College of Staten Island  
CUNY School of Professional Studies  
Hunter College  
John Jay College of Criminal Justice  
Lehman College  
Medgar Evers College  
New York City College of Technology  
Queens College  
York College

### SPECIAL PROGRAMS

Long Island University **only** accepts UFT Paraprofessionals for their undergraduate degree program in teacher education at the School of Education on the Brooklyn Campus. No other LIU programs or campuses are eligible. Applicants must contact the program coordinator for additional program information and admission criteria.

#### Long Island University—Brooklyn

Dr. Robin Elliott, Associate Dean, School of Education  
Robin.elliott@liu.edu  
LIU Brooklyn, 1 University Place, Brooklyn, NY 11201

Our online application is available under the Career Training Program section of our website:

[www.teachnycprograms.net](http://www.teachnycprograms.net)

