

Department of Education of the City of New York
 Division of Human Resources, Office of School-Based Support Services
 65 Court Street - Room 504 • Brooklyn • New York 11201

**SALARY UPGRADE APPLICATION FOR EDUCATIONAL (UFT)
AND FAMILY (DC 37) PARAPROFESSIONALS**

FILING INSTRUCTIONS: This application for upgrades is only to be used within the UFT Educational Paraprofessional and DC 37 Family Paraprofessional titles. If information is missing or required documentation is not attached, this application will be returned to your school in order for you to submit additional information. ORIGINAL student college transcript(s) and/or original Paraprofessional Development Course Certificate(s) bearing the name of the college must be attached. Paraprofessional Development Course I or II original certificate(s) will be returned to your mailing address after review.

DO NOT have the college mail the transcript to the Paraprofessional Office. Original student college transcripts indicating the appropriate amount of credits required for the upgrade must accompany this application. Photocopies of transcripts or degrees, grade reports and/or letters **WILL NOT** be accepted. Do not attach an original degree or a copy.

FOREIGN CREDENTIALS ONLY: If you are presenting foreign credential/transcript(s) as proof of credits earned, please use the acceptable translation agencies that appear on the reverse side of this form to have translated/evaluated your documents.

There is a six (6) months grace period from the date of eligibility for filing your request in order to be granted retroactive payment. Please note that the effective date is determined by the date all documents are received by the Office of School-Based Support Services.

PRINT ALL INFORMATION CLEARLY

SECTION A – PERSONAL INFORMATION AND CURRENT EMPLOYMENT STATUS

NAME (Last, First, Middle Initial)	MAIDEN NAME (Or name appearing on transcripts)		
S.S. #	EIS #		
HOME PHONE # ()	EMAIL ADDRESS:		
MAILING ADDRESS (Number, Street, Apt. #)			
CITY	STATE	ZIP CODE	
INTERGRATED SERVICE CENTER #:	DISTRICT/SCHOOL	CURRENT TITLE	CURRENT PAY CODE (See Reverse Side)

SECTION B – SALARY UPGRADE INFORMATION

REQUESTED TITLE:	PAY CODE (See Reverse Side)	 DHR APPROVAL SIGNING DHR APPROVAL DATE APPROVED BY DHR APPROVAL
COLLEGE CREDIT INFORMATION - CHECK APPROPRIATE BOX(ES):		
<input type="checkbox"/> Original student transcript(s) attached		<input type="checkbox"/> Original certificate(s) for paraprofessional development course (I and/or II) attached. (UFT PARAS ONLY)
		FOR OFFICIAL USE ONLY DHR APPROVAL PAYCODE: _____ EFFECTIVE DATE: _____ COMPLETION DATE: _____ DHR APPROVER: _____

SECTION C – APPLICANT'S DECLARATION AND SIGNATURE

I understand that if any information or documentation provided as part of this application is found to be fraudulent, forged or altered it will result in a denial of my application and may subject me to disciplinary action, including termination from the NYC Department of Education. I understand that if any information or documentation submitted as part of this application is found to be fraudulent, forged, or altered after my application has been processed and I have received additional money as a result, I will agree to return, upon demand by the Department of Education, that amount of money received which is directly attributable to the fraud, forgery, or alteration.

 Applicant's Signature

 Date

UFT EDUCATIONAL PARAPROFESSIONAL AND DC 37 FAMILY PARAPROFESSIONAL TITLE INFORMATION

TITLE DESIGNATION	STEP CODE	EDUCATION AND/OR EXPERIENCE REQUIREMENTS CREDITS MUST BE EARNED FROM AN APPROVED DEGREE GRANTING COLLEGE.
UFT EDUCATIONAL PARAPROFESSIONAL SERIES		
TEACHER ASSISTANT	P1	HIGH SCHOOL/EQUIVALENCY DIPLOMA/PASSING GRADE ON EITHER THE NEW YORK STATE ASSESSMENT OF TEACHING ASSISTANT SKILLS TEST (NYSATAS) OR THE LIBERAL ARTS AND SCIENCES TEST (LAST) AND COMPLETION OF THE VIOLENCE PREVENTION AND INTERVENTION AND CHILD ABUSE IDENTIFICATION WORKSHOPS.
EDUCATIONAL ASSISTANT	P2	6 APPROVED COLLEGE CREDITS PLUS 1 YEAR OF PROGRAM EXPERIENCE.
EDUCATIONAL ASSISTANT A-I	P3	15 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
EDUCATIONAL ASSISTANT A-II	P4	30 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
EDUCATIONAL ASSISTANT B	P5	45 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
EDUCATIONAL ASSOCIATE	P6	60 APPROVED COLLEGE CREDITS PLUS 2 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION OR 90 CREDITS PLUS 1 YEAR OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL.
EDUCATIONAL ASSOCIATE A	P9	90 APPROVED COLLEGE CREDITS AS A MATRICULATED STUDENT IN A COLLEGE PROGRAM APPROPRIATE TO A TEACHING/PROFESSIONAL CAREER WITH THE NYC DEPARTMENT OF EDUCATION PLUS 2 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION.
EDUCATIONAL ASSOCIATE B (Salary STEP 1D, 1E, 1F, DL, EL, FL, BA, LB)	P9	A BACCALAUREATE DEGREE FROM AN APPROVED DEGREE GRANTING INSTITUTION OF HIGHER EDUCATION PLUS ONE YEAR OF SATISFACTORY SERVICE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION.
AUXILIARY TRAINER	P7	60 APPROVED COLLEGE CREDITS PLUS 3 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION OR 90 CREDITS PLUS 2 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL (Utilization of this title requires a job posting and their organizational Galaxy budget approval).
AUXILIARY TRAINER A (Salary STEP 1D, 1E, 1F, DL, EL, FL, SD, LD) <i>Title equivalent to Educational Associate "A"</i>	P7	90 APPROVED COLLEGE CREDITS AS A MATRICULATED STUDENT IN A COLLEGE PROGRAM APPROPRIATE TO A TEACHING/PROFESSIONAL CAREER WITH THE NYC DEPARTMENT OF EDUCATION PLUS 2 YEARS OF EXPERIENCE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION. CURRENT SERVICE AS AN AUXILIARY TRAINER IS REQUIRED.
AUXILIARY TRAINER B (Salary STEP 1G, 1H, 1I, GL, HL, IL, SG, LG) <i>Title equivalent to Educational Associate "B"</i>	P7	A BACCALAUREATE DEGREE FROM AN APPROVED DEGREE GRANTING INSTITUTION OF HIGHER EDUCATION AND ONE YEAR OF SATISFACTORY SERVICE AS AN EDUCATIONAL PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION. CURRENT SERVICE AS AN AUXILIARY TRAINER IS REQUIRED.
DC 37 FAMILY PARAPROFESSIONAL SERIES		
FAMILY WORKER	F1	NONE
FAMILY WORKER "A"	F2	HIGH SCHOOL/EQUIVALENCY DIPLOMA OR CONTINUOUSLY EMPLOYED IN TITLE SINCE FALL OF 1967.
FAMILY ASSISTANT	F3	HIGH SCHOOL/EQUIVALENCY DIPLOMA AND 1 YEAR OF EXPERIENCE AS A FAMILY PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION.
FAMILY ASSISTANT A-I	F4	15 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
FAMILY ASSISTANT A-II	F5	30 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
FAMILY ASSISTANT B	F6	45 APPROVED COLLEGE CREDITS. NO EXPERIENCE REQUIRED.
FAMILY ASSOCIATE	F7	60 APPROVED COLLEGE CREDITS AND 2 YEARS OF EXPERIENCE AS A FAMILY PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION OR 90 COLLEGE CREDITS AND 1 YEAR OF EXPERIENCE AS A FAMILY PARAPROFESSIONAL.
PARENT PROGRAM ASSISTANT	F8	60 APPROVED COLLEGE CREDITS AND 3 YEARS OF EXPERIENCE AS A FAMILY PARAPROFESSIONAL WITH THE NYC DEPARTMENT OF EDUCATION OR 90 COLLEGE CREDITS AND 2 YEARS OF EXPERIENCE AS A FAMILY PARAPROFESSIONAL. (Utilization of this title requires a job posting and their organizational Galaxy budget approval)

ACCEPTABLE TRANSLATION/EVALUATION AGENCIES:

A & M Logos
40 Rector Street
Suite 1504
New York, New York
Telephone #: 1-212-233-7061

Eriksen Translations
32 Court Street
Brooklyn, New York 11201
Telephone #: 1-718-802-9010
Fax #: 1-718-802-0041

Verbum
PO Box 3844 Grand Central Station
New York, New York 10163
Telephone #: 1-212-599-3275

World Education Services
P. O. Box 745
Old Chelsea Station
New York, New York 10113
Telephone #: 1-212-966-6311
www.wes.org

United Arab Services Corporation
226 Atlantic Avenue
Brooklyn, New York 11201
Telephone #: 1-718-625-1989

Globe Corporation
319 Broadway
2nd Floor
New York, New York 10038
Telephone #: 1-212-227-1994
www.globelanguage.com