



# Regulation of the Chancellor

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Category: PEDAGOGICAL PERSONNEL

Number: **C-208**

Subject: TEACHER TRAINING PROGRAMS

Issued: 09/05/00

## SUMMARY OF CHANGES

**This regulation supersedes and replaces C-209 - dated 1/1/91.**

**The regulation sets forth license requirements and compensation for Teacher Interns and for Teaching Assistants.**



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## **ABSTRACT**

This regulation incorporates Chancellor's Regulation C-209. It supersedes and replaces Chancellor's Regulation C-208 dated January 1, 1991.

### **A. License Requirements for Teacher Intern**

#### **1. Applicability of Regulation**

Section A of this regulation governs internships and such other training programs designed to give persons enrolled in teacher education programs applied and practical experience in the field of their specialization.

#### **2. Certification of Interns**

With the approval of the principal and responsible superintendent, a person who possesses a New York State Internship Certificate valid under Commissioner's Regulation 80.2(g) shall be permitted to perform duties appropriate to the license field of such certification.

- a. Unless compensation is involved, persons may serve as interns during the period of validity of the New York State certificate without the issuance of any New York City license or certificate in addition to that issued by the Commissioner of Education. Such certificates are valid only for two years from the date of issue and are not renewable.
- b. If compensation is involved, the New York State Internship Certificate shall be endorsed or an appropriate New York City Certificate shall be issued for the purpose, on recommendation of the Director of Recruitment, Personnel Assessment and Licensing. Such endorsement or certification shall not extend beyond the two-year limitation prescribed by the Commissioner of Education.

#### **3. Compensation of Teacher-Interns**

- a. If employed on a part-time basis, a Teacher-Intern shall be compensated in the same manner as a per-diem substitute with pay pro-rated on the basis of service actually performed and shall be eligible for benefits on the same basis as per-diem substitute teachers employed on a comparable basis.
- b. If employed on a full-time basis, a Teacher-Intern shall be compensated on the same basis as a regular substitute teacher and shall be eligible for benefits in the same manner as regular substitute teachers employed on a comparable basis.



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## **B. License Requirements for Teaching Assistants**

### **1. Applicability of Regulation**

Section B of this regulation governs the employment of teaching assistants and other supplementary personnel who are employed part-time in substitute status while completing an authorized program of preparation leading to New York City licensure and/or New York State certification in a license field. Licenses include the following:

- Substitute Vocational Assistant
- Technology Education Teacher's Assistant

### **2. Substitute Vocational Assistant License and Training Program**

#### **a. Preparation Requirements for the License**

By the close of the application period or as otherwise prescribed in accordance with Regulation C-205, applicants selected for assignment must have graduated from an appropriate four-year vocational high school program or from a comprehensive four-year high school in a program which the Chancellor or the designee of the Chancellor has certified to be the substantial equivalent of such a vocational high school program.

#### **b. Requirements for Assignment to Program**

Assignment as a Substitute Vocational Assistant shall be limited to applicants who have been recommended by the principal of the vocational high school, or comprehensive four-year high school with an appropriate vocational program, from which the applicant is to graduate and has been selected for participation by the High School Superintendent in accordance with criteria approved by the Chancellor. Prior to assignment, applicants shall be required to give a written commitment:

- (1) to complete the prescribed program of coordinated classroom service, work experience and concurrent collegiate study; and
- (2) to apply for the next examination leading to licensure as Teacher of a Shop Subject for which qualified by the date specified in accordance with Regulation C-205; and



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- (3) to serve, if subsequently granted a substitute certificate or regular license, for a minimum of five years as Teacher of a Shop Subject in the public schools of the City of New York.

c. Paired Assignment During Service

To the greatest extent possible, each Substitute Vocational Assistant who is assigned to fall-term classroom service as set forth in subdivision d. below shall be paired with another person who is assigned to the same school for spring-term classroom service. All classroom service shall be performed under the direct supervision of an experienced, tenured teacher as required by Commissioner's Regulation 80.33(b). Service as a Substitute Vocational Assistant shall terminate no later than the conclusion of the school term during which minimum qualifications for State certification and/or City licensure have been satisfied.

d. In-Service Requirements for the License

(1) Service Commencing With Fall Term

Applicants who commence service at the beginning of the fall term shall be assigned to classroom service through the close of the term at the end of January and shall then be assigned to work experience from the following February through the end of August (a period of seven months); and shall, within the same period of twelve months, have completed at least six semester hours of appropriate collegiate study leading toward qualification for licensure as Teacher of a Shop Subject. During each of the succeeding twelve-month periods, applicants shall be required to complete a similar schedule of coordinated classroom service, work experience and concurrent collegiate study until the applicant shall have completed a minimum of 25 months of classroom service, 36 months of work experience and 30 semester hours of appropriate collegiate study. Upon certification by the Executive Director of Human Resources that an applicant has failed to complete any part of the prescribed coordinated work and study program in a satisfactory manner, the license and service thereunder shall terminate.

(2) Service Commencing With the Spring Term

Applicants who commence service at the beginning of the spring term shall be assigned to classroom service through the close of the term at the end of



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June and shall then be assigned to work experience from the following July through the end of January (a period of seven months); and shall, within the same period of twelve months, have completed at least six semester hours of appropriate collegiate study leading toward qualification for licensure as Teacher of a Shop Subject. During each of the succeeding twelve-month periods, applicants shall be required to complete a similar schedule of coordinated classroom service, work experience and concurrent collegiate study until the applicant shall have completed a minimum of 25 months of classroom service, 36 months of work experience and 30 semester hours of appropriate collegiate study. Upon certification by the Executive Director of Human Resources that an applicant has failed to complete any part of the prescribed coordinated work and study program in a satisfactory manner, the license and service there under shall terminate.

(3) Service Commencing With Full School Year

An applicant who is assigned to classroom service in September may also be assigned to classroom service through the following June (a period of ten months) and shall, thereafter, be required to complete the schedule prescribed by subdivision (2) above as if service under this license had commenced during the spring term.

e. Compensation for Service as Substitute Vocational Assistant

As authorized on June 20, 1984, compensation for service under a substitute vocational assistant license shall be paid at the rate of ninety percent of the salary of a regular substitute teacher on the base salary schedule (Schedule C1) with the same experience. For this purpose, each year of satisfactory service shall be considered equivalent to the completion of two terms of regular substitute service with salary advances on each anniversary date and on March 1 of each year of continuing service up to a maximum of ninety percent of the salary payable to a regular substitute on the same schedule and with like experience. Fringe benefits shall be the same as those provided to a regular substitute teacher.

f. Credit for Service as Substitute Vocational Assistant

Provided the terms of the commitment set forth in subdivision b. above have been satisfied, upon an applicant's commencement of service as a substitute or appointed Teacher of a Shop Subject, each year or term of satisfactory service as a Substitute Vocational Assistant shall be credited as a like period of prior City Teaching Experience for placement on the appropriate salary schedule within the



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limits prescribed by the salary regulations. Should an applicant fail to comply with the terms of the commitment given, service as a Substitute Vocational Assistant shall not be creditable for the purposes of placement on the salary schedule in the event of any subsequent assignment or appointment. For purposes of licensure as Teacher of a Shop Subject, satisfactory completion of the work experience shall be certified to the Commissioner of Education as equivalent to the occupational experience required for certification and/or licensure.

### 3. Technology Education Teacher's Assistant License and Training Program

#### a. Preparation Requirements for the License

By the close of the application period or as otherwise prescribed in accordance with Regulation C-205, applicants selected for this program must have completed two years of college study at an institution recognized by the Commissioner or possess an Associate Degree from such an institution.

#### b. Requirements for Assignment to the Program

Assignments under this license shall be limited to applicants who have been recommended and selected in accordance with criteria approved by the Chancellor. Prior to assignment, applicants shall be required to give a written commitment:

- (1) to complete the prescribed program of coordinated classroom study; and
- (2) to apply for the appropriately related teaching license for which qualified by the date specified in accordance with Regulation C-205; and
- (3) to serve, if subsequently granted a substitute certificate or regular license, for a minimum of five years as a teacher in the appropriately related license field in the public schools of the City of New York.

#### c. Assignments During Service

All classroom service under this license shall be performed under the direct supervision of an experienced teacher holding tenure in an appropriately related license. Such service shall conform to the limitations prescribed by Commissioner's Regulation 80.33 and shall terminate no later than the conclusion of the school term during which the minimum qualifications for State certification and/or City licensure have been satisfied.



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d. In-service Requirements for the License

(1) Service Commencing With Fall Term

Applicants who commence service at the beginning of the fall term shall be assigned to appropriate classroom service for three hours each school day and shall, by the following September 1, have completed a minimum of 32 semester hours of collegiate study in a degree-oriented program leading toward qualification for licensure in the appropriately related teaching field. During each succeeding twelve-month period, applicants shall be required to complete a similar schedule of coordinated classroom service and appropriate collegiate study until the applicant shall have completed the minimum requirements for the appropriately related teaching license.

(2) Service Commencing With Spring Term

Applicants who commence service at the beginning of the spring term shall be assigned to appropriate classroom service for three hours each school day and shall, by the following February 1, have completed a minimum of 32 semester hours of collegiate study in a degree-oriented program leading toward qualification for licensure in the appropriately related teaching field. During each succeeding twelve-month period, applicants shall be required to complete a similar schedule of coordinated classroom service and appropriate collegiate study until they have completed the minimum requirements for the appropriately related teaching license.

e. Compensation for Service as Technology Education Teacher's Assistant

As authorized on June 4, 1986, compensation for service under this substitute license shall be at the rate fixed by the Chancellor, taking account of the requirements of the position. For this purpose, each year of satisfactory service shall be considered equivalent to one term of regular substitute service with salary advances on each anniversary date during satisfactory continuing service. Fringe benefits shall be the same as those provided to a regular substitute teacher.



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f. Credit for Service as Technology Education Teacher's Assistant

Provided the terms of the commitment set forth in subdivision b. above have been satisfied, upon an applicant's commencement of service as a teacher in the appropriately related license field, each term of salary credit for service as a Technology Education Teacher's Assistant shall be credited as a like period of prior City Teaching Experience for placement on the appropriate salary schedule within the limits prescribed by the salary regulations. Should an applicant fail to comply with the terms of the commitment given, service as a teacher's assistant shall not be creditable for the purposes of placement on the salary schedule in the event of any subsequent assignment or appointment.

**C. Inquiries**

Inquiries concerning this regulation should be directed to:

**Chief Administrator, ORPAL Licensing**  
New York City Board of Education  
65 Court Street - Room 401  
Brooklyn, New York 11201  
Telephone: **(718) 935-5868**