

*Ed Prep NYC*

A VILLAGE PATHWAY PROGRAM



# Ed Prep NYC

# Program Guide

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# Introduction to Ed Prep NYC

## What is Ed Prep NYC?

Ed Prep NYC is an alternative teacher preparation program exclusively for NYCPS school-based staff. Participants attend a subsidized master's program in specific subject areas while getting real classroom experience.



## Benefits:

- Subsidized master's with CUNY partner
- Full-time teacher's salary of \$68,902+
- Teach full-time while completing university coursework
- Benefits including NYC pension plan
- Mentorship from Ed Prep Mentors

# Ed Prep NYC

## Eligibility

- ✔ **Current Status:**  
You must be an active New York City Public Schools uncertified school-based staff member
- ✔ **Educational Requirement:**  
You must have a bachelor's degree in a major other than education
- ✔ **GPA Requirement:**  
You must have at least a 2.8 GPA in your bachelor's degree

# Ed Prep NYC

## Elements

We provide program participants with a supportive framework to help them grow as educators:

### **Learning Series:**

Topics include how to write an IEP, designing coherent instruction, culturally responsive education, social emotional learning and restorative justice.

### **Mentorship:**

Districts/building/teacher leaders provide support and guidance utilizing the Danielson Framework as an evaluation tool.

### **Certification Exam Prep:**

NYSTCE test prep sessions and the potential for financial assistance.

### **Job Search Coaching:**

The program provides resume assistance, application support, demo-lesson coaching, and interview preparation to help you successfully navigate the hiring process.

# Ed Prep NYC

## Timeline



# Application Steps



1

## EXPRESS INTEREST

If you are interested, fill out our interest form and we will connect once our application opens.

2

## SUBMIT YOUR APPLICATION

Submit your Ed Prep NYC application.

3

## RECEIVE COMMITMENT LETTER

If admitted to the program, we'll email you the commitment letter to sign and accept your spot.

4

## APPLY TO COLLEGE PROGRAM

We'll send your contact information to your college, and they will send you their application.

5

## ACCEPTED TO COLLEGE PROGRAM

If accepted to your college program, you are formally enrolled in Ed Prep NYC.

**EXPRESS INTEREST TODAY**

**[Ed Prep Interest Form](#)**

# University Partners

Ed Prep NYC partners with multiple higher education institutions, offering applicants a variety of program options:

## Brooklyn College

### Brooklyn College

- **Online** – Childhood Education 1–6 + Bilingual Certification
- **Online** – Special Education All Grades

## HUNTER

The City University of New York

### Hunter College

- **Hybrid** – Childhood Education 1–6 + Bilingual Certification
- **Hybrid** – Teaching English as a Second Language (TESOL)



The City College  
of New York

### City College:

- **Hybrid** – Students With Disabilities All Grades

## College of Staten Island

THE CITY UNIVERSITY OF NEW YORK

### College of Staten Island

- **Hybrid** – Special Education All Grades
- **Online** – Teaching English as a Second Language (TESOL)

# University Expectations

## Application Requirements

Participants must submit all required admissions materials, including immunization records, and official transcripts to their graduate program of choice.



## Commitment to Universities

- Be a present and active student at your university and maintain a minimum GPA of 3.0.
- Enroll, register, and pass all required courses of your selected program of study, and graduate.
- Complete the number of credits your university requires per semester to maintain good academic standing.
- Communicate in a timely fashion with your university faculty advisor about any change in your program status, such as a leave of absence or a withdrawal.
- Personally pay to retake any failed or incomplete coursework.

# Ed Prep NYC

## Expectations



### Commitment Letter

The commitment letter for the Ed Prep NYC Program serves as a formal agreement outlining the expectations and responsibilities of participants as they embark on their journey to becoming NYC Public Schools educators.

By signing this letter, candidates affirm their understanding and willingness to fulfill essential requirements, including completing all necessary NY State Education Department (NYSED) workshops, passing relevant certification exams, and obtaining the Transitional B Certificate within the specified deadlines.

# Financial Commitment

## What is the expected out of pocket expense for someone with a Bachelor's degree?

- Ed Prep NYC will cover tuition and fees for the first 28 credits toward accepted applicants' master's degrees.
- Each participant will be responsible for the remaining balance of \$6,000 to complete the program.
- No loans are required—once participants secure a full-time certified teaching position with NYC Public Schools, the \$6,000 balance will be repaid through payroll deductions.

## How many semesters of school are required?

- Graduate coursework spans two academic years. If a participant leaves the program before completing this two-year commitment, they will be responsible for the cost of all coursework taken up to their departure date.
- Participants who need to take a leave of absence should contact their university partner directly to learn more about that institution's leave of absence policy.

## Do I have to pay for my certification exams?

There may be an opportunity for reimbursement or stipends, depending on budget availability.

## What happens to my health care coverage?

Once your designation changes, you will have access to teacher benefits which include choosing to remain in your current plan or a new plan.

## What is the total cost of automatic payroll deductions?

These costs will be deducted from bi-weekly DOE paychecks in 44 equal installments (\$~136/paycheck).

# Transitional B Certification

Following successful completion of the first set of coursework, **you are required to take the mandatory NYSED exams and workshops** to acquire your Transitional B Certification.

## Transitional B Certificate

<b>Description</b>	The Transitional B certificate is issued to eligible candidates who are enrolled in a NYS Transitional B program to teach in a school district for which a commitment for employment and mentoring has been made.
<b>Validity</b>	<p>The Transitional B certificate is valid for up to three years from its effective date, except that a Transitional B certificate in a title that has a bilingual education extension may be reissued for one additional year, if the candidate qualifies for a Initial certificate in such title. When the student completes or leaves the program, the certificate is no longer valid.</p> <p>The Transitional B certificate authorizes a candidate to teach only in a school district for which a commitment for employment and mentoring has been made.</p>
<b>Leads to</b>	The Transitional B certificate leads to the Initial certificate. The Initial certificate will be issued with the effective date of the Transitional B certificate.
<b>Paper Certificate Printed?</b>	No. Transitional B certification is verified in the TEACH system.

# Contact Information

For any questions about  
Ed Prep NYC, please reach out to:



**[edprepnyc@schools.nyc.gov](mailto:edprepnyc@schools.nyc.gov)**



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