



New York City Department of Education  
 Division of Human Resources  
 Center for Recruitment and Professional Development  
 65 Court Street, Brooklyn, New York 11201

**Application for Reduction of Probationary Period**

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Other Last Name(s) Used \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ File # \_\_\_\_\_ Date of Appointment \_\_\_\_/\_\_\_\_/\_\_\_\_

Appointed School \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Signature of Principal \_\_\_\_\_

**Section 1 Jarema Credit:** A teacher or other non-supervisory pedagogue who has rendered satisfactory service as a regular appointee or a regular substitute for up to two years or more and has been appointed to the same rank, subject and level area in day school at an annual salary, may have the probationary period of three years reduced by as much as two years upon verification of such previous service. For purposes of awarding Jarema Credit, no period of substitute service shall be counted as equivalent to probationary service unless it is under supervision and consists of not less than 80 school days of service in any 90 consecutive school days in the same school; and a credit of one year shall be based on not fewer than 160 days of actual service extending over a period of one year. **Indicate below** regularly appointed and regular substitute service in NYC public day schools that may be credited towards the reduction of probationary period.

Inclusive Dates of Service		# Days of Service	Grade/Subject	School/Borough	Signature of Principal
From	To				

**Section 2 Traveling Tenure:** Non-supervisory pedagogic appointees who were tenured in another school district located within New York State may apply to have their probationary period reduced by one year. To claim Traveling Tenure credit, you must enter the information requested below.

**Name and Complete Address of New York State School System Awarding Tenure** \_\_\_\_\_ **Date Tenure Awarded** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:** You may apply for either Jarema Credit or Traveling Tenure but not both to reduce the probationary period.

The forgoing statements are complete and true.

Signature of Appointee/Applicant \_\_\_\_\_ Date \_\_\_\_\_