

National Board for Professional Teaching Standards (NBPTS) Certification

NBPTS Pre-Payment Program Enrollment Steps

The purpose of this program is to help cover the costs incurred by an educator while obtaining or maintaining a NBPTS certification. USBE will cover those costs as a pre-payment or “refund” from National Board for personally paid fees before completion of the certification. Application for the Pre-Payment Program should be done within the same cycle an educator registers to earn or maintain a NBPTS certification.

To be eligible, teachers must meet **all** of the following to enroll in the program:

- Possess a bachelor’s degree from an accredited institution (Career and Technical Education certificate are required to hold a bachelor’s degree only if their assignment required one for their current license).
- Completed three years of successful teaching in one or more early childhood, elementary, middle, or secondary schools. Applicants for ECYA/School Counseling must have completed three years successfully serving as a school counselor.
- A current assignment in a Utah local education agency (LEA: district or charter school).
- Recommendation letter from the current licensed administrator where employed.

NBPTS Initial Website Enrollment

Teachers interested in obtaining or maintaining a NBPTS certification can find program information at the [National Board for Professional Teaching Standards Certification](#) website. They should review the [Eligibility Prerequisites](#) on the NBPTS website and determine their preferred area of certification. **Confirm with your administrator their approval for the program before submitting any initial payment.** *(The registration fee is non-transferrable, non-refundable, and not eligible for pre-payment).*

The initial certification and Maintenance of Certification (MOC) programs are designed to be completed within a 1 to 3-year time frame. The USBE application deadline and initial component selection must be completed between **July 1st and January 31st of the program year**. The registration fee must be paid (by the educator) to create the NBPTS account, then the educator will be able to determine the number and order of the program Components they wish to complete in the first cycle.

The “renewal” program has been replaced by the MOC beginning September 2020. It is the Board-certified teacher’s pathway for keeping their certification active. The process is designed to recognize that a Board-certified teacher is growing professionally and maintaining a positive impact on student learning. MOC is consistent with the National Board’s goal to make the Board certification process more affordable, flexible, and more accessible to teachers.

The USBE will review all applications at the beginning of February to authorize component payments requested for that program year. Verification of the payment can be viewed in your NBPTS account.

USBE and NBPTS Program Pre-Payment Registration

In order to effectively manage pre-payment for the NBPTS program and comply with the Utah legislation, the USBE requires that the educator submit their application on the NBPTS website **first**, then submit appropriate documentation to the USBE. *The USBE is currently developing the internal tracking methods and policies for the National Board Certifications that will be updated in the future.*

Until the USBE online tracking system is implemented, please follow these steps to register and qualify for the NBPTS Pre-payment program:

1. Create the account at the NBPTS website: <https://www.nbpts.org/national-board-certification/>.
2. Pay the \$75.00 application fee to NBPTS through their website.

3. Elect the number of component(s) or MOC to be completed in the first year (must be at least 1 and up to 4) **between July 1st and January 31st** of the current program year.
4. Create an account and apply in the TSSP Service Site: <https://tssp.schools.utah.gov>.
5. Obtain an Administrative Recommendation Letter on school letterhead signed by your current principal. Please have your administrator include statements about the following:
 - Confirmation about where you are currently teaching,
 - Plan for completing the NBPTS certification program, **or**
 - Plan for completing the MOC, and
 - Ability to finish within three years with projected completion year.
6. Submit an email **between July 1st and January 31st** to the Program Specialist at tssp@schools.utah.gov advising of the intention to earn or extend the NBPTS Certification effective this program year. Please include the following in your “email of intent”:
 - Statement of intent to earn/extend NBPTS certification,
 - CACTUS ID number,
 - National Board ID number,
 - Copy of election/registration showing the fee amounts and number of component(s) to be completed in the first year,
 - Administration recommendation letter as a PDF attachment.

Due to the application deadline set by NBPTS, it is recommended that documents are scanned and emailed to the address of the Program Specialist to be sure it is received before the deadline. Documentation “post-marked” cannot be considered if received after the deadline.

After the closing of the NBPTS’ application window, the USBE will then process all submitted applications and make payments directly to the NBPTS during the month of March.

Additional Fees

The USBE will pay for the initial or extension of a NBPTS certification, however, the following expenses/fees are not eligible for pre-payment:

- NBPTS Application fee
- Component Retake Fee
- Component Reauthorization Fee (Testing)
- Retake, failed or missed Component Fees
- Returned Check Fee
- Payment of fees after completion of the certification or MOC

Candidates wishing to withdraw from the program must first follow the NBPTS’ requirements then send a notification in writing to the USBE at tssp@schools.utah.gov explaining the reason for the program withdrawal. Program withdrawals may affect future eligibility or limit fee eligibility in any future program enrollment.

Send questions regarding the NBPTS Certification Pre-payment Program to tssp@schools.utah.gov.
