

# National Board for Professional Teaching Standards (NBPTS) Program

## NBPTS Pre-Payment Program Enrollment Steps

The purpose of this program, [Utah Code 53F-5-202](#), 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** 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 by the conclusion of the NBPTS certification in one or more early childhood, elementary, middle, or secondary schools. Applicants for ECYA/School Counseling must have completed three years successfully serving by the conclusion of the NBPTS certification as a school counselor.
- Hold a current assignment in a Utah local education agency (LEA: district or charter school).
- Obtain a 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 [National Board for Professional Teaching Standards Certification](#). 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 ineligible for pre-payment).

The initial certification program is designed to be completed within a 1 to 3-year time frame. The Maintenance of Certification (MOC) program is designed to be completed within a 2-year time frame. The USBE application deadline and component selection must be completed between **July 1<sup>st</sup> and January 31<sup>st</sup> 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.

Candidates wishing to withdraw from the program must first follow the NBPTS’ requirements then send a notification in writing to the Program Specialist at [tssp@schools.utah.gov](mailto:tssp@schools.utah.gov) explaining the reason(s) for the program withdrawal **before January 31<sup>st</sup>** of the program year. Program withdrawals may affect future eligibility or limit fee eligibility in any future program enrollment.

The USBE will review all applications at the beginning of February to authorize component payments requested for that program year.

## NBPTS Pre-Payment Program (PPP) Registration

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. Please follow these steps to **register and apply** to the USBE 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. This fee is ineligible for the PPP.
3. Elect the number of component(s) to be completed in the first year (must be at least 1 and up to 4) or MOC **between July 1<sup>st</sup> and January 31<sup>st</sup>** of the current program year.
4. Create an account in the TSSP Service Site and verify your email address: <https://tssp.schools.utah.gov>.

5. Submit an email **between July 1<sup>st</sup> and January 31<sup>st</sup>** to the Program Specialist at [tssp@schools.utah.gov](mailto:tssp@schools.utah.gov). Please include the following in your “email of intent”:
  - Statement of intent to earn/maintain NBPTS certification effective this program year,
  - CACTUS ID number,
  - National Board ID number,
  - Screenshot of the “Purchase Screen” page from the Payment Portal showing the fee(s) and component(s) to be completed, and
  - Recommendation Letter; must be on school letterhead and signed by your current administrator. Please have your administrator include statements about the following:
    - Confirmation of where you are currently teaching, **and**
    - Plan for completing the NBPTS certification program, **or**
    - Plan for completing the MOC, **and**
    - Ability to finish within three years including the projected completion year.
6. Final Payment Step through NBPTS account
  - USBE allocates funds to NBPTS for eligible applicants about the end of February.
  - Check your **NBPTS account weekly** to determine when those funds show in your Payment Portal.
  - Follow the prompts to Complete Payment and purchase your components with the third-party funds.

*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” after the deadline cannot be considered.*

After the closing of the NBPTS’ application window, the USBE will then process all submitted applications and make payments directly to the NBPTS in February. Awards to NBPTS applicants are entirely dependent on continued legislative funding and authorization. No applicant has any guarantee of continued participation in the program.

#### 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