

# Teacher Salary Supplement Program

## National Board for Professional Teaching Standards Certification

### Reimbursement Fee Options:

Utah Legislative House Bill 331 also included a provision for the reimbursement of the initial or renewal fees associated with the National Board of Professional Teaching Standards Certification (NBPTS). This provision can be viewed at <https://schools.utah.gov/File/af1c5af1-bf31-4812-88f2-83a582730a40>.

### *To qualify, teachers must meet all of the following:*

- Be employed in a Utah school at the time of National Board Certification reimbursement.
- Have completed or renewed a National Board for Professional Teaching Standards Certification after July 1, 2016.
- Submit for fees incurred ONLY while employed in a Utah Public school are eligible for reimbursement through this program.

National Board Certification **initial** applications **completed after July 1, 2016** are eligible for reimbursement up to:

Annual Fee – Year 1	\$75.00
Annual Fee – Year 2	\$75.00
Annual Fee – Year 3	\$75.00
Portfolio – Content Knowledge 1	\$475.00
Portfolio – Portfolio 1	\$475.00
Portfolio – Portfolio 2	\$475.00
<u>Portfolio – Portfolio 3</u>	<u>\$475.00</u>
<b>TOTAL Initial Application Program:</b>	<b>\$2,125.00 *</b>

National Board Certification **renewal** applications **completed after July 1, 2016** are eligible for reimbursement up to:

Renewal Fee	\$1,250.00
<u>Deferment Fee (if applicable)</u>	<u>\$125.00</u>
<b>TOTAL Renewal Application Program:</b>	<b>\$1,375.00 *</b>

**To receive reimbursement for the initial or renewal fees incurred, teachers will need to complete the following steps:**

1. Create an account in the TSSP Service Site <https://tssp.schools.utah.gov>
2. Submit a TSSP Application for the current program year (between October 1 and April 30<sup>th</sup>).
3. Complete the <https://schools.utah.gov/curr/licensing/tssp> and submit this electronically to the Utah State Board of Education by email to [TSSP@schools.utah.gov](mailto:TSSP@schools.utah.gov) **before April 1<sup>st</sup> of the program year.**
  - a. Include the proof from National Board Professional Teaching Standards website:
    - i. **Fees & Payments** itemizing the program activity. (See example below.)
    - ii. **Transaction Summary** showing the balance paid. (See example below.)

In the event that an educator has received funding support from another resources such as an LEA or other state or professional agency, the portion paid by the 3<sup>rd</sup> party will not be eligible for reimbursement and will be deducted from the reimbursement total.

Reimbursement Applications are processed during the Annual TSSP payment cycle between April and May each year. In the event that TSSP benefits have been exhausted for that program year, unprocessed applications for the National Board for Professional Teaching Standard certification fees will be held and processed during the next program year. Please note that reimbursements are processed on a first-come-first-pay basis and are subject to funding availability.

Applications submitted with incomplete information or missing supporting documentation will not be processed.

The reimbursement form template can be found at <https://schools.utah.gov/curr/licensing/tssp>.

*\*Based on National Board Certification fees as of 8/8/2016.*

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**Send questions regarding TSSP or the National Board for Professional Teaching Standard Certification Bonus to [tssp@schools.utah.gov](mailto:tssp@schools.utah.gov)**

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## National Board for Professional Teaching Standards

### USBE - Certification Reimbursement Application

Last Name:	CACTUS#:
First Name:	NBPTS: Initial Certification <input type="checkbox"/> or Renewal <input type="checkbox"/>
Submission Date:	NBPTS ID#:

**Please verify the following:**

- I have reviewed the Utah State Board of Education proposed policy R277-521-1 regarding National Board of Certified Professional Teacher Certification Reimbursement.  
<http://www.schools.utah.gov/News/Administrative-Policies/USBE/2016/November/enda/R277521.aspx>
- I received my Initial NBPTS Certification (or Renewal) AFTER July 1, 2016.
- I received the NBPTS certification while employed as an educator in a Utah LEA. (District, Charter or Utah School for the Deaf and the Blind)
- I have NOT received any type of Third-party payment that is not already indicated on my NBPTS Fee & Payment Summary for the most-recent certification. (Any 3<sup>rd</sup>-party reimbursement will be deducted from the fee reimbursement balance.)
- I have created an account on the TSSP Service Site (<https://tssp.schools.utah.gov>) AND have submitted an application for the current program year in which the reimbursement is being requested.
- I understand that a reimbursement is funded on a first-come, first-served basis. In the event that the funds are insufficient for processing the reimbursement, my application will be processed the following fiscal year in the order received.

Reimbursement applications can be submitted between June 30<sup>th</sup> and April 1<sup>st</sup> each fiscal year. All reimbursement applications will be processed at the end of the program year (May) and funds will be distributed to the educator via their payroll. Any forms received after the deadline may be held and processed in the next funding cycle.

From your National Board of Professional Teaching Standards website, please ATTACH the following documents:

- ✓ A copy of the NBPTS Transaction Summary showing the fee(s) paid.
- ✓ A copy of the Fees & Payments printed from the NBPTS Information Center website that shows the details of the program fees incurred and Total Balance Due.

"I verify the statements above and all documentation provided are correct and true. I understand this information may be used by the Utah State Board of Education for appropriate licensure purposes. I understand that falsified information is subject to licensure disciplinary action and may include the denial of any future reimbursement requests."

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit completed eform and all supporting documentation to [tssp@schools.utah.gov](mailto:tssp@schools.utah.gov).

USBE USE ONLY: Date Received:	Documentation Complete: Y N	NBPTS Verified: <input type="checkbox"/>	March 2017
Date Reviewed/Processed:	Approved/Denied: Reimbursement Total:	Posted TSSP: <input type="checkbox"/>	



**NBPTS**  
National Board for  
Professional Teaching Standard

### Transaction Summary

Customer Name : EDUCATOR NAME  
 NBPTS ID : 0XX-XX  
 Product : National Board Certification Renewal  
 Certificate : AYA/SCI  
 Transaction Date : 01/20/2017  
 Transaction Number : XXXXX XXXXXX  
 Amount : \$ 1250.00

SAMPLE



**National Board**  
Registration and Information Center

[HELP](#) [PRINT](#) [FAQ](#) [CHANGE PASSWORD](#) [LOGOUT](#)

Have Questions? | 1-800-22TEACH

Text size: [AAA](#)

HOME MY INBOX MAKE A PURCHASE

My Products 2016-2017 PPK

Welcome \_\_\_\_\_ - NBPTS ID: \_\_\_\_\_ Inbox (0)

Current login: 03/07/2017

- Status
- Personal Information
- Fees & Payments**
- Account Statement
- Portfolio
- Scores
- Letters & Agreements
- Resources
- Quick Link

### Fees & Payments

Initial Payment Deadline: February 28, 2017

Final Payment Deadline: February 28, 2017

#### SUMMARY

	Charges	Payments	Balance
Summary as of 01/20/2017*			
Renewal Fee	\$1,250.00	\$1,250.00	\$0.00
<b>Service charges (in bold)*</b>	<b>\$0.00</b>	\$0.00	\$0.00
<b>Total Balance Due</b>			<b>\$0.00</b>

#### DETAILS

Date	Description	Charges	Payments
12/12/2016	Renewal Fee		\$1,250.00
01/20/2017	Credit Card 4647		\$1,250.00

\*Note: \*Third-party payers with an asterisk by their name do not fund service charges. Personal payments are applied first to your application processing charge and service charges. Any remaining funds from that payment are applied to your Renewal Fee. Many third party payers do not fund service charges.

[Make a Payment](#) [Print a Receipt](#)

Send questions regarding TSSP or the National Board for Professional Teaching Standard Certification Bonus to [tssp@schools.utah.gov](mailto:tssp@schools.utah.gov)