

National Board for Professional Teaching Standards (NBPTS) Certification

Payment Process

Standard Bonus

TSSP applications indicate “NBPTS Qualified” if the credentials meet the qualifications for the NBPTS bonus. This bonus is only paid at the end of the program year. **If the educator *only qualifies for the NBPTS bonus, they only elect an annual term.*** If the educator also qualifies for the TSSP Standard Bonus, they can elect any applicable payment term, but the NBPTS bonus is only paid at the end of the program year.

TSSP Payment Terms

If an educator also qualifies for the TSSP Standard Bonus, they may elect a *preferred* payment cycle, during the initial application submission. The NBPTS bonus is **only paid at the end of the program year**, regardless of the TSSP payment term chosen. The “term” election should be based on their local education agency’s (LEA) schedule:

Annual: All participants can elect an *annual* term that pays the full eligible value with the Benefit at the end of the program year (July).

Semester: **Electing** a *semester* schedule (determined by the number of report cards issued as either 2 or 4 per school year) pays the eligible bonus value with the Benefit in two equal payments (March and July).

Trimester: **Electing** a *trimester* schedule (determined by the number of report cards issued as either 3 or 6 per school year) pays the eligible bonus value with the Benefit in three equal payments (January, April, and July).

Benefit Bonus

An additional fund is added to all NBPTS bonuses listed as the **Benefit** to cover employer-paid benefits including Retirement, Workers Compensation, Social Security, and Medicare.

Payment Errors/Delays

Educators are encouraged to **check the status and accuracy of their CACTUS and TSSP information throughout the program year**, as assignments, percentages and FTE can change at any time through their LEA. The eligibility criteria, application status, LEA review and approval, USBE approval and bonus processing details are all visible in the application. Additional details are found in the “Audit History” section. (*Underlined items under the “Type” column have details listed that can be viewed by “hovering” over the item.*)

Denial Notice

In the event a submitted application does not meet the TSSP qualifications, an educator may receive a system generated “DENY” courtesy email explaining the reason(s) for the temporary denial. If all requirements are met before the May 31st deadline, the teacher will be able to receive the full value of the bonus(es). *No additional reapplication or re-submission is necessary.*

Withdrawn Application

The TSSP application has an option to “Withdraw” an application. **This option should only be used in the event the educator has *no intention of receiving the bonus for that program year*.** If an application is not showing as qualifying due to missing information or a data error, continue and submit the application and make any corrections through the LEA or the USBE as needed. *The TSSP system will automatically update any changes entered in CACTUS and refresh the eligibility status.* Please note that withdrawing an application will disqualify the application for the entire program year. To reactivate a withdrawn application, you must contact your LEA or the USBE Program Specialist.

Account Changes During the Program Year

Assignments, FTE, assignment percentages, endorsements earned or expired, awarded degrees and Teaching Roles can change throughout a school year. In the event data was modified anytime during the school year, the TSSP system is programmed to adjust the **final payment** (up or down) based on funding previously received or missed.

Program-wide Payment Adjustments

In the unlikely event the program receives a higher number of qualifying applicants that exceeds the allocation of the NBPTS Restricted Account balance, the USBE will reduce all awards by the same ratio and proportion for all bonus values.

Send questions regarding the NBPTS Certification Bonus to tssp@schools.utah.gov.
