

Salary Supplement for National Board-certified Teachers (SSNBCT)

Terms and Conditions

The following information is provided to aid you in understanding and completing the application process. Additional questions may be answered in the [Frequently Asked Questions](#) (FAQs).

Eligibility Criteria

A list of qualifications and assignment areas as well as a link to [Utah Code 53F-2-523](#) are available on the [Educator Licensing](#) website. All teachers who think they may qualify are encouraged to apply. Initial eligibility will be verified automatically, based on data posted in Comprehensive Administration of Credentials for Educators in Utah Schools (CACTUS).

First-Time Applicant Responsibilities

1. As a first-time applicant, the teacher must submit a new application electronically through the [SSNBCT Service Site](#) (may still say TSSP) between **October 1st and March 31st**, the first program year they may be eligible. It is the teacher's responsibility to verify the application in a timely manner. It is recommended that the teacher logs into the *SSNBCT Service Site* periodically throughout the program year to confirm the enrollment activity and accuracy of the application. **Failure to do so may result in missing deadlines and not receiving the SSNBCT bonus for the program year.** Due to budget constraints, **no applications will be accepted after MIDNIGHT (MST) on March 31st of the program year.**

Returning Applicant Responsibilities

1. As a returning applicant, the teacher's application is "auto renewed" through the *SSNBCT Service Site* starting **October 1st** each program year. It is the teacher's responsibility to verify the application in a timely manner. It is recommended that the teacher logs into the *SSNBCT Service Site* periodically throughout the program year to confirm the enrollment activity and accuracy of the application. **Failure to do so may result in missing deadlines and not receiving the SSNBCT bonus for the program year.** Due to budget constraints, **no applications will be accepted after MIDNIGHT (MST) on March 31st of the current program year.**

All Applicant Responsibilities

1. Ensure that all information is correct in the CACTUS system at the time of an application submission. **It is recommended that the teacher periodically verify the application status throughout the program year** to confirm that all program requirements have been met, no changes have been made during the program year, and all data are accurate prior to the Utah State Board of Education's (USBE's) approvals.
2. If CACTUS is incomplete or there are entry errors, it is the teacher's responsibility to contact their LEA immediately to have the profile corrected **before April 30th** of the current program year.
 - * If the CACTUS data is missing or incorrect, a first-time applicant should **submit the application** (do not *withdraw*) and work with the LEA to make any corrections. *NOTE: The **Withdraw** option permanently removes an application for a program year. To reactivate a withdrawn application, contact the USBE Program Specialist.*
3. If the teacher's position changes or is working in multiple LEAs within the program year that affect the LEA assignment, it is the teacher's responsibility to contact USBE at eip@schools.utah.gov by April 30th of the program year. Failure to alert USBE directly may result in the teacher being categorized as ineligible for the payment, affecting the approval and distribution process for funds, and the eligibility for all or a portion of funds in that program year.
4. For confidentiality purposes, all communications between USBE and teachers are limited to the email and phone number listed in CACTUS. If the teacher changes their email address, they must first update

the information through the [Utah Schools Information Management System \(USIMS\)](#) website. PLEASE NOTE UPDATING EMAILS IN THE SSNBCT SERVICE SITE DOES NOT CHANGE CACTUS, AND VICE VERSA. The teacher must log into their SSNBCT account to update the email. A new confirmation email will be sent with the update to allow the educator to reconfirm it. *USBE is not responsible for misdirected email or the failure to receive notices and other information from USBE that is sent to the teacher's email of record.* Teacher/applicant receives an electronic courtesy notification for each processing action.

5. It is the teacher's responsibility to submit appeals in a timely manner to USBE. It is recommended that appeals be submitted as soon as possible. Appeals are only accepted in accordance with [R277-317](#). Final Appeal Submissions are due to USBE **before 5:00 p.m. on April 30th** of the current program year. *All documentation must be received before the deadline to allow appeal review processing before the final funding deadline.*
6. Any failure on the part of the teacher to complete all requirements may result in exclusion from the program. Payments are based on the applicant meeting all requirements *at the time of the final approval window with the USBE* and are available only until funds are exhausted. ***No exceptions will be made after final analysis of eligibility is complete and funding is dispersed.***
7. Any application discrepancies including corrections and/or appeals, will be funded during the "Corrective" payment cycle scheduled for July following the close of the program year, and subject to fund availability. *Failure to notify the LEA or USBE regarding data corrections may affect the payment eligibility and/or a delay of the payment distribution.*
8. In the event the program receives a higher number of qualifying applicants that exceeds the allocation of the SSNBCT Restricted Account balance, the USBE may reduce all awards by the same ratio and proportion.

SSNBCT Pre-Payment Program (PPP)

9. Teachers applying for the PPP must create an account through the *SSNBCT Service Site* between **July 1st and January 31st** within the same cycle they register to earn or maintain the NBPTS certification. The system will track their SSNBCT bonus eligibility, pre-payment submissions, and progress. It is the teacher's responsibility to verify the application in a timely manner. **Failure to do so may result in missing deadlines and funds not being allocated to the National Board to cover the costs of earning or maintaining the NBPTS certification.** Due to budget constraints, ***no applications will be accepted after MIDNIGHT (MST) on January 31st of the program year.*** The SSNBCT bonus is paid at the end of the program year once all legislative requirements have been met.
10. Teachers follow the [Pre-payment Enrollment Steps](#) to submit documentation of NBPTS registration to earn or maintain a NBPTS certification and their current licensed administrator's recommendation letter **prior to the January 31st** deadline of the program year. A teacher must be listed in CACTUS as an active classroom teacher in Utah at the time of enrollment and remain an active teacher in Utah for the length of the program until completion. The SSNBCT bonus is paid at the end of the program year once all legislative requirements have been met.
11. Awards to SSNBCT applicants are entirely dependent on continued legislative funding and authorization. No applicant has any guarantee of continued participation in the program.

The action of submitting a new application or verifying a SSNBCT account indicates that you have read through the Terms and Conditions and all other information posted on the [Educator Licensing](#) website, furthermore, that you understand the eligibility criteria as outlined in [Utah Code Title 53F-2-523](#) and your responsibilities in compliance with all aspects of the SSNBCT bonus and PPP application processes.