

**EDUCATION PROFESSIONAL STANDARDS BOARD
TEACHERS' NATIONAL CERTIFICATION INCENTIVE TRUST FUND
NBC-1: STATEMENT OF INTENT 2006-2007 SCHOOL YEAR**

KRS 161.133 establishes the Teachers' National Certification Incentive Trust Fund (trust fund), and the Education Professional Standards Board (EPSB) has promulgated 16 KAR 1:040 delineating the administration of the fund.

PLEASE READ CAREFULLY!

If you wish to participate in the trust fund you must mail this form to Teresa McGraph Moore, Program Consultant, Education Professional Standards Board, 100 Airport Road, Frankfort, KY 40601, within 30 days receipt of this notice.

Candidate Support

Kentucky public school teachers seeking National Board for Professional Teaching Standards (NBPTS) Certification are supported in their candidacy by the following provisions of the Kentucky General Assembly:

1. Upon receipt of confirmation of certification from the National Board for Professional Teaching Standards (NBPTS), the EPSB shall issue reimbursement for actual out-of-pocket expense of up to seventy-five percent (75%) of the initial certification fee.
2. As funding allows, reimbursement shall be paid to the district for substitute teachers used to provide up to five (5) days of released time for the candidate.
3. As funding allows, a stipend of up to \$400 shall be paid to the candidates.

Eligibility for State Incentives

Candidates are eligible for state incentives if they:

1. Hold a valid Kentucky teaching certificate
2. Have three (3) years of teaching experience in early childhood, elementary, middle or secondary school prior to submitting an application
3. Have completed the NBPTS application process, including submission of the non-refundable \$500
4. Are approved by NBPTS to pursue national board certification and NBPTS has notified the EPSB of this approval

Benefits for NBCT-Certified Candidates

1. As stipulated in KRS 157.395, teachers holding NBPTS certification will be paid a \$2,000 annual salary supplement for the life of the certificate each year he/she teaches or mentors in his/her national board certification area.
2. Teachers holding NBPTS certification may mentor NBPTS candidates. A local school district or cohort may submit a proposal to the EPSB to pay a stipend to an NBPTS-certified teacher who serves as a mentor to candidates. A national board certified teacher (NBCT) who is teaching full-time may only mentor up to six (6) NBPTS candidates.

How to Obtain State Incentives

1. Enroll with the State Incentive Trust Fund

- a. To be eligible to receive state incentives from the Teachers' National Certification Incentive Trust Fund, a candidate shall:
 - i. Download the *NBC-1: Statement of Intent* from the EPSB at <http://kyepsb.net/certification/nationalboard.asp>, after NBPTS has sent verification to the candidate that the candidacy has been approved.
 - ii. Complete and return the *NBC-1: Statement of Intent* to the EPSB within 30 days of receiving confirmation that NBPTS approved the candidacy. The candidate should keep a copy of this statement for his/her records and return the completed form to Teresa McGraph, Program Consultant., Education Professional Standards Board, 100 Airport Road, Frankfort, KY 40601.
- b. Upon receipt of the *NBC-1: Statement of Intent* by the EPSB, the candidate shall be enrolled in the state incentive trust fund and eligible for state incentives.

2. Request Mentoring Services

- a. The *NBC-3: Request for Mentoring Services* is completed and sent to EPSB in order for the national board candidate to receive mentoring services.
- b. This form can be downloaded from the EPSB website at <http://kyepsb.net/certification/nationalboard.asp>.

Return form within 30 days of receipt of this notice.

- c. All *NBC-3: Request for Mentoring Services* forms are due to EPSB within 30 days of the candidate's submission of the *NBC-1 Statement of Intent*.
- d. Mentors are assigned by educational cooperatives or districts contracted by EPSB to provide mentoring services

3. Request Substitute Teachers Reimbursements

- a. The *NBC-2: Substitute Reimbursement Form* is completed and sent to EPSB by the district to receive reimbursement for substitute compensation.
- b. This form can be downloaded from the EPSB web at <http://kyepsb.net/certification/nationalboard.asp>.
- c. All *NBC-2: Substitute Reimbursement Forms* are due to EPSB no later than May 1, 2007.
- d. All reimbursements will be issued directly to local school districts.

4. Stipend

- a. If funding allows for the up to \$400 stipend, the stipend will be forwarded to the candidate's school district finance officer when the NBPTS notifies the EPSB that a complete portfolio has been submitted by the appropriate deadline. The district will withhold taxes and other appropriate funds and forward the remainder of the \$400 to the NBPTS candidate.
- b. If the NBPTS does not produce such notification, the candidate can request confirmation be sent from the NBPTS to the EPSB. If documentation of portfolio receipt to NBPTS by the appropriate deadline is not received by the EPSB, then the stipend will be forfeited by the candidate.

5. 75% Reimbursement

- a. If the enrolled candidate successfully receives NBPTS certification, the 75 percent (75%) reimbursement of out-of-pocket expenses towards the initial certification fee will be forwarded to the candidate when the EPSB is notified by the NBPTS that the candidate certified.

NOTE: The NBPTS is not responsible for the criteria, conditions, or restrictions applicable to funding eligibility in Kentucky. Eligibility criteria for state funding are in addition to the NBPTS criteria for application.

WITHDRAWAL PROCEDURE: If you withdraw from the NBPTS certification process, you are responsible for sending written notification to the NBPTS Processing Center, 19500 Bulverde Road, San Antonio, TX 78259-3701. A Withdrawal Form is available from the NBPTS for this purpose. A copy will be provided to you in the Eligibility Verification Packet sent to you following receipt of your application by NBPTS. Additionally, you are responsible for notifying EPSB of your withdrawal and the effective date.

EMAIL POLICY: All correspondence from the EPSB concerning the Teacher's National Certification Incentive Trust Fund from this point forward will be emailed to the address listed in your personal information on this document. If you should stop using this email address on a weekly basis for any reason, please email the new email address to Teresa McGraph Moore at: Teresa.McGraph@ky.gov.

THIS FORM MUST BE SUBMITTED WITHIN 30 DAYS OF RECEIPT IN ORDER FOR THE CANDIDATE TO BE ENROLLED IN THE TEACHERS' NATIONAL CERTIFICATION INCENTIVE TRUST FUND. Failure to do so may result in the loss of incentives.

Submit to:
Teresa McGraph Moore
Education Professional Standards Board
100 Airport Road
Frankfort, KY 40601
Fax: 502-564-9484

Return form within 30 days of receipt of this notice.

