

Terms & Conditions

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

Eligibility Criteria

A list of qualifications, assignment areas, and degree majors are available on the [program's website](#). See also [Utah Code, 53F-2-504](#). All teachers who feel they may qualify are encouraged to apply. Displayed eligibility information is based on current data in CACTUS and will automatically update when applicable data changes are posted in CACTUS.

Applicant Teacher Responsibilities

It is the applicant teacher's responsibility to submit his or her application in a timely manner. Failure to do so could result in missing deadlines and not receiving the bonus for the Teacher Salary Supplement Program school year. A list of application deadlines are available on the [TSSP Service Site](#). Due to constraints, **no applications will be accepted after the final deadline of MIDNIGHT (MST) on April 30th of the program year.**

1. All applications are available and submitted electronically through the TSSP Service Site starting October 1st through April 30th of each program/school year.
2. Application Payment Term election may be for one *Annual (Y)* payment or follow the schedule that matches the applicant teacher's main mailing school schedule: two *Semester (S)* or three *Trimester (T)* payments. The application payment term determines if and how your payment will be divided. The election of either the Semester or Trimester payment term must match the main mailing school schedule as indicated by the LEA. *Election of a payment term not supported by the LEA is subject to be changed to the Annual (Y) payment term.*
3. It is the applicant teacher's responsibility to ensure his or her information is correct in the CACTUS system at the time of an application submission. Even though current year teaching information in CACTUS must be verified by the LEA before every payment, it is highly recommended that the applicant teacher review their application status *well before* LEA Verification which is done before each payment throughout the program year to: confirm that all program requirements have been met, that no incorrect changes have been made during the program year, and all data is accurate. LEA Verification dates are listed on the [TSSP Service Site home page](#).
4. In the event that *current year* CACTUS information is incomplete or there are entry errors, the applicant teacher is responsible to:
 - o Contact their LEA immediately to have the profile corrected before April 30th of that program year, and
 - o Submit their application (if they haven't already submitted it for the program year), and
 - o Keep the application active (by not withdrawing the application)

No changes should be expected to be made to the CACTUS information within the TSSP system after April 30th.

Please note that the 'Withdraw' option is only to intended to permanently remove an application for a program year.

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5. In the event that the LEA does not process the application before the approval deadline, the USBE has the authority to change the payment term to the Annual cycle. *Any application not processed by the LEA at the end of the program year may affect the payment eligibility and/or result in a delay or denial of the payment distribution.*
6. In the event that the applicant teacher has a change of position or starts working in multiple LEAs/districts and such changes would affect the qualification or eligibility of any or part of a bonus. It is the applicant teacher's responsibility to [contact USBE by email](#) within 30 days of the change or by April 30th of the program year whichever occurs first. *Changes in assignment NOT affecting the LEA/District are not required to be reported.* Failure to alert USBE directly may result in the applicant teacher being categorized as ineligible for the payment, affect the approval and distribution process for funds, and/or affect the eligibility of all or a portion of funds for that program year.
7. In the event that *previous historical* CACTUS teaching information is missing, incomplete, or has entry errors, the applicant teacher is responsible to:
 - o Obtain the appropriate documentation and validation of their educator experience, **and**
 - o Submit the documentation to the USBE prior to April 30th of the program year.

Missing, incomplete, or incorrect employment history may affect eligibility for the program.

8. For confidentiality purposes, all communications between the USBE and the applicant teacher are limited to the email and phone number listed in CACTUS or the email address listed in the TSSP Service Site.

If the applicant teacher changes his or her email address they must first update the information through the [Educator Licensing Online website](#), and select "Update My Contact Information" tab. Please note that updating an email address in the TSSP service site does not change CACTUS and CACTUS email address changes do not affect TSSP; as these are independent Systems. The educator must then contact the TSSP Program Specialist with the change of email. *The USBE is not responsible for misdirected email or the failure to receive notices and other information from USBE that is sent to the applicant teacher's email of record. Applicant Teachers will be sent a courtesy electronic notification for each processing action.*

9. It is the applicant teacher's responsibility to submit any complete appeal to the USBE in a timely manner. It is recommended that appeals be submitted as soon as possible. Appeals are accepted in accordance with [USBE Administrative Rule R277-318](#) only. Final Appeal Submissions are due to the USBE before 5:00 p.m. on May 31st of the program year. *All documentation must be received before the deadline to allow appeal review processing before the final funding deadline.*

An appeal must include all relevant documentation to be considered complete. Any incomplete appeals (including forms submitted as incomplete and/or missing original transcripts) received after May 31st at 5:00 pm of the program year will be denied.

10. Any failure on the part of an applicant 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.**

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11. Any application “denial” received from the LEA can only be resolved directly through the LEA, not the USBE.
12. Any application discrepancies including corrections and/or appeals, will be funded during the “Corrective” payment cycle scheduled for October following the close of the program year when funds are available. Failure to notify the LEA or USBE regarding data corrections may affect the payment eligibility and/or a delay of the payment distribution.
13. Educators applying for the National Board for Professional Teacher Certification (NBPTS) reimbursement program are required to submit the manual application and provide their administrators approval/recommendation for the program before the February 28th deadline of the program year. An educator must be listed in CACTUS with currently active teaching assignment in Utah at the time of enrollment and remain as an active educator in Utah through the length of the program until completion.
14. In the event the program receives a higher number of qualifying applicants that exceeds the allocation of the TSSP or NBPTS Restricted Account balance, the USBE will reduce all awards by the same ratio and proportion.

The action of submitting your application indicates that you have read through this information and all information posted on the [program's website](#). Furthermore, it indicates that you understand the eligibility criteria as outlined in Utah Code, [Title 53F-2-504, Chapter 2, Part 5, Section 504](#) and your responsibilities in compliance with all aspects of the TSSP and NBPTS Certification application processes.