

Teacher Salary Supplement Program

National Board for Professional Teaching Standards Certification

Fee Reimbursement Options:

In 2019, the Utah Legislative House Bill 336 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://le.utah.gov/~2019/bills/static/HB0236.html>.

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.
- Only fees incurred while employed in a Utah LEA are eligible for reimbursement through this program.
- Certification must be completed within a 3-year cycle.

The following fees for the NBPTS certifications can be reviewed on the NBPTS website and are eligible for USBE reimbursement and pre-payment. The educator is responsible to pay all annual application fees of \$75.00 and these fees are non-refundable, non-transferrable and non-reimbursable. Educator is also responsible to pay any Retake, Reauthorization or Returned Check fees incurred.

Annual Fee – Year 1 (Educator Pay)	\$75.00
Annual Fee – Year 2 (Educator Pay)	\$75.00
Annual Fee – Year 3 (Educator Pay)	\$75.00
Portfolio – Content Knowledge 1 (USBE)	\$475.00
Portfolio – Portfolio 1 (USBE)	\$475.00
Portfolio – Portfolio 2 (USBE)	\$475.00
Portfolio – Portfolio 3 (USBE)	\$475.00
TOTAL Initial Application Program Costs:	\$2,125.00 *
TOTAL USBE Reimbursement Costs:	\$1,900.00

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

Annual Fee (Educator Pay)	\$75.00
Renewal Fee (USBE)	\$1,250.00
<u>Deferment Fee (if applicable) (Educator Pay)</u>	<u>\$125.00</u>
TOTAL Renewal Application Program:	\$1,375.00 *
TOTAL USBE Reimbursement Costs:	\$1,250.00

To receive reimbursement for the initial or renewal fees incurred, the teacher 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 Reimbursement Application for the current program year (between October 1 and April 30th).

Send questions regarding TSSP or the National Board for Professional Teaching Standard Certification Bonus to tssp@schools.utah.gov

3. Complete the Reimbursement Application found at <https://schools.utah.gov/file/f8b98f2a-5116-4202-8cf5-6b8ec7bcbffb>, download and submit this electronically by email to the Utah State Board of Education by email to TSSP@schools.utah.gov **before April 1st 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.)
 - iii. **W9**: IRS Request for Taxpayer Identification Number and Certification.
(For security purposes, do not enter your full SSN on this document.)

The USBE will pay for the initial or renewal of a NBPTS certification, however, **the following expenses/fees are not eligible for pre-payment or reimbursement:**

- Component 1 Retake Fee
- Component 1 Reauthorization Fee (Testing)
- Retake, failed or missed Component Fees
- Returned Check Fee

If an educator has received funding support from other resources such as an LEA or other state or professional agency, the portion paid by the 3rd party will not be eligible for reimbursement and will be deducted from the reimbursement total.

Submit all documentation to the USBE-TSSP for processing by either:

Scan/Email: tssp@schools.utah.gov

OR U.S. Mail: **Utah State Board of Education – TSSP/NBPTS**
250 East 500 South
PO Box 4200
Salt Lake City, UT 84114-4200

Reimbursement Applications are processed during the Annual TSSP payment cycle between April and May each year. If TSSP benefits have been exhausted for that program year, unprocessed applications for the National Board for Professional Teaching Standards 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/file/3964aae7-ecff-4825-9a79-af0ee2fc2c85>.

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

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SAMPLE DOCUMENTS:

USBE National Board Reimbursement Application:

National Board for Professional Teaching Standards

Utah State Board of Education – Certification Fee Reimbursement Application

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

Please verify the following:

- I have reviewed the Utah State Board of Education policy **R277-521-1** regarding NBPTS Certification Reimbursement. <https://rules.utah.gov/publicat/code/r277/277-521.htm>
- I received my Initial NBPTS Certification (or Renewal) AFTER July 1, 2016.
- I received the NBPTS certification or renewal as an active educator in a Utah 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 3rd-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. If funds are insufficient for processing the reimbursement, my application will be processed the following fiscal year in the order received as funding is available.
- I have completed, signed and included a current IRS W-9 Request for Taxpayer Identification Number and Certification form with this application. (**For security purposes, ONLY list the LAST 4 DIGITS OF THE SSN.**)

Reimbursement applications can be submitted between June 30th and April 1st each fiscal year. All reimbursement applications will be processed at the end of the program year (June) and funds will be distributed to the educator via a direct reimbursement check. Forms received after the deadline may be held and processed in the next funding cycle.

From your NBPTS 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 USBE 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.

USBE USE ONLY: Received:	Documentation Complete: Y N	W9 <input type="checkbox"/>	NBPTS Verified: <input type="checkbox"/>
<input type="checkbox"/> Approved/ <input type="checkbox"/> Denied Date:	Current Assignment: Y N	Posted TSSP/CACTUS: <input type="checkbox"/>	
Reimbursement Value:	Check Processed:		

Updated and ADA Compliant as of September 30, 2019

Initial Certification Statement Sample:

NATIONAL BOARD for Professional Teaching Standards				
Financial Statement				
National Board ID: [REDACTED]		Name: [REDACTED] Previous Assessment Year 2018 - 2019		
Certification Tracks	Certification Period	Registration Status		
Generalist-Ages 3-8: Early Childhood	2018-2019	Achieved Certification		
Registration Financial Records				
Financial Date	Type	Details	Amt Due	Amt Paid
04/03/2018	Charge	Registration Fee	\$ 75.00	
04/03/2018	Payment	CC 3353		\$ 75.00
Total Balance Due			\$ 0.00	
C3: Teaching Practice and Learning Environment - Financial Records				
Financial Date	Type	Details	Amt Due	Amt Paid
08/14/2018	Charge	C3: Teaching Practice and Learning Environment Fee	\$ 475.00	
12/15/2018	Payment	CC 3353		\$ 475.00
Total Balance Due			\$ 0.00	
C1: Content Knowledge Assessment - Financial Records				
Financial Date	Type	Details	Amt Due	Amt Paid
12/12/2018	Charge	C1: Content Knowledge Assessment Fee	\$ 475.00	
12/15/2018	Payment	CC 3353		\$ 475.00
Total Balance Due			\$ 0.00	
C2: Differentiation in Instruction - Financial Records				
Financial Date	Type	Details	Amt Due	Amt Paid
12/12/2018	Charge	C2: Differentiation in Instruction Fee	\$ 475.00	
12/15/2018	Payment	CC 3353		\$ 475.00
Total Balance Due			\$ 0.00	
C4: Effective and Reflective Practitioner - Financial Records				
Financial Date	Type	Details	Amt Due	Amt Paid
12/12/2018	Charge	C4: Effective and Reflective Practitioner Fee	\$ 475.00	
12/15/2018	Payment	CC 3353		\$ 475.00
Total Balance Due			\$ 0.00	

Renewal Document Statement Sample:

NATIONAL BOARD for Professional Teaching Standards				
Financial Statement				
National Board ID: [REDACTED]		Name: [REDACTED] Previous Assessment Year 2018 - 2019		
Certificate	Certificate Short Name	Year Certified	Certification Expiration Date	
Early Childhood through Young Adulthood/Exceptional Needs Specialist	ECYA/ENS	2008-2009	11/20/2029	
Renewal Fee - Financial Records				
Financial Date	Type	Details	Amt Due	Amt Paid
12/11/2018	Charge	Renewal Fee	\$ 1250.00	
02/26/2019	Payment	Renewal Fee		\$ 1250.00
Total Balance Due			\$ 0.00	

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W9 Form

(DO NOT INCLUDE THE FULL SSN... ONLY ENTER LAST 4 DIGITS)

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification		Give Form to the requester. Do not send to the IRS.	
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Joseph Educator					
2 Business name/disregarded entity name, if different from above					
Print or type. See specific instructions on page 2.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.				4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3).
	<input checked="" type="checkbox"/> Individual sole proprietor or single-member LLC				Exempt payee code (if any)
	<input type="checkbox"/> C Corporation				Exemption from FATCA reporting code (if any)
	<input type="checkbox"/> S Corporation				(Applies to accounts maintained outside the U.S.)
<input type="checkbox"/> Partnership				Requester's name and address (optional)	
<input type="checkbox"/> Trust/estate				Requester's name and address (optional)	
<input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) ▶				Requester's name and address (optional)	
<input type="checkbox"/> Other (see instructions) ▶				Requester's name and address (optional)	
5 Address (number, street, and apt. or suite no.) See instructions. 123 Main Street					
6 City, state, and ZIP code Salt Lake City UT 84111					
7 List account number(s) here (optional)					
Part I Taxpayer Identification Number (TIN)					
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.					
Social security number					
[][][][] - [][][] - [][][][][]					
OR					
Employer identification number					
[][][][] - [][][][] - [][][][][][][][][][]					
Part II Certification					
Under penalties of perjury, I certify that:					
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and					
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and					
3. I am a U.S. citizen or other U.S. person (defined below); and					
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.					
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.					
Sign Here					
Signature of U.S. person ▶		[Redacted Signature]		Date ▶	
General Instructions					
Section references are to the Internal Revenue Code unless otherwise noted.					
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 .					
Purpose of Form					
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:					
• Form 1099-DIV (dividends, including those from stocks or mutual funds)					
• Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)					
• Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)					
• Form 1099-S (proceeds from real estate transactions)					
• Form 1099-K (merchant card and third party network transactions)					
• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)					
• Form 1099-C (canceled debt)					
• Form 1099-A (acquisition or abandonment of secured property)					
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.					
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding, later.</i>					

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