

Teacher Salary Supplement Program

National Board for Professional Teaching Standards Certification

NBPTS Pre-Payment Program Enrollment Steps

Teachers interested in obtaining a NBPTS certification can find program information on the National Board for Professional Teaching Standards Certification website at <https://www.nbpts.org/>.

To be eligible, Teachers must meet all of the following to enroll in the program:

- Possess a bachelor's degree from an accredited institution (Career and Technical Education certificate are required to hold a bachelor's degree only if their assignment required one for their current license).
- Completed three years of successful teaching in one or more early childhood, elementary, middle, or secondary schools. Applicants for ECYA/School Counseling must have completed three years successfully serving as a school counselor.
- A current assignment in a Utah District or Charter School.
- Recommendation letter from the current licensed administrator where employed.

NBPTS Initial Website Enrollment:

Teachers should review the **Eligibility Prerequisites** on the NBPTS website and determine their preferred area of certification. **Confirm with your administrator their approval for the program before submitting any initial payment.** *(The initial fee is non-transferrable, non-refundable and not eligible for reimbursement).*

The certification program is designed to be completed within a 1 to 3-year timeframe. The application deadline and initial component selection must be completed before **February 28th of the program year**. The registration fee must be paid (by the educator) to create the account, then the educator will be able to determine the number and order of the program Components they wish to complete in the first cycle.

The USBE will review all applications at the beginning of March to authorize component payments requested for that program year. Verification of the payment can be viewed in your NBPTS account.

USBE and NPBTS Program Pre-Payment Registration:

In order to effectively manage pre-payment for the NBPTS' program and comply with the Utah legislation, the USBE requires that the educator submit their application on the NBPTS website **first**, then submit appropriate documentation to the USBE. ***The USBE is currently developing the internal tracking methods and policies for the National Board Certifications that will be updated in the future.***

Until the USBE online tracking system is implemented, please follow these steps to register and qualify for the NBPTS Pre-payment program:

1. Create the account in the NBPTS website. <https://www.nbpts.org/national-board-certification/>
2. Pay the \$75.00 application fee to NBPTS through their website.
3. Elect the number of component(s) to be completed in the first year (must be at least 1 and up to 4) before February 28th of the current program year.
4. Submit to the USBE the Administrative Recommendation Letter signed by your current principal. Letter must be received before February 28th of the program year and include the educator's CACTUS number. *

5. Submit an email to the USBE TSSP Program Specialist at tssp@schools.utah.gov advising of the intention to earn the National Board for Professional Teaching Standards Certification effective this program year. *

**** Because of the application deadline set by NBPTS, it is recommended that documents are scanned/emailed and not mailed to be sure that they are received before the deadline. Documentation "post-marked" cannot be considered if received after the February 29th deadline.***

After the closing of the NBPTS' application window on February 28th, the USBE will then process all submitted applications and make payments directly to the NBPTS during the month of March. **Any previously fees paid by the educator may be submitted to the USBE for reimbursement. Follow the reimbursement steps outlined at <https://schools.utah.gov/file/3964aae7-ecff-4825-9a79-af0ee2fc2c85>.**

Additional Fees:

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

Candidates wishing to withdraw from the program must first follow the NBPTS's requirements then send a notification in writing to the USBE at tssp@schools.utah.gov explaining the reason for the program withdrawal. Program withdrawals may affect future eligibility or limit fee eligibility in any future program enrollment.

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