

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/r277-521.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:	