




# Salary Supplement for National Board-certified Teachers (SSNBCT)

## Frequently Asked Questions

### LEA Administrator

If you have questions regarding the **SSNBCT Program**, you may find these commonly asked questions and answers designed for the LEA Administrator helpful. **Use the “Ctrl+F” to search specific words or phrases.** If your question is not answered, please contact the Program Specialist at [eip@schools.utah.gov](mailto:eip@schools.utah.gov).

1. **How do I correct CACTUS data error in the [SSNBCT Service Site](#)?** All data that appears in the *SSNBCT Service Site* is pulled directly from CACTUS. Correcting the information in CACTUS will automatically update it in the *SSNBCT Service Site* within a few minutes. You need only to refresh the SSNBCT screen for the update.
2. **An educator worked the first portion of the school year, and has terminated their employment (retired/transferred/relocated out of the area), can they still receive SSNBCT bonus for the portion of the year they completed?** This payment may be prorated and may depend upon the reason they left your employment. If the educator left on good terms (not fired for cause or other types of reprimand), they may qualify for the bonus. Contact the Program Specialist for clarification prior to processing the termination in CACTUS.
3. **An educator has left my LEA but qualified for the SSNBCT for the time that they worked. Can the funding be transferred to another LEA?** Funding would be distributed to the current employing LEA as reflected in CACTUS. If the assignment still shows at your LEA, then the distribution will be sent to you and may require an additional payroll check being issued to the educator after they have left your employment.
4. **When will the approved funding be sent to my LEA?** We anticipate 4-5 weeks from the close of the approval window following the USBE approvals. The payment is sent via the Monthly Allotment at the end of the month and should be distributed in the next available payroll cycle.
5. **How long do I have to process the funds?** It is recommended that the SSNBCT funds be distributed to the educator during the next available payroll cycle after receipt of the allotment.
6. **I have an educator who qualifies for the SSNBCT reimbursement. What do they need to do?** The SSNBCT Reimbursement Program to educators ended July 1, 2019. They may apply to the [SSNBCT Pre-Payment Program](#) between **July 1<sup>st</sup> and January 31<sup>st</sup> of the program year** they will be completing their certification. Once their application is approved and the funds are allocated to National Board about mid-February, an overpayment may show on their National Board account, which will allow the National Board to “refund” the educator the money paid. Please note that there is no guarantee that National Board would reimburse the educator the money. Application for the Pre-Payment Program should be done within the same cycle an educator registers to earn or maintain a NBPTS certification.
7. **If an educator has an assignment in a Title 1 school, are they qualified for additional funds?** Yes, however, the Title 1 bonus is linked to the NBPTS Certification. Qualified Title 1 educators must hold a current NBPTS Certification AND be in a classroom assignment to be eligible.

8. **I have the total funds sent to my LEA; how do I determine the amount for each SSNBCT participant?** You must be granted access to the “reports” found in the *SSNBCT Service Site*. This report will allow you to determine the payroll amount for each educator. Log into the *SSNBCT Service Site*, select “\$Payments”, then click on the “eye” icon  to the right to access the report for your LEA. The LEA Distributions report can be downloaded to an excel (CSV) format using the arrow icon . To view other years, click the filter icon  and enter the program year you wish to review. This report will give you the total funds distributed under the Applications by LEA section as well as how much each educator receives in your LEA. The total distribution amount will also be posted on the Monthly Allotment Memo for the line item “MSPRB MSPRB-Minimum School Programs Basic – Summary National Board Certified Teachers”. If you are unable to access these reports, contact the Program Specialist.
9. **What portion of the funds goes to the educator, and what portion is for taxes?** The funding that is awarded to the educator as salary includes: SSNBCT Award and Other. Funds listed under “Benefit” should be listed under the “Employer-paid Benefits” portion of the payroll as these funds cover Retirement, Workers Compensation, Social Security, and Medicare. All SSNBCT Award monies are subject to deductions such as health care, or federal, state, and local taxes.
10. **I have an educator who just earned the NBPTS Certification, how do I record it in CACTUS?** Please instruct your educator to forward a copy of their NBPTS certificate to the Program Specialist at [eip@schools.utah.gov](mailto:eip@schools.utah.gov). Be sure they include in the email their full name and CACTUS ID number.
11. **How does an applicant obtain a loan application verification request for this bonus?** Awards to SSNBCT applicants are entirely dependent on continued legislative funding and authorization. No applicant has any guarantee of continued participation in the program. Based on the design of the SSNBCT Program, this type of verification is unavailable. Even though the applicant may have met the eligibility requirements for this bonus, there is no guarantee of its approval (example: if an educator were to leave their position before the end of the year) and the value changes based on the number of participants each year and could likely be reduced or even eliminated by the State Legislature at any time.
12. **Why does the SSNBCT Service Site still say TSSP?** The *SSNBCT Service Site* is the old TSSP site for now. There is not enough time to create a new site dedicated to the SSNBCT Program before the bonus application window opens, so the old site is utilized until the new one is built. You are not on the wrong service site. The plan is to “hide” the TSSP stuff for this year, and hopefully, have a new one next year. Teachers must **apply between October 1<sup>st</sup> and March 31<sup>st</sup>**.