

Salary Supplement for National Board-certified Teachers (SSNBCT)

SSNBCT Pre-Payment Program Enrollment Steps

The purpose of this program, [Utah Code 53F-5-202](#), is to help cover the costs incurred by a teacher while obtaining or maintaining a National Board for Professional Teaching Standards (NBPTS) certification. USBE will cover those costs as a pre-payment or “refund” from National Board for personally paid fees before completion of the certification. Application for the Pre-Payment Program should be done within the same cycle an educator registers to earn or maintain a NBPTS certification.

To be eligible, teachers must meet **all** the following to enroll in the NBPTS certification program:

- Possess a bachelor’s degree from an accredited institution (Career and Technical Education are required to hold a bachelor’s degree if their assignment requires one for their license).
- Complete three years of successful teaching by the conclusion of the NBPTS certification in early childhood, elementary, middle, or secondary schools. Applicants for ECYA/School Counseling must have completed three years successfully serving as a school counselor by the conclusion of the NBPTS certification.
- Hold a current Professional Educator License and assignment in a Utah local education agency (LEA).

NBPTS Initial Website Enrollment

Teachers interested in obtaining or maintaining a NBPTS certification can find information at [NBPTS](#). Review the **Eligibility Prerequisites** on their website and determine a preferred area of certification. **Confirm with the administrator their approval for the program before submitting any initial payment.** *(The registration fee is non-transferable, non-refundable, and ineligible for pre-payment).*

The initial certification program is designed to be completed within 1 to 3 years. The Maintenance of Certification (MOC) program is designed to be completed within 2 years. The USBE application deadline and component selection must be completed between **July 1st and January 31st of the current program year**. When the registration fee must be paid (by the teacher), then they will be able to determine the number and order of the program Components to be completed in the first cycle.

The “renewal” program was replaced by the MOC beginning September 2020. It is the Board-certified teacher’s pathway for keeping their certification active. The process is designed to recognize that a Board-certified teacher is growing professionally and maintaining a positive impact on student learning. MOC is consistent with the National Board’s goal to make the Board certification process more affordable, flexible, and more accessible to teachers.

Candidates wishing to withdraw from the program must first follow the NBPTS’ requirements then send a notification in writing to the Program Specialist at eip@schools.utah.gov explaining the reason(s) for the withdrawal **before January 31st** of the current program year. Program withdrawals may affect eligibility in any future program enrollment.

SSNBCT Pre-Payment Program (PPP) Registration

Utah legislation and the USBE require the teacher to apply on the NBPTS website **first**, then submit appropriate documentation to the USBE. Please follow these steps to **register and apply** to the USBE for the SSNBCT Pre-payment program:

1. Create the account at [NBPTS](#).
2. Pay the \$75.00 application fee to NBPTS. This fee is ineligible for the PPP.
3. Elect the number of component(s) to be completed in the first year (must be at least 1 and up to 4) or MOC **between July 1st and January 31st** of the current program year.
4. Create an account on the [SSNBCT Service Site](#) and verify your email address.
5. Submit an email **between July 1st and January 31st** to the Program Specialist at eip@schools.utah.gov. Please include the following in your email:

- Statement of intent to earn/maintain NBPTS certification effective this program year,
- Educator ID number,
- National Board ID number,
- Screenshot of the “Purchase Screen” showing the fee(s) and component(s), **and**

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Back to Home

EFTest19 EFTester19 | Candidate ID 04056540

Purchase Screen : No Funding

Component Selected : COUNS-ECYA MOC	Component Price	\$495.00
	Amount Due	\$495.00

Expect funding for COUNS-ECYA MOC

- Administrator recommendation Letter: must be on school letterhead and signed. Please have your administrator include statements about the following:
 - Confirmation of where you are currently teaching, **and**
 - Plan for completing the NBPTS certification/MOC, **and**
 - Ability to finish within three years including the projected completion year.
6. Automatic Final Payment Step through NBPTS account
 - Please authorize National Board to release your contact information to USBE, **and**
 - Check the Expect funding for box in the Payment Portal.
 - **Monitor your National Board account** starting in February to determine that the purchasing of components has been completed. An email from the National Board may be sent to you confirming payment.

After the closing of the PPP application window, the USBE will then process all submitted applications and make payments directly to the National Board in February. Awards to SSNBCT applicants are entirely dependent on continued legislative funding and authorization. No applicant has any guarantee of continued participation in the program.

Additional Fees

The USBE will pay for the initial fees of a NBPTS certification. The following expenses/fees are not eligible for pre-payment:

- NBPTS Registration fee
- Component Retake Fee
- Component Reauthorization Fee (Testing)
- Retake, failed, or missed Component Fees
- Returned Check Fee
- Payment of fees after completion of the certification or MOC