

**\*\*\*PRACTICE APPLICATION\*\*\***

**2023-2024 STATEMENT OF INTENT TO MENTOR**

The 2023-2024 Statement of Intent to Provide Mentoring and/or Professional Development is to be completed only if you are an eligible Illinois National Board Certified Teacher (NBCT) who intends to mentor during the 2023-2024 school year. Mentoring hours can be logged between September 11, 2023 and May 10, 2024.

An annual incentive of up to \$2,250 shall be paid to each qualified educator currently employed as a full-time teacher or counselor in an Illinois public school district or retired from an Illinois public school, who:

- Holds a National Board for Professional Teaching Standards designation,
- Is a current National Board Certified Teacher (NBCT), and
- Agrees to provide up to 45 hours of mentoring and/or Professional Development related to NBPTS standards.

Retired teachers are required to obtain a letter from the Illinois pension system that is currently being drawn from. That letter is to be emailed to [rcrouse@ilstu.edu](mailto:rcrouse@ilstu.edu).

All NBCTs (including retired teachers) will receive payment to their home address. NBCTs must complete a sub-W9 form if they are not listed as current vendors in the ISU system. If we need a sub-W9 from you, one will be emailed to you upon completion and approval of your hours.

Funds will be dispersed on a first-come, first-served basis, with priority given to teachers employed by low-income or low-performing schools.

NBCTs must complete and submit the Statement of Intent to Provide Mentoring and/or Professional Development survey no later than February 23, 2024 to be eligible for mentor compensation.

NOTE: Completing this survey does not obligate you to mentor or provide professional development.

Mentoring or Professional Development shall include at least one or more of the following activities:

- Assist first-time candidates through the National Board for Professional Teaching Standards process.
- Assist retake candidates through the National Board for Professional Teaching Standards process.
- Assist renewal candidates through the National Board for Professional Teaching Standards process.
- Provide mentoring and/or professional development to a group or individual in the education field related to the NBPTS standards.

## NEXT STEPS

Within one week of completing the online version of the Statement of Intent to Provide Mentoring or Professional Development survey, you will receive an approval email containing a link to log your mentor hours, along with further instructions. Please complete and submit all your documentation of mentoring services no later than May 10, 2024. We cannot accept hours after this deadline. NOTE: You can only log mentor hours with the dates of September 11, 2023 through May 10, 2024. Hours logged outside of those dates will not be accepted.

## PERSONAL INFORMATION

1. Name:
  - a. First Name:
  - b. Last Name:
2. Home Address:
  - a. Street:
  - b. City:
  - c. State:
  - d. Zip:
3. Home County (Ex: Madison, Cook, Grundy):
4. Main Phone Number (no spaces or dashes):
5. Personal Email (where you can be reached year-round):
6. Work Email (an alternate email where we can reach you):
7. Birthdate (mm/dd/yyyy):
8. Race (used only for overall reporting in efforts to ensure equity and diversity of the National Board program):
  - a. Hispanic or Latinx
  - b. Native American or Alaska Native
  - c. Asian
  - d. Black or African American
  - e. Native Hawaiian or Other Pacific Islander
  - f. White
  - g. Two or more races
  - h. Choose not to answer
  - i. Other, please specify:
9. Where did you receive your undergraduate degree?

## MENTOR INFORMATION

10. I am:
  - a. Employed as a full-time teacher
  - b. Employed as a full-time counselor
  - c. Fully retired as a teacher or counselor

11. Illinois Educator Identification Number (IEIN):
  - a. Your IEIN can be found in the Illinois Educator Licensure Information System (ELIS) at <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>
12. Professional Educator License (PEL) Number:
  - a. Your PEL number can be found in the Illinois Educator Licensure Information System (ELIS) at <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>
13. NBPTS/NBCT Candidate Identification Number (must have current NBPTS certificate):
  - a. This number usually start with a C0 or just a 0 and is followed by additional numbers. Please contact NBPTS if you don't know you candidate ID number:  
<https://www.nbpts.org/contact-us/>

#### **INTENT TO PROVIDE MENTORING AND/OR PROFESSIONAL DEVELOPMENT**

Please fill out the information below to indicate which compensable services you intend to provide. You are only expressing your INTENT to mentor at this time.

14. Which mentoring services do you intend to provide? Please check ALL that apply:
  - a. Assist first time candidates through the National Board for Professional Teaching Standards process.
  - b. Assist retake candidates through the National Board for Professional Teaching Standards process.
  - c. Assist renewal candidates through the National Board for Professional Teaching Standards process.
  - d. Provide mentoring and/or professional development to a group or individual in the education field related to the NBPTS standards.

#### **DISTRICT/ENTITY INFORMATION**

Provide the following information about your Employing District/Entity. NBCTs who are retired are to fill out this section using District/Entity information from the district in which they retired.

15. District/Entity Name and Number (example: City of Chicago SD 299):
16. District/Entity Office Address (example: 401 Maple Ave., Wood River, IL 62095):
  - a. Street:
  - b. City:
  - c. State:
  - d. Zip:
17. Is your school of employment a Charter School?
18. Region, County, District, Type (RCDT) Code: (Ex: City of Chicago – 150162990-25-0000)
  - a. Go here to look up for code. Click on RCDTS Code Lookup → RCDTS Lookup Page → Search by District: <https://www.isbe.net/Pages/Data-Analysis-Directories.aspx>
  - b. Please select the RCDT code for your **DISTRICT**, not your school.

19. School Name (example: Jefferson Middle School):
20. Name of District Superintendent/CEO/Administrator (first and last):
21. Title of District Administrator. Districts have different titles for this position. Select the title that best represents the position that oversees your district.
  - a. Superintendent
  - b. Assistant Superintendent
  - c. Interim Superintendent
  - d. Principal
  - e. Human Resources Director
22. Administrator who will verify the information provided in this application (INCLUDE: first name, last name, position title):
23. Phone number of Administrator who will verify the information provided in this application (no spaces or dashes):
24. Email address of Administrator who will verify the information provided in this application:
25. Confirm email address:
26. Does your School/District offer any incentives for National Board Certification? Please check with your union representative if you are unsure
27. If you answered yes to the previous question, please provide details about the incentives offered.

## **SECTION II – COMPENSATION OF SERVICES**

### ***Statements of Understanding***

An annual incentive of no more than \$2,250.00, prorated at \$50.00 per hour, for up to 45 hours of mentoring or providing professional development as it relates to National Board for Professional Teaching Standards will be paid to each qualified educator currently employed as a full-time teacher or counselor in a school district or retired teacher who:

- Holds an Illinois National Board for Professional Teaching Standards designation,
- Is a current National Board Certified Teacher (NBCT),
- Is approved for the Intent to Mentor program and agrees to provide up to 45 hours of NBPTS mentoring or professional development or both,
- Submits their NBPTS mentoring or professional development hours to NBRC by the May 10, 2024, deadline.

Funds must be dispersed on a first-come, first-served basis, with priority given to teachers employed in low income or low-performing schools.

To be eligible for the ISBE National Board Mentor Compensation, you must check "I agree" to all the following statements of understanding. If you cannot agree with all the statements, then do not proceed

with the Intent to Mentor survey as you will NOT qualify for the ISBE National Board Mentor and/or Professional Development Compensation.

28. I understand that eligibility for mentor compensation requires that I am employed by a school district or other public entity that provides early childhood, elementary, or secondary education, including special education (or retired from such a position).
29. I understand that eligibility for mentor compensation for a RETIRED NBCT requires that a letter from the Illinois pension system (that is currently being drawn from) is emailed to the National Board Resource Center.
30. I understand that eligibility for mentor compensation requires that I am in a full-year, full-time position and my functions are specifically authorized by a teaching certificate and include the provision of instruction to students (or retired from such position).
31. I understand that if I mentored and/or provided professional development but did not complete and submit this Intent to Mentor survey by the deadline of February 23, 2024, I will forfeit any compensation.
32. I understand that the mentoring services I provide must NOT occur during school hours (including lunch hour) on a day that is part of my contractual services with the Illinois Public School District.
33. I understand that I am to provide up to 45 hours of Mentoring and/or Professional Development and shall include at least one National Board service.
34. I understand that those who are mentored will be randomly notified for verification of the mentoring provided.
35. I understand that I must submit the required documentation of mentoring and or professional development and data elements by midnight on May 10, 2024, or I will forfeit any compensation.
36. I understand that payments for mentoring are contingent upon sufficient funding availability.
37. I understand that if funding is available, it may be prorated and the amount distributed will be determined by the number of eligible NBCTs who complete and submit the Intent to Mentor survey by February 23, 2024, and the documentation of mentoring and/or professional development by May 10, 2024.
38. By checking "I agree" I authorize my signature to confirm agreement to my responses to the Statements of Understanding and attest that my responses are truthful and accurate.

**STOP and REVIEW** the information which you provided in this survey for accuracy before submitting. You will NOT be able to edit your information after submitting.

**IMPORTANT:** Within a day of submitting this Intent to Mentor and/or Professional Development survey, you will receive an email containing a copy of the information you provided in this form. You will receive a second email within one week from [rcrouse@ilstu.edu](mailto:rcrouse@ilstu.edu) that will include a link to log your hours. The

names of the NBCTs who complete the Intent to Mentor form by February 23, 2024, and are found eligible to mentor will have their names posted on the [Intent to Mentor Approval Page](#). Thank you!