

Details about the Application
Fall 2017
Illinois NB Candidate Fee Subsidy Application
National Board Resource Center at Illinois State University

Glossary

- *The National Board Resource Center (NBRC)* is located at Illinois State University (ISU) in Normal, IL and manages the National Board Subsidy Program for the Illinois State Board of Education (ISBE). This program includes the application and approval process for the Illinois NB Candidate Fee Subsidy in addition to serving as the Third Party support provider for Illinois NB candidates going through the NB process. The phone number for the NBRC is 309-438-1835 and the website is <http://nbrc.illinoisstate.edu>.
- *The National Board for Professional Teaching Standards (NBPTS)* is a national organization and it is located in Arlington, VA. Teachers and Counselors register as candidates at the NBPTS Board Certified Teachers website and pay the yearly, non-refundable \$75 registration processing fee. NBPTS provides information and directions about candidacy and the NB process. The phone number for NBPTS is 1-800-22TEACH and the website is <http://www.nbpts.org/national-board-certification/>.
- *Candidate* – Teachers and/or counselors taking part in the NB process to become a National Board Certified Teacher.
- **Approval List** – Candidates, who complete the online Illinois NB Candidate Fee Subsidy application accurately by October 8, 2017 midnight, have registered with NBPTS and paid the yearly, non-refundable \$75 registration processing fee and who meet the Eligibility Criteria and the Priority School Criteria, names will be posted on the Approval List on the NBRC website.
- **Waiting List**– Candidates, who complete the online Illinois NB Candidate Fee Subsidy application accurately by October 8, 2017 midnight, have registered with NBPTS and paid the yearly, non-refundable \$75 registration processing fee and who meet the Eligibility Criteria, but do not meet the Priority School Criteria, names will be added to the Waiting List on the NBRC website.

Previously Subsidized:

- If you received the Illinois NB Candidate Fee Subsidy in the past, you are not eligible to apply again unless you withdrew within the required timeline. If you applied in a previous year and are not sure if you withdrew in the required timeline, call the NBRC at 1.309.438.1835 for assistance in this matter.

Cost of certification:

- NBRC/ISBE will pay the \$1,900 directly to NBPTS which will cover the costs of all four of the components to be completed during two years.
- The NBRC/ISBE will pay the fee for the NBPTS components during the cycle year in which the components are in a ‘Submitted’ status as viewed in the NBPTS registration.
- Candidates are expected to pay the yearly, non-refundable \$75 registration processing fee when they register with NBPTS.
- Candidates funded through the Illinois NB Candidate Fee Subsidy are to select *Component 1: Content Knowledge* and *Component 3: Teaching Practice and Classroom Environment* to be completed during the first year of your candidacy.

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Eligibility Criteria:

- Currently employed as a **full time** teacher or counselor. This application is not intended for administrators, part-time or retired teachers.
- Teach in an Illinois public school.
- Have taught for three years prior to applying for the IL State Subsidy.
- Hold a valid Illinois Professional Educator License (PEL).
- Hold a valid Illinois Educator Identification License Number (IEIN).
- Be a first time applicant who has not used the Illinois NB Candidate Fee Subsidy in past years. (Candidates who applied for the state subsidy during a previous year and withdrew within the required timeline, may apply for the 2017-2018 subsidy)

Priority School Criteria:

Priority will be given to NB Candidates, on a first come, first serve basis, who teach in schools with one of the following designations-

- [Academic Early Warning Status](#)
- [Academic Watch](#) Status
- [Poverty](#) (50% or more students on free or reduced-priced lunch)

Criteria for Priority:

1. **Phase One:** It is anticipated that there will be more candidate applications than available funding. The selection process will adhere to the criteria outlined within the online application. Candidates, who have registered with NBPTS and paid the yearly, non-refundable \$75 registration processing fee, submitted an accurate and complete application for the Illinois NB Candidate Fee Subsidy by October 8, 2017 midnight, and meet the Eligibility Criteria and the Priority School Criteria, will be added to the Approved List. Candidates who have registered with NBPTS and paid the yearly, non-refundable \$75 registration processing fee, submitted an accurate and complete application for the Illinois NB Candidate Fee Subsidy by October 8, 2017 midnight, and meet the Eligibility Criteria, but do not meet the Priority School Criteria, will be added to the Waiting List.
2. **Phase Two:** Non Priority Schools - In the event there is funding available after October 8, 2017, candidates who have registered with NBPTS and paid the yearly, non-refundable \$75 registration processing fee, submitted an accurate and complete application for the Illinois NB Candidate Fee Subsidy by October 8, 2017 midnight, and meet the Eligibility Criteria, but do not meet the Priority School Criteria, will be moved from the Waiting List and added to the Approved List on October 11, 2017 at 10 a.m.

Applying for the Illinois NB Candidate Fee Subsidy:

1. Before you begin the online application for the Illinois NB Candidate Fee Subsidy, it is important that you read the resource documents linked under the [Important Dates](#) section on the NBRC homepage:
 - [Details](#) about the Illinois NB Candidate Fee Subsidy Application (this document)
 - [Must Read](#) Document 2017-2018 Cycle.
2. Complete the [Practice Application](#) as a means to gain access to informational links and directions which are not available in the Candidate Fee Subsidy application.

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3. Complete the Illinois NB Candidate Fee Subsidy application online at the NBRC website beginning on September 6, 2017 at 10:00 am and no later than October 8, 2017 at midnight. *(It is best to use Mozilla, Firefox, Chrome or Safari (DO NOT use Internet Explorer))*
4. Candidates will be added to the Verified List, Waiting List, or Approval List according to the [Criteria for Priority](#). All lists will be posted on the NBRC website.
5. Final Approval will be based on the candidate 1) completing the online Illinois NB Candidate Fee Subsidy application by the October 8, 2017 midnight deadline, 2) being on the Verified List, and 3) completing the NB registration and paying of the non-refundable \$75 registration processing fee by October 8, 2017.

Key Points:

1. Go to the [NBPTS Board Certified Teachers](#) website > Log In > Create An Account. Complete the registration and pay the yearly, non-refundable \$75 registration processing fee and only select *Component 1: Content Knowledge and Component 3: Teaching Practice and Classroom Environment*.
2. **You must release your information to the Third Party Payer or the Illinois NB Candidate Fee Subsidy CANNOT be applied to your account.**
3. Once the NBPTS registration, payment of \$75 and components 1 and 3 are in a ‘Submitted’ status, the Illinois NB Candidate Fee Subsidy application process will be completed. Your name will be moved from the VERIFIED LIST to the APPROVAL LIST in accordance to the Criteria for Priority.
4. October 8, 2017, at midnight will be the final date for candidates to complete the NBPTS registration and pay the yearly, non-refundable \$75 registration processing fee.
5. The Final Approval List will be posted October 12, 2017 at 2 p.m.

Key Points regarding the application:

- The red asterisks denote questions that must be answered to proceed.
- This is an application in a survey format.
- It is best to use Mozilla Firefox, Chrome or Safari (for Mac). **DO NOT use Internet Explorer.**
- You cannot save the application so you must complete it in its entirety during one sitting.
- Once you are done and submit the application, you will not be able to return to the application.
- You will be emailed a copy of your completed application as your receipt but you may also print it as a backup.

Important Dates to Remember

September 6, 2017 10am	Illinois NB Candidate Fee Subsidy Online Application opens
September 12, 2017 4pm	NBRC begins posting the Approved List on NBRC website Monday through Thursday each week until the application closes
October 8, 2017 midnight	Illinois State Subsidy application closes. This is also the last day to register with NBPTS, pay the yearly, non-refundable \$75 fee and qualify for the Subsidy
October 11, 2017 10am	Waiting List moved to Verified List
October 12, 2017 2pm	Final Approval List posted to NBRC website