

2017-2018 IMPORTANT MUST READ DOCUMENT

This information **ONLY** applies to candidates in the 2017-2018 cycle

(Updated August 2017)

Illinois Candidates

Understanding the information included in this document will prevent later problems. Take your time in reading through this document for complete understanding. Save this document for future reference.

Information included in this document:

1. Understanding the Illinois NB Candidate Fee Subsidy
2. Creating a NBPTS account and selecting components
3. Understanding Withdrawals and Refunds-Avoiding Penalties
4. Candidate Support
5. Important dates and deadlines
6. What can you do ahead of time to prepare for your National Board Candidacy?

1. Understanding the Illinois NB Candidate Fee Subsidy

Note: The \$1,900 Candidate Fee Subsidy is being awarded to you by the State of Illinois through the NBRC/ISU with the intent that it is used for the completion and submission of the four components that make up the whole NBPTS process. The fee for each component is \$475 for a total value of \$1,900. \$475 will be paid to your NBPTS Account for each component that you select for payment upon registration. You only need to apply for the \$1,900 Illinois NB Candidate Fee Subsidy **ONE TIME**. You do **NOT** need to reapply for the \$1,900 state subsidy during your 2-3-year candidacy.

Illinois candidates are given a three-year window to complete the National Board Certification process given that you abide by the following:

- Illinois Candidates are being directed to complete two components during the 2017-2018 cycle (*Component 1: Content Knowledge and Component 3: Teaching Practice and Classroom Environment*). This pertains to first year and second year candidates. *If you are a third-year candidate, you must complete all of the remaining components which you did not complete and submit for scoring. This is your final year to complete and submit for scoring all four of the NB components.*
- First and second year candidates are required to complete and **SUBMIT** for scoring a minimum of one (1) component by the NBPTS Submission Date of **May 2018** to remain eligible for funding.
- Third year candidates **MUST** complete all components that have not been completed and submitted to NBPTS for scoring prior to the 2017-2018 cycle. **ALL** candidates have only **THREE** years to complete the four components and submit them to NBPTS for scoring.

2. Creating a NBPTS account and selecting components

Refer to the [Guide to National Board Certification](#) component selection starting on page 22. This is a must-read document and should be printed for reference.

- **2017-2018 First-Time** Candidates will need to first create an account before beginning the NBPTS registration process, registering for specific components or paying the yearly, non-refundable \$75 registration processing fee. This entire registration must be completed by October 8, 2017 midnight and is the final step in being approved for the Illinois NB Candidate Fee Subsidy.
- **All Returning (2015-2016 and 2016-2017 cycle)** Candidates MUST first pay the yearly, non-refundable \$75 registration processing fee and release their information to the 'THIRD PARTY PAYER' before proceeding to register for additional components.
- Once the NBPTS registration is complete and the yearly, non-refundable \$75 registration processing fee is paid, candidates will be able to register for the components.
- **All Candidates need to make sure they have released their information to the 'THIRD PARTY PAYER'. Funding cannot be applied to your account unless you have completed this action.**

National Board Component Registration - Understanding the four statuses.

- *Incomplete:* You began the registration process, but did not complete all the necessary fields. ISBE cannot make a payment.
- *Submitted:* You have completed all the necessary steps leading up to the payment, but have not yet paid for the component. ISBE CAN and will make the payment for the submitted components before the NBPTS payment deadline provided you have completed all steps in the NBPTS registration process as well as the NBRC application process.
- *Purchased:* You have successfully registered for the component/s and the component/s have been paid for. ISBE would have made the payment by the NBPTS payment deadline.
- *Withdraw:* You selected the component and ISBE paid for the component, then you withdrew. You must withdraw before the NBPTS deadline, **January 31, 2018** to avoid repayment of the Illinois NB Candidate Fee Subsidy. OR, you selected the component and ISBE has not yet paid for the component. You must still withdraw before the NBPTS deadline, **January 31, 2018** to prevent ISBE from making the payment and to avoid repayment of the Illinois NB Candidate Fee Subsidy.

Important to know when registering with NBPTS:

- There is a yearly, nonrefundable and nontransferable \$75 registration processing fee that must be paid during EACH assessment cycle before you select the components. You MUST make this payment.
- Do NOT make payment for components to NBPTS when prompted to do so if you are approved to receive the Illinois NB Candidate Fee Subsidy through the NBRC at ISU. NBPTS is aware that Illinois will make the payment for the submitted component/s to your account before the NBPTS final payment deadline, **January 31, 2018**.
- Make sure that you click **SUBMIT** for each component that you select. 'Submitted' is the status right before payment.
- Illinois candidates are to **ONLY SUBMIT** for component #1 and component #3.

- Make sure that you understand the [NB CERTIFICATE](#) you select and that it is the correct certificate. Verify the age of the students before making the final selection. There will be a \$75 fee to switch the certificate at a later date. Selecting the incorrect certificate and missing the **January 31, 2018** deadline to switch your certificate will jeopardize your candidacy.
- You **MUST** release your information to a ‘**Third Party Payer**’ each time you pay the yearly, nonrefundable \$75 registration processing fee. Illinois is the ‘Third Party Payer’ and a payment can only be made to your account IF you release your information.
- It is **your** responsibility to **MONITOR** your account regularly.

3. Understanding Withdrawals and Refunds – Avoiding Penalties

The NBPTS offers two options for managing your candidacy, component withdrawal and registration withdrawal.

Component Withdrawal

You are expected to complete all components for which you register during the assessment cycle in which the component is purchased. If you are unable to complete a component, you can withdraw the component through your NBPTS account prior to the **January 31, 2018** withdrawal deadline by clicking “Service Requests” from the left-hand navigation menu.

Note: The NBPTS does not offer a deferral service. If the withdrawal deadline has passed, we recommend that you consider completing your selected component(s) by the established deadlines as the assessment fees are nontransferable and even if you do not complete the component(s), the assessment year will count toward your three-year window to pursue certification.

*The State of IL will only pay for a component once. If you do not submit work for a paid component or withdraw by the **January 31, 2018** withdraw deadline you will be responsible to pay for the component the next time you attempt to complete the component.

Registration Withdrawal

If circumstances require you to end your candidacy, you can withdraw your entire registration. By withdrawing your entire registration, you are cancelling your candidacy and will be required to apply anew if you later wish to continue the pursuit of certification.

If you are a first-time candidate and have not completed a component(s): (i.e. you have not submitted a portfolio or tested at the assessment center), you can withdraw your registration through your NBPTS account prior to the withdrawal deadline by clicking “Service Requests” from the left-hand navigation menu. **Note:** You must first withdraw all currently purchased components before you will be permitted to withdraw your entire registration (see Component Withdrawal).

If you are a returning candidate: you can withdraw your registration through your NBPTS account prior to the withdrawal deadline by clicking “Service Requests” from the left-hand navigation menu. Or you can fill out the NBPTS web form located on the [Contact Us](#) page of the NBPTS website. Please use the form for [customer support](#). If you use the web form, be sure to include the reason that you are withdrawing and specify that you are an Illinois candidate. You must withdraw by the **January 31, 2018** withdrawal deadline to ensure any unused funds are returned to the State and to avoid any penalties. **Note:** You must first withdraw all currently purchased components before you will be permitted to withdraw your entire registration (see Component Withdrawal).

Withdrawing by the **January 31, 2018** withdrawal deadline will direct any unused Illinois NB Candidate Fee Subsidy funds back to Illinois to be used by other teachers. You will not be reimbursed for the nonrefundable and nontransferable \$75 registration processing fee or any service fees.

If you do not submit a component by the NBPTS Submission Date of **May 2018**, and you did NOT withdraw by the **January 31, 2018** withdrawal deadline, YOU may be required to repay Illinois the amount of the NB Candidate Fee Subsidy that was paid towards your NBPTS Account but NOT used as intended. (Example: You "**SUBMIT**" for two components \$475 x 2= \$950. Illinois, in good faith, "**PURCHASES**" the two components and makes the \$950 payment to NBPTS for these two components with the agreement that you are completing and submitting the two components for scoring, per the agreement included in the Illinois NB Candidate Fee Subsidy application. You do not submit either component and therefore may be required to repay the \$950 to Illinois). You will also be responsible in contacting NBPTS and requesting that all 'unused' funds be returned to Illinois.

Questions and Answers about withdrawing:

- A. *What should I do if I **SUBMIT** for two components and Illinois **PURCHASES** the two components, but I am only able to complete one of the two components?*
- To maintain the state funding, you are required to submit at least one component to NBPTS for scoring by the **May 2018** deadline. You can withdraw from the second component, but must do so no later than the **January 31, 2018** withdrawal deadline.
- B. *What happens if I submit one component but do not withdraw from the second component?*
- Remember that Illinois "**PURCHASES**" the components that you '**SUBMIT**' when you create your account and select the components. If you do not withdraw from the second component by the **January 31, 2018** withdrawal deadline, you have not fulfilled your agreement with Illinois and the following will apply depending on the situations listed:
 - › **IF** you continue with the NB process until completion -
THEN YOU will be responsible to pay for the component that was not reimbursed back to the state because you did not withdraw by the **January 31, 2018** withdrawal deadline. YOU will pay for that component when you **SUBMIT** for that component **OR** if you decide to withdraw at a later date, YOU may be required to repay Illinois the amount of the Illinois NB Candidate Fee Subsidy that was paid towards your NBPTS Account and not used as intended. In this case the fee is to be repaid to Illinois at the rate of \$475 for each component not submitted or withdrawn by the **January 31, 2018** deadline.
 - › **IF** you do not intend to continue with the NB process, following the completion and submission of the 'one' component –
THEN YOU may be required to repay Illinois the amount of the NB Candidate Fee Subsidy that was paid towards your NBPTS Account and not used as intended.
 - › **The bottom line is**—YOU may be required to repay Illinois at the rate of \$475 for each component, up to \$1,900, as **PURCHASED** by the State of Illinois but

NOT submitted to NBPTS for scoring by **May 2018** as intended, or not withdrawn by the **January 31, 2018** deadline.

C. *What if I decide that I want to wait and start the NB process at a later time? Will I still qualify for the Illinois NB Candidate Fee Subsidy?*

- It is important to understand that the funding for the Illinois NB Candidate Fee Subsidy is dependent on state funding. If the funds are available, you will be eligible to apply for the Illinois NB Candidate Fee Subsidy for a second time ONLY if you withdrew before the **January 31, 2018** withdrawal deadline following the date/year of your approval for the Illinois NB Candidate Fee Subsidy, and ALL of the \$1,900 was returned to the state. If **any** portion of the \$1,900 is not returned to the state, then you no longer qualify as a 'first time' candidate and for that reason, will NOT be eligible for the Illinois NB Candidate Fee Subsidy. It is your responsibility to go through the necessary steps to withdraw from NBPTS and make sure that the funds are returned to Illinois prior to the withdrawal deadline.

D. *Can these funds be used to **RETAKE** the components that I don't achieve?*

- NO, the funds are not to be used for **RETAKES**. NBPTS has an agreement with Illinois that outlines the intended use of the \$1,900. NBPTS will NOT apply Illinois funds toward anything other than the components being completed for the first time. The Illinois NB Candidate Fee Subsidy is NEVER to be used for RETAKES.

4. **Candidate Support**

A Candidate Support Registration message will be sent to all approved candidates in July – August.

Considerations:

- ✓ Candidates teaching in Chicago have the option of attending support sessions provided by the *CTU Quest Center*. Contact Lynn Cherkasky-Davis. Lynn at lynncherkasky-davis@ctuf.org for more information. OR...
- ✓ *Candidates teaching in Chicago have the option to take part in any of the candidate support programs offered through the Illinois National Board Resource Center (NBRC). These two options are not intended to be combined.*
- ✓ Face to Face candidate cohorts (outside of Chicago) will be geographically located according to clusters of ten or more candidates for face to face meetings. This support starts in September 2017 and ends in May 2018 and is provided through twelve, two hour sessions.
- ✓ Online candidate support is being offered through the NBRC. This system uses the university platform and is real time with a NBCT facilitator. There is a \$150 fee for this service. This support starts in September 2017 and ends in May 2018 and is provided through twelve, two hour sessions.
- ✓ The National Board facilitators are paid for the support they provide to candidates. Just like teaching a class, they must prepare ahead of time, facilitate the cohort and reply to follow-up questions and discussions. **ONLY** the candidates who plan to attend the sessions should register for these services. Those who are not in compliance with regular attendance will be dropped from the cohort.
- ✓ Candidates who are members of *NB Professional Development Schools* will NOT receive the July-August 2017 message and will not be required to register for candidate support. ****NB Professional Development Schools** are those who submitted the Form #2 Teacher Agreement. Applications to take part in the school based National Board Professional Development School/District program are due by March 27, 2017. Please call the NBRC at 309-438-1835 to learn more about this limited opportunity.

5. Important Dates and Deadlines

The following chart is applicable to candidates submitting components for scoring during the 2017-2018 assessment cycle. SAVE THESE DATES

2017-2018 NBPTS Important Dates and Deadlines		
WHAT TO DO as found in the <i>Guide to National Board Certification</i>	NBPTS DATES as found in the <i>Guide to National Board Certification</i>	What does this mean for Illinois Candidates?
NB Registration and \$75 payment	April 1, 2017 To June 4, 2017 (midnight) (for Illinois Spring candidates)	ALL Illinois candidates are expected to register with NB and pay the nonrefundable \$75 by June 4, 2017 midnight.
	September 6, 2017 To October 8, 2017 (for Illinois Fall candidates)	ALL Illinois Fall candidates are expected to register with NB, pay the nonrefundable \$75 registration fee and 'Submit' components 1 and 3 by October 8, 2017 midnight.
NBPTS Fee Payment Deadline for components .	January 31, 2018	Illinois will make the payment to your account before the January 31, 2018 fee payment deadline. The payment will only be made to the accounts that show SUBMIT for payment. Monitor your account to make sure that you have clicked on SUBMIT. Accounts that are INCOMPLETE will not be paid.
Change of Certificate and/or Specialty Area	January 31, 2018	Regularly MONITOR your account and make sure your certificate is correct. IF it is not correct, this is the final date to make changes to your certificate.
Change of Component Selection	January 31, 2018	If you selected the incorrect component, this is the final day to make changes or additions.
ePortfolio Submission Window	April–May 2018	Final date to submit your component/s to NBPTS for scoring is May 2018 .
Withdrawal Deadline	January 31, 2018	Final date to withdraw and have the funds returned to ILLINOIS. YOU may be required to repay the fees that were
Component 1: Content Knowledge Testing Window	April–June 15, 2018	Component 1: Content Knowledge Testing Window
Scores Released	On or before December 31, 2018	You will receive the scores for each component on or before December 31, 2018 following your component/s submission.

6. What can you do prior to the first cohort meeting to prepare for your National Board

Candidacy?

Prior to your first candidate cohort meeting you can organize and read the materials for your certificate from the NB first time candidate page <http://boardcertifiedteachers.org/first-time-candidates>. Print, read, and create an organizational system for the following documents:

- *Certificates, Standards and Instructions* for your certificate area
- *Guide to National Board Certification*
- *Component at a Glance* for each of your components
- **MONITOR** your NB Account on a regular basis to make sure you **SUBMITTED** the correct component/s, selected the correct **CERTIFICATE** and check informational updates (including withdrawing, if necessary). It is suggested that you add **MONITOR NB ACCOUNT** as a monthly reminder to your calendar to prevent problems at a later date.
- Check your **EMAIL** regularly. You will receive many messages from National Board (NBPTS) and from the National Board Resource Center (NBRC). The NBRC will provide important information as it pertains to Illinois, your state funding and your candidate support. NB will provide important information as it pertains to your NB account and NBPTS updates. **ALL messages are important and should not be ignored.**
- Make sure that your district firewall is cleared for messages coming from these two addresses. Check your SPAM/JUNK file constantly if you are not receiving messages from NBPTS or from the NBRC. If you are NOT receiving emails contact both NBPTS and the NBRC - it is your responsibility to contact them and let them know.
- Save this document for later reference.
- **Most of all—enjoy this time, relax and have fun!**

Know the difference between the National Board Resource Center and the National Board for Professional Teaching Standards:

- *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 NBPTS 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.