

## Information to Prepare for the Online Application 2017-2018 Cycle

### Welcome to the Illinois NB Candidate Fee Subsidy.

The National Board Resource Center (NBRC) at Illinois State University (ISU) is excited to announce that the 2017 window for the Illinois NB Candidate Fee Subsidy is scheduled to open on Wednesday, September 6, 2017 at 10:00 a.m. This funding is intended for **FIRST TIME** candidates only.

### You will need the following information for the application:

#### Section I

Welcome to the application for the Illinois NB Candidate Fee Subsidy. NOTE: You must be a licensed Illinois teacher or a counselor. This application is not intended for administrators. You must be a first time candidate 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 Illinois NB Candidate Fee Subsidy. 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

The total cost of NB certification will be \$1,900 (which includes the four components) plus the yearly, non-refundable \$75 registration processing fee. The NBRC/ISU 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. All payments for components will be made directly to NBPTS. Applicants that are '**Verified**' for the Illinois NB Candidate Fee Subsidy should NOT make a payment to NBPTS for the components.

When registering for candidacy with NBPTS, you are required to pay the yearly, non-refundable \$75 registration processing fee and **you MUST release your information to the Third-Party Payer**. NBRC/ISU is considered the Third-Party Payer and must have access to your information in order to release any payment to your NBPTS account.

#### NBPTS revision process

All four Components are now available: *Component 1: Content Knowledge, Component 2: Differentiation in Instruction, Component 3: Teaching Practice and Classroom Environment, and Component 4: Effective and Reflective Practitioner*. Learn more about the NBPTS [Revisions to Certification Process](#).

IMPORTANT: Candidates funded through the Illinois NB Candidate Fee Subsidy are to select **ONLY Component 1: Content Knowledge and Component 3: Teaching Practice** to be completed during the first year of your candidacy with the submission date of these components being in May 2018.

#### Applying for the Illinois NB Candidate Fee Subsidy

You must complete the Illinois Candidate Fee Subsidy online application no later than Sunday, October 8, 2017 by midnight. The application is in a survey format. Beginning on September 12, 2017 at 2 p.m., the names of the candidates who are approved to receive the Illinois NB Candidate Fee Subsidy will be posted on the NBRC Approval List each Monday through Thursday with October 12, 2017 2 p.m. being the final date. The process for approval will be in accordance to the [Criteria for Priority](#). This will complete the Illinois NB Candidate Fee Subsidy application process.

Please fill in this **practice application** to help prepare you for the actual online application.

1. First Name:
2. Last Name:
3. Middle Name:
4. Maiden Name: (n/a if it doesn't apply)
5. Birthdate (mm/dd/yyyy)
6. Last four digits (only) of your Social Security Number:
7. Primary Email address where you can be reached at all times including summer. Remember to contact the NBRC if your email address changes.
8. School Email address. (School emails tend to be blocked—always check your Spam folder and make sure that the school firewall allows for email from the NBRC). Remember to contact the NBRC if your school email address changes.
9. Home Telephone Number including area code (no spaces or dashes):
10. Home address: Street
11. Home address: City
12. Home address: State
13. Home address: Zip Code
14. Work telephone number including area code (no spaces or dashes):
15. Your Current Teaching/ Counseling Position (select all that apply):
  - High School
  - Middle School
  - Elementary School
  - Pre-School
  - Currently do not teach
16. Subject area that you teach:
17. Name of school where you are currently employed (no abbreviations).

Note: The Illinois Candidate Fee Subsidy is intended for full time 'teachers and/or counselors' who teach in a public ILLINOIS school. This application is not intended for administrators, part-time or retired teachers. If you start a teaching position in another state, move to a private school or become an Administrator during your NB candidacy, you must contact the NBRC and forfeit the remaining candidate fee funds. It is your responsibility while an Illinois **candidate**, to contact the NBRC if you stop teaching in an Illinois Public School or become an Administrator or you may be expected to repay the funds used while teaching in another state, in a private school or as an Administrator.

18. Address of school (Street):
19. Address of school (City):
20. Address of school (State):
21. Address of school (Zip code):
22. County in which you teach (not country):
23. School, Region, County, District, Type (RCDT) (Ex. 190221080-16-0001)  
<https://www.isbe.net/Pages/Data-Analysis-Directories.aspx> - click on RCDTS Lookup > RCDTS Lookup Page > Search by District.
24. NBPTS Teaching Certificate:  
Include the Discipline and Developmental Level. (Example: Art/ Early and Middle Childhood)  
Use this link to understand and decided which NB certificate you will chose to complete  
[http://www.nbpts.org/wp-content/uploads/Choosing\\_the\\_Right\\_Certificate.pdf](http://www.nbpts.org/wp-content/uploads/Choosing_the_Right_Certificate.pdf) . The certificate should complement your Illinois license.

## **Section I continued**

### **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, 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 2 p.m.
25. Is your school on the [Academic Early Warning](#) List?
  26. Is your school on the [Academic Watch](#) List?
  27. Does your school have [50% or more students on free or reduced](#) price lunch status?

28. To be eligible for the Illinois NB Candidate Fee Subsidy, teachers or counselors must hold a valid Illinois **Educator Identification License (IEIN)**. This applies even if your current position does not require one. This information can be found in the [Illinois Educator Licensure Information System](#) (ELIS):

**Primary Information –**

Full Name: Jane Doe  
**IEIN:** 123456  
 DOB: mm/dd/yyyy  
 Gender: female  
 Former Name: Deer

29. To be eligible for the Illinois NB Candidate Fee Subsidy, teachers or counselors must hold a valid **Professional Educator License (PEL)**. This applies even if your current position does not require one. This information can be found in the [Illinois Educator Licensure Information System](#) (ELIS) under “MY CREDENTIALS”:

| Select | License ID | License                       | Status Code |
|--------|------------|-------------------------------|-------------|
| Select | 1234567    | Professional Educator License |             |

**SECTION II – Applicant Confirmation of Agreement**

To be eligible for the Illinois NB Candidate Fee Subsidy, applicants must agree to the questions below and authorize their signature to confirm agreement

30. Do you agree that your Illinois license is current and valid?
31. Do you agree to complete the NBPTS registration and pay the yearly, non-refundable \$75 registration processing fee to NBPTS by the October 8, 2017 midnight deadline? *\$75 is to be paid for in the spring of each cycle. The overall cost for the two years will be \$150 (\$75x2=\$150).*
32. Do you agree that you are a first time candidate 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 Illinois NB Candidate Fee Subsidy. 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).
33. Do you agree to serve in an Illinois public school for two years following receipt of the \$1,900 Illinois NB Candidate Fee Subsidy?
34. Do you agree that if you decide to withdraw as a NB Candidate that you will withdraw from NBPTS on or before January 31, 2018? If the funds are not used for the intended purpose or you do not officially withdraw by January 31, 2018, you may be expected to repay the subsidy.
35. Do you agree that to maintain the Illinois NB Candidate Fee Subsidy, you are required to submit a minimum of one component to NB for scoring by the May 2018 submission deadline as determined by NBPTS?
36. Do you agree that you have read the 2017-2018 [MUST READ DOCUMENT](#) and are in complete understanding of your obligations in maintaining the Illinois NB Candidate Fee Subsidy, monitoring

your NB Account, meeting all deadlines and taking full responsibility for actions pertaining to your role as an Illinois National Board Candidate?

37. Do you agree that you have read the [Criteria for Priority](#) (provided in the Practice Application and the Details about the Application documents) and understand that your approval for the Illinois NB Candidate Fee Subsidy is based on these criteria?
38. Do you agree that if you do not complete the online Illinois NB Candidate Fee Subsidy application accurately by October 8, 2017, midnight and/or do not register with NBPTS and pay the yearly, non-refundable \$75 registration processing fee by October 8, 2017, midnight you are forfeiting your 2017-2018 Illinois Subsidy application?
39. Do you agree that you submitted complete and correct information in the Illinois NB Candidate Fee Subsidy Application?
40. Check yes to authorize your signature to confirm agreement to your responses in questions 30 - 39.

### **SECTION III – District Administrator Information**

41. Official School District name:
42. Address of District (Street):
43. Address of District (City):
44. Address of District (State):
45. Address of District (Zip Code):
46. Name of District Administrator:
47. Title of District Administrator (ex. Superintendent, Principal, Human Resources Director, Assistant Superintendent, etc.).
48. Telephone Number of District Administrator (no spaces or dashes):
49. Email of District Administrator:
50. Illinois candidates are to select ONLY components one and three.  
Immediately upon submission of the online Illinois NB Candidate Fee Subsidy application, a copy of the completed application will be emailed to you as your receipt. If you do not receive an email copy of your application within 24 hours of submitting your application, please check your SPAM folder and firewall before contacting the National Board Resource Center.

Names of candidates will be posted to the NBRC website on the Approval List beginning September 12, 2017 at 2 p.m. Approval for the Illinois NB Candidate Fee Subsidy is made in accordance to the [Criteria for Priority](#). The approval list will be posted at the National Board Resource Center (NBRC) at Illinois State University website <http://nbc.illinoisstate.edu>. Read and follow the directions on the approval list to remain eligible for the 2017-2018 Illinois NB Candidate Fee Subsidy and for current information that pertains to your candidacy.