Details about the Application  
Spring 2020  
Illinois NB First Time 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 First Time Candidate Fee Subsidy in addition to serving as the Third Party Payer for Illinois NB candidates going through the NB process. The phone number for the NBRC is 309-438-1835 and the website is https://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 NBPTS registration fee. NBPTS provides information and directions about candidacy and the National Board (NB) process. The phone number for NBPTS is 1-800-22TEACH and the website is http://boardcertifiedteachers.org.  
• Candidate – Teachers and/or counselors taking part in the NB Process to become a National Board Certified Teacher.  
• Eligible List – Candidates who meet the Eligibility Criteria and complete the online Illinois NB First Time Candidate Fee Subsidy application accurately by May 10, 2020 midnight will be added to the Eligible List. (posted on the NBRC website)  
• Approval List – Candidates who meet the Eligibility Criteria, complete the online Illinois NB First Time Candidate Fee Subsidy application accurately by May 10, 2020 midnight, are on the Eligible List, have registered with NBPTS and paid the yearly, non-refundable $75 NBPTS registration fee by May 18, 2020 midnight, will be posted on the Approval List. (Posted on NBRC Website)  

Previously Subsidized:  
• If you received the Illinois NB First Time 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 over two years.  
• The NBRC/ISBE will pay the cost of 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 NBPTS registration fee when they register with NBPTS.  
• Candidates funded through the Illinois NB First Time Candidate Fee Subsidy are to select Component 2: Differentiation in Instruction and Component 4: Effective and Reflective Practitioner to be completed during the first year of your candidacy.
Details about the Application  
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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 September 2020.
- 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 First Time 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 2020-2021 subsidy.)

Applying for the Illinois NB First Time Candidate Fee Subsidy:

1. **Before you begin the online application for the Illinois NB First Time 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 First Time Candidate Fee Subsidy Application* (this document)

2. Complete the *Practice Application* to gain access to informational links and directions which are not available in the online Illinois NB First Time Candidate Fee Subsidy application.

3. Complete the Illinois NB First Time Candidate Fee Subsidy application online at the NBRC website beginning on February 11, 2020 at 10:00 am and no later than May 10, 2020 at midnight. *It is best to use Mozilla, Firefox, Chrome or Safari (DO NOT use Internet Explorer).*

4. Candidates will be added to the Eligible List if there are no issues with their application. Allow 5-7 business days for this to happen. All lists will be posted on the NBRC website.

5. Final Approval will be based on the candidate 1) completing the online Illinois NB First Time Candidate Fee Subsidy application by the May 10, 2020 midnight deadline, 2) being on the Eligible List, and 3) completing the NBPTS registration and paying of the non-refundable $75 NBPTS registration fee by May 18, 2020.

Key Points:

1. Go to the [NBPTS Board Certified Teachers](#) website→Log In/Sign Up→Interested in Becoming a Candidate? Create a New Account→Create an account. Complete the registration and pay the yearly, non-refundable $75 NBPTS registration fee and only select Component 2: *Differentiation in Instruction* and Component 4: *Effective and Reflective Practitioner.*

2. **You must release your information to the Third Party Payer or the Illinois NB First Time Candidate Fee Subsidy CANNOT be applied to your account.**

3. Once the NBPTS registration and payment are complete, the Illinois NB First Time Candidate Fee Subsidy application process will be completed. Your name will be moved from the Eligible List to the Approved List. Please allow 5-7 business days for this to happen.

4. May 18, 2020, at midnight will be the final date for candidates to complete the NBPTS registration and pay the yearly, non-refundable $75 NBPTS registration fee.

5. The Final Approval List will be posted May 25, 2020 at 10 a.m.
Key Points regarding the online 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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
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<tbody>
<tr>
<td>February 11, 2020 10 am</td>
<td>Illinois NB First Time Candidate Fee Subsidy Online Application opens</td>
</tr>
<tr>
<td>February 19, 2020 4 pm</td>
<td>NBRC begins posting Eligible List on NBRC website</td>
</tr>
<tr>
<td>April 15, 2020</td>
<td>NBPTS 2012-2021 registration opens – do not register prior to the new year opening</td>
</tr>
<tr>
<td>May 10, 2020 midnight</td>
<td>Illinois NB First Time Candidate Fee Subsidy Online Application closes</td>
</tr>
<tr>
<td>May 18, 2020 midnight</td>
<td>Last day to register with NBPTS, pay the yearly, non-refundable $75 NBPTS registration fee and qualify for the Subsidy</td>
</tr>
<tr>
<td>Mid-April</td>
<td>NBRC begins posting the Approval List</td>
</tr>
<tr>
<td>May 25, 2020 10am</td>
<td>Final Approval List posted to NBRC website</td>
</tr>
<tr>
<td>February 28, 2021</td>
<td>NBRC Deadline to withdraw</td>
</tr>
<tr>
<td>February 28, 2021</td>
<td>All component payments will be sent from NBRC/ISBE to the National Board by the February 28, 2021 payment deadline.</td>
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