Information to Prepare for the Online Application
2020-2021 Cycle

Welcome to the Illinois National Board (NB) First Time Candidate Fee Subsidy application.

The National Board Resource Center (NBRC) at Illinois State University (ISU) is excited to announce that the 2020 window for the Illinois NB First Time Candidate Fee Subsidy is scheduled to open on Tuesday, February 11, 2020 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 First Time Candidate Fee Subsidy. NOTE: You must be a full-time licensed Illinois teacher or counselor teaching in an Illinois public school. This application is not intended for administrators, part-time or retired teachers. You must have taught for three years prior to September 2020. You must be a first-time candidate 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 Illinois NB First Time 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 National Board for Professional Teaching Standards (NBPTS) registration fee. The NBRC/ISU will pay 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 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 NBPTS registration 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 process
The four Components are: 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 Certification Process.

IMPORTANT: Candidates funded through the Illinois NB First Time Candidate Fee Subsidy are to select ONLY Component 2: Differentiation in Instruction and Component 4: Effective and Reflective Practitioner to be completed during the first year of your candidacy with the submission date of these components being in May 2021.

Applying for the Illinois NB First Time Candidate Fee Subsidy
You must complete the Illinois NB First Time Candidate Fee Subsidy online application no later than Sunday, May 10, 2020 by midnight. The application is in a survey format. The names of the candidates who have applied to receive the Illinois NB Candidate Fee Subsidy will begin to be posted on the Eligible List February 19, 2020 at 4 p.m.

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. Personal Email address where you can always be reached including summer. Remember to contact the NBRC if your email address changes.

7. Professional 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.

8. Home Telephone Number including area code (no spaces or dashes):

9. Home address: Street, City, State, Zip Code

10. Work phone number including area code (no spaces or dashes):

11. Your Current Teaching/ Counseling Position (select all that apply):
   - High School
   - Middle School
   - Elementary School
   - Pre-School
   - Currently do not teach

12. Subject area that you Teach:

13. Name of school where you are currently employed (no abbreviations).
   
   **Note:** The Illinois NB First Time Candidate Fee Subsidy is intended for ‘teachers and/or counselors’ who teach in a public ILLINOIS school. 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 subsidy 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.

14. School Address: Street, City, State, Zip Code

15. County in which you teach (not country):

16. School, Region, County, District, Type (RCDT) (Ex. 190221080-16-0001)
   
   [https://www.isbe.net/Pages/Data-Analysis-Directories.aspx](https://www.isbe.net/Pages/Data-Analysis-Directories.aspx) - click on RCDTS Code Lookup > RCDTS Lookup Page > Search by Facility Name.

17. NBPTS Teaching Certificate Discipline:

18. NBPTS Teaching Certificate Developmental Level:

19. Does your School/District offer any incentives for National Board Certification? Please check with your Union Representative if you are unsure.

20. If you answered yes to question 20 please provide details about the incentives offered.

21. Where did you receive your Undergraduate degree?

22. To be eligible for the Illinois NB First Time 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):

23. To be eligible for the Illinois NB First Time 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 “CREDENTIALS”:

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**SECTION II – Applicant Confirmation of Agreement**

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

1. Do you agree that your Illinois license is current and valid?

2. Do you agree to complete the NBPTS registration and pay the yearly, non-refundable $75 NBPTS registration fee to NBPTS by the May 18, 2020 midnight deadline? The yearly, non-refundable $75 NBPTS registration fee is to be paid in the spring of each cycle. The overall cost for the two years will be ($75x2=$150).

3. Do you agree that you are a first-time candidate 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 Illinois NB First Time 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).
4. Do you agree that if you decide to withdraw as a NB Candidate that you will withdraw from NBPTS on or before February 28, 2021? If the funds are not used for the intended purpose or you do not officially withdraw by February 28, 2021, you may be expected to repay the subsidy.

5. Do you agree that to maintain the Illinois NB First Time Candidate Fee Subsidy, you are required to submit a minimum of one component to NBPTS for scoring by the May 2021 submission deadline as determined by NBPTS?

6. Do you agree that you have read the 2020-2021 MUST READ DOCUMENT (see Step 1 on website) and are in complete understanding of your obligations in maintaining the Illinois NB First Time 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?

7. Do you agree that if you do not complete the online Illinois NB First Time Candidate Fee Subsidy application accurately by May 10, 2020 midnight and/or do not register with NBPTS and pay the yearly, non-refundable $75 NBPTS registration fee by May 18, 2020, midnight you are forfeiting your 2020-2021 Illinois Subsidy application?

8. Do you agree that you submitted complete and correct information in the Illinois NB First Time Candidate Fee Subsidy Application?

9. Check yes to authorize your signature to confirm agreement to your responses in questions 1-8.

**SECTION III – District Administrator Information**

1. Official School District name:

2. District Address: Street, City, State, Zip Code

3. Name of District Administrator: *CPS employees, please list the name of your Principal as their name and email address is required for informational and communication purposes.*

4. Title of District Administrator (ex. Superintendent, Principal, Human Resources Director, Assistant Superintendent, etc.).

5. Telephone Number of District Administrator (no spaces or dashes):

6. Email of District Administrator: *CPS employees, please list the email of your Principal as their name and email address is required for informational and communication purposes.*

7. Illinois candidates are to select ONLY components TWO and FOUR.
   *The State of IL will only pay for candidates to complete two components a year.

Immediately upon submission of the online Illinois NB First Time 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 Eligible List beginning February 19, 2020 at 4 p.m. Candidates will be moved from the Eligible to Approved List after they pay their National Board non-refundable $75 registration fee. The Approval List will also be posted on the NBRC website https://nbrc.illinoisstate.edu/. Continue to visit our website to find your name on the Approved List beginning in mid-April until Monday, May 25, 2020.

Read and follow the directions on the approval list to remain eligible for the 2020-2021 Illinois NB First Time Candidate Fee Subsidy and for current information that pertains to your candidacy.