



## **Illinois NB First Time Candidate Fee Subsidy Application Informational Document**

### Table of Contents

Understanding the National Board First Time Candidate Fee Subsidy Application and Process	2
Applying for the Illinois National Board First Time Candidate Fee Subsidy	3
Creating a NBPTS Account and Selecting Components	4
Understanding Withdrawals, Refunds, and How to Avoid Penalties	5
Candidate Support	7
Important Dates and Deadlines	8
Contact Information	9

Congratulations on making the decision to seek National Board Certification! The staff at National Board Resource Center is excited that you are engaging in this professional learning opportunity. This document has been created to assist in understanding the process to becoming a National Board Certified Teacher (NBCT) and expectations of candidacy.

### **Understanding the National Board First Time Candidate Fee Subsidy Application and Process**

Eligible Illinois teachers and counselors will be awarded \$1,900.00 by the state of Illinois through the National Board Resource Center (NBRC)/Illinois State University (ISU) with the intent that it is used for the completion and submission of the four components that make up the whole National Board Professional Teaching Standards (NBPTS henceforth) process. The fee for each component is \$475.00 for a total value of \$1,900. National Board candidates are expected to pay the annual \$75.00 non-refundable NBPTS registration fee.

**Eligibility criteria** includes:

- Currently employed as a **full time** teacher or counselor (the subsidy application is not intended for administrators, part-time or retired teachers); Positions such as Curriculum Specialists, Reading Interventionist, Instructional Coaches, etc. are eligible as long as the educator position is based on the district's teacher contract.
- Teach in an Illinois public school;
- Have taught for three years prior to September 2022;
- Hold a valid Illinois Professional Educator License (PEL);
- Hold a valid Illinois Educator Identification License Number (IEIN); and
- 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 2022-2023 subsidy).

Illinois NB candidates are given a three-year window to complete the National Board Certification process. Illinois Candidates will complete two components during the 2022-2023 cycle (*Component 2: Differentiation in Instruction* **and** *Component 4: Effective and Reflective Practitioner*). This pertains to first year and second year candidates. 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 2023** to remain eligible for funding.

### **Applying for the Illinois National Board First Time Candidate Fee Subsidy**

Before you begin the online application for the Illinois NB First Time Candidate Fee Subsidy, it is important that you:

1. Read the resource documents linked under the *Important Dates* section on the NBRC homepage.
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 MARCH 01, 2022, at 10:00 a.m. and no later than MAY 10, 2022 at midnight. *It is best to use Mozilla, Firefox, Chrome or Safari.*
4. Candidates will be added to the Eligible List that is located on the NBRC website if there are no issues with their application. Allow 5-7 business days for this to happen. If there is an issue with eligibility, you will be emailed and given an opportunity to address the issue if applicable.
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, 2022 midnight deadline, 2) being on the Eligible List, and 3) completing the NBPTS registration and paying of the non-refundable \$75 NBPTS registration fee from MAY 23, 2022 – 8 a.m. on June 10, 2022.

#### **Key Points about the Online Application:**

- The red asterisks denote questions that must be answered to proceed.
- This is an application in a survey format.
- 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.

## **Creating a NBPTS Account and Selecting Components**

\*Refer to the [Guide to National Board Certification](#) component selection starting on page 25.

- **2022-2023 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 NBPTS registration fee. This entire registration must be completed by June 10 at 8 a.m. and is the final step in being approved for the Illinois NB First Time Candidate Fee Subsidy.

- **All Returning (2020-2021 and 2021-2022 cycle)** Candidates MUST first pay the yearly, non-refundable \$75 NBPTS registration fee and release their information to the ‘THIRD PARTY PAYER’ before proceeding to register for additional components. This entire registration must be completed by June 10 at 8 a.m.

### **Important to know when registering with NBPTS:**

- Do NOT make payment for components to NBPTS when prompted to do so if you are approved to receive the Illinois NB First Time Candidate Fee Subsidy through the NBRC. NBPTS is aware that Illinois will make the payment for the submitted component/s to your account before the NBPTS final payment deadline, February 28, 2023. Make sure that you click **SUBMIT ORDER** for each component that you select. This will put your selected components in a ‘Submitted’ status. ‘Submitted’ is the status right before payment.

- Illinois candidates are to ONLY **SUBMIT** for Component 2 and Component 4.

- 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 your certificate at a later date. Selecting the incorrect certificate and missing the February 28, 2023, 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 NBPTS registration 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.

### **National Board Component Registration - Understanding the four statuses.**

- *Incomplete:* You began the registration process, but did not complete all the necessary fields. The Illinois State Board of Education (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. NBRC/ISBE 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 NBRC deadline, February 28, 2023 to avoid repayment of the Illinois NB First Time Candidate Fee Subsidy. OR, you selected the component and ISBE has not yet paid for the component. You must still withdraw before the NBRC deadline, February 28, 2023 to prevent ISBE from making the payment and to avoid repayment of the Illinois NB First Time Candidate Fee Subsidy.

### **Understanding Withdrawals, Refunds, and How to Avoid Penalties**

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

#### **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 NBRC February 28, 2023, withdrawal deadline by clicking “Service Requests” from the left-hand navigation menu.

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 NBRC February 28, 2023, withdrawal 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.

**First time candidate:**

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 by contacting the NBPTS Customer Support team.

**Note:** You must first withdraw all currently purchased components before you will be permitted to withdraw your entire registration. To withdraw from components, you should log into your NBPTS profile and withdraw from the components by clicking the “Withdraw” button located on your Certification Dashboard. You must withdraw each component separately. After you have withdrawn your components, you will need to contact NBPTS Customer Support using the National Board web form located online at <https://www.nbpts.org/contact/>. Please include your name and candidate ID number with your request, along with the following statement: "I do not plan to pursue certification at this time and would like to withdraw my entire registration. I have withdrawn all components purchased for the 2022-23 cycle and understand that I will need to register anew if I decide to pursue certification at a later date." You must withdraw by the February 28, 2023, withdrawal deadline to ensure any unused funds are returned to the State and to avoid any penalties.

**Returning candidate:**

If you have completed one or more components in a previous cycle (i.e., you submitted a portfolio or tested at the assessment center), you can withdraw your registration by contacting the NBPTS Customer Support team.

**Note:** You must first withdraw all currently purchased components before you will be permitted to withdraw your entire registration. To withdraw from components, you should log into your NBPTS profile and withdraw from the components by clicking the “Withdraw” button located on your Certification Dashboard. You must withdraw each component separately. After you have

withdrawn your components, you will need to contact NBPTS Customer Support using the National Board web form located online at <https://www.nbpts.org/contact/>. Please include your name and candidate ID number with your request, along with the following statement: "I do not plan to continue with the certification process and would like to withdraw my registration. By withdrawing my registration now, I understand that all previously submitted fees and any scores previously received are forfeit. I also understand that should I choose to pursue certification again in the future I will be required to begin anew and pay all fees again." You must withdraw by the February 28, 2023, withdrawal deadline to ensure any unused funds are returned to the State and to avoid any penalties.

Withdrawing by the February 28, 2023, withdrawal deadline will direct any unused Illinois NB First Time Candidate Fee Subsidy funds back to Illinois to be used by other teachers. You will not be reimbursed for the non-refundable and nontransferable \$75 NBPTS registration fee or any service fees. If you do not submit a component by the NBPTS Submission Date of May 2023, and you did NOT withdraw by the February 28, 2023, withdrawal deadline, you may be required to repay Illinois the amount of the Illinois NB First Time Candidate Fee Subsidy that was paid towards your NBPTS Account but NOT used as intended. For example: You "SUBMIT" for two components  $\$475 \times 2 = \$950$ . 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 First Time 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.

### **Candidate Support**

A Candidate Support Registration message will be emailed to all approved candidates. Candidates teaching in Chicago have the option of attending support sessions provided by the CTU Quest Center or the National Board Resource Center. Contact Lynn Cherkasky-Davis at [lynncherkasky-davis@ctuf.org](mailto:lynncherkasky-davis@ctuf.org) for more information about support provided by the CTU Quest Center. The second option for candidates teaching in Chicago is to take part in any of the candidate support programs offered through the Illinois National Board Resource Center

(NBRC). This includes a virtual support option that would only include CPS educators. *These two options are not intended to be combined.*

Face to-Face candidate cohorts (outside of Chicago) will be located strategically throughout the state for face-to-face meetings. This support is anticipated to begin in September 2022 and ends in May 2023 and is provided through twelve, two-hour sessions. Face-to-face cohorts may be based in a National Board Professional Development School OR in collaboration with a hosting Regional Office of Education.

Online candidate support is being offered through the NBRC. This system uses the ZOOM platform and is in real time with a NBCT facilitator. This support is anticipated to begin in September 2022 and ends in May 2023 and is provided through twelve, two-hour sessions and include educators from around the state of Illinois.

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.

**Important Dates and Deadlines**

<b>WHAT TO DO</b> as found in the <i>Guide to National Board Certification</i> TBA((TBA))	<b>NBPTS DATES</b> as found in the <i>Guide to National Board Certification</i>	<b>What does this mean for <u>Illinois</u> Candidates?</b>
NBPTS Registration and \$75 payment	May 23, 2022 To June 10, 2022 (8 a.m.) (for Illinois candidates)	ALL Illinois candidates are expected to register with NBPTS and pay the yearly, non-refundable \$75 registration fee to NBPTS between May 23 - June 10.



NBPTS Payment Deadline for components.	February 28, 2023	Illinois will make all component payments to your account before the February 28, 2023 payment deadline. The payment will only be made to components that have a status of 'SUBMIT' for payment. Monitor your account to make sure that your components are in a 'SUBMIT' status. Accounts that are INCOMPLETE will not be paid.
Change of Certificate and/or Specialty Area	February 28, 2023	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	February 28, 2023	If you selected the incorrect component, this is the final date to make changes or additions.
ePortfolio Submission Window	April – May 2023	Final date to submit your component/s to NBPTS for scoring will be in May 2023. Please check with NBPTS for the exact date in May 2023.
Withdrawal Deadline	February 28, 2023	NBRC final date to withdraw and have the funds returned to Illinois.
Component 1: Content Knowledge Testing Window	March – June 2023	Component 1: Content Knowledge Testing Window[BM1]

Scores Released	On or before December 31, 2023	You will receive the scores for each component on or before December 31, 2023.
-----------------	--------------------------------	--

**\*Information and dates in this document are subject to change.**

### **Contact Information**

**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 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 NBPTS registration fee. NBPTS provides information and directions about candidacy and the NB process. The phone number for NBPTS is 1-800-22TEACH.