

## **Information to Prepare for the Illinois National Board Retake Candidate Fee Subsidy Online Application FY22 Cycle**

**\*For candidates who completed and submitted ALL components (Component 1, Component 2, Component 3 and Component 4) and received final scores for ALL components by December 31, 2021.**

Welcome to the practice application for the Illinois NB Retake Candidate Fee Subsidy. You must be a licensed Illinois teacher or a counselor.

**NOTE:** If you received the Illinois NB Retake Candidate Fee Subsidy for any portion of a component in the past, you are not eligible to apply again for that portion unless you withdrew from the portion within the required timeline. If you applied in a previous year and are not sure if you withdrew in the required timeline, call the National Board Resource Center (NBRC) at 1.309.438.1835 for assistance in this matter.

### **Timeline:**

- Application opens September 1, 2021 at 10 a.m.
- You must complete and make \$75 payment for the NBPTS retake registration by March 10, 2022 at midnight.
- You must complete the Illinois NB Retake Candidate Fee Subsidy application no later than March 10, 2022 at midnight.
- Names of applicants will be posted on the NBRC website weekly from September 4, 2021 through March 13, 2022 (excluding holidays).
- Assessment window for Component 1: March 1, 2022 to June 2022.
- ePortfolio submission window for Component 2, 3, and 4: April 1, 2022 to mid-May, 2022 (check the NB Guide for exact May date deadline).
- COMPONENT SUBMISSION DUE DATES SUBJECT TO CHANGE BY NBPTS.

**STOP! Do not proceed until you:** Read the details about the Illinois NB Retake Candidate Fee Subsidy Application found on the NBRC website.

1. NBPTS Candidate ID (Format this number starting with the first zero in the ID number. PLEASE TYPE CAREFULLY.) \*Refer to your NBPTS profile for this information.
2. First Name
3. Last Name
4. Middle Name
5. Maiden Name or Prior Legal Name
6. Birthday (mm/dd/yyyy)

7. IEIN #

Illinois Educator Licensure Information System:

<https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx>

8. Personal Email Address

E-mail address where you can be reached at all times including summer. (School emails tend to be blocked.) \*Please be sure this is typed accurately\* Contact the NBRC office if your email address changes during your NB candidacy.

9. Professional Email Address

\*Please be sure this is typed accurately\* Contact the NBRC office if your email address changes during your NB candidacy.

10. Phone Number (Include area code - no spaces or dashes. Ex.3094381835)

11. Home Address

- a. Street
- b. City
- c. State
- d. Zip

12. Home County (example: Cook County)

13. Current Teaching/Counseling Grade Level (Select all that apply.)

- High School
- Middle School
- Elementary School
- Pre-School

14. Subject Area that you Teach

15. Name of School/Entity where you are currently employed

\* If you selected 'Other' in question 14 please enter your school/entity where you are currently employed. (This is for educators who do not see their school or educational institutions listed.)

16. Work Phone Number (Include area code - no spaces or dashes. Ex.3094381835)

17. Address of School/Entity

- a. Street
- b. City
- c. State
- d. Zip

18. County in which you teach.

19. School Region, County, District, Type (RCDT) code (Click 'RCDTS Code Lookup' → Click 'RCDTS Lookup Page' → Search by School Name)

<https://www.isbe.net/Pages/Data-Analysis-Directories.aspx>

\* If you selected 'Other' in question 18 please enter your school/entity RCDT Code.

20. Race: Used only for overall reporting in efforts to ensure equity and diversity of the National Board program.

- Hispanic or Latinix
- Native American or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or More Races
- Choose Not to Answer
- Other (please write in)

21. What year into your teaching career did you become interested in pursuing National Board Certification? (Ex: 5)

## SECTION II – APPLICANT CONFIRMATION OF AGREEMENT

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

1. To be eligible for the Illinois NB Retake Candidate Fee Subsidy, teachers and counselors must hold a valid Professional Educator License (PEL). This applies even if your current position does not require one. Your Professional Educator License number can be found in the Illinois Educator Licensure Information System (ELIS) under 'MY CREDENTIALS'. What is your Professional Educator License number?

Illinois Educator Licensure Information System:

<https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx> .

2. To be eligible for the Illinois NB Retake Candidate Fee Subsidy, a teacher or counselor must agree that his or her teaching license is valid and current. Do you agree that your Illinois license is valid and current?

3. To be eligible for the Illinois NB Retake Candidate Fee Subsidy, a teacher or counselor must agree that he or she teaches in an Illinois Public School. Do you agree that you teach in an Illinois Public School?

4. Do you agree that you are a prior recipient of the Illinois NB Candidate Fee Subsidy?

5. Do you agree that you received a score for ALL components (Component 1, Component 2, Component 3 and Component 4) from NBPTS by December 31, 2021?

6. Do you agree that you registered with NBPTS by the March 10, 2022 deadline and selected to Retake one or more of the components?

7. Do you agree that you are in full understanding that the Illinois NB Retake Candidate Fee Subsidy payment for the Retake components will be made to NBPTS? NBPTS will apply the payment to the candidate's NB Account. The Illinois NB Retake Candidate Fee Subsidy will NOT be paid directly to the retake candidate.

8. Do you agree that you submitted complete and correct information in the Illinois NB Retake Candidate Fee Subsidy Application?
9. By checking "Agree" I authorize my signature to confirm agreement to my responses in questions 3-9 and attest that my responses are truthful and accurate.

### SECTION III – DISTRICT ADMINISTRATOR INFORMATION

1. District Name and Number  
\* If you selected 'Other' in question 1 please enter in your District Name and Number.
2. Address of District
  - a. Street
  - b. City
  - c. State
  - d. Zip
3. District Administrator Title
  - Superintendent
  - Assistant Superintendent
  - Principal
  - Human Resources Director
  - Other:
4. District Administrator Name
5. Telephone number of District Administrator (Include area code - no spaces or dashes. Ex.3094381835)
6. E-mail Address of District Administrator

### SECTION IV - SELECTING RETAKE COMPONENTS

1. Which of the Components did you select in your NB Account?
  - Component 1
  - Component 2
  - Component 3
  - Component 4
  
- Which of the Component One exercises did you select in your NB?
  - Exercise One
  - Exercise Two
  - Exercise Three
  - Selected Response Items (SRIs)
  - Does Not Apply

CLICK "SUBMIT FORM" BELOW TO COMPLETE THE APPLICATION

Thank you for completing the application for the Illinois NB Retake Candidate Fee Subsidy.

After submission, a copy of the completed application will be emailed to you as your receipt. (If you don't receive the receipt, please check your SPAM/JUNK folder or contact your tech support to make sure that your firewall allows messages from this address). Allow 48 hours to receive the receipt of your application.

Important:

Continue to visit the NBRC at Illinois State University website at <https://nbrc.illinoisstate.edu/> to find your name on the regularly updated approval list beginning September of 2021.

STOP! Before you hit "Submit Form" please check that all responses are complete and accurate. Once you hit "Submit Form" you will not be able to return to the application.