

2024-2025 Administrator Checklist

To become a National Board Professional Development School or District for the 2024-2025 school year:

1. Complete and submit the [Statement of Intent Form](#) to hold your school's spot with the NBRC by July 19, 2024. More information will be shared once this form is received.
2. Recruit teachers and/or counselors for a professional development cohort centered on completing National Board Component 2: ***Differentiation in Instruction*** and Component 4: ***Effective and Reflective Practitioner*** during the 2024-2025 school year using our [NBPDS Informational Flyer](#). You can also schedule an informational webinar with our office, or else share the [Awareness PowerPoint](#) from our website.
3. Complete and submit the [School Registration form](#) for your candidates and return it to the National Board Resource Center by August 30, 2024.
4. Instruct **new** cohort members to apply for the [Illinois National Board First Time Candidate Fee Subsidy](#). This subsidy enables the payment of fees for all eligible teachers and counselors for the National Board process. *If you are a returning NBPD School, returning cohort members from the previous school year are already approved and do not need to reapply for the state subsidy. You will need to pay your annual \$75 to NBPTS before we can send payment.*
5. Assure all cohort members sign an individual [Teacher Agreement](#) so there is an understanding of cohort member responsibilities. Keep a copy of each for your records and email a copy to the NBRC at NBResourceCenter@ilstu.edu.

Invoicing: The National Board Resource Center will invoice your district \$7,250 per cohort—includes up to 15 educators. \$7,250 is **due by August 30, 2024**.

Discounted rate of \$6950 if paid by July 31.

Note: If your district has schools categorized as ESSA Tier 3 (Targeted supported) or ESSA Tier 4 (comprehensive support), funds allocated may be used for the purpose of payment for the National Board Professional Development School/District program. Other district/school Professional Development funds may be used as well.