APS Candidates pursuing National Board Certification who would like Arlington Public Schools to pay the $1,900.00 assessment fee must complete this form and submit it to the Office of Professional Development.  **We anticipate high level of interest in the cohort for 17-18 and may need to hold a lottery. If a lottery is necessary, we will adhere to the following criteria:**

* **Candidate submits their application before February 24th**
* **Candidate has attained continuing contract status in APS**
* **Candidate has attended or will attend the National Board Seminar on May 6th**
* **Candidate will participate in the National Board Support Cohort**
* **Candidate has not received funding to pursue NB Certification in the past**

**Candidates who are not selected to receive funding for 17-18 based on the lottery results will be placed on a waiting list. Candidates who meet the above lottery criteria, will have a specific spot on the waiting list (i.e. #21, #22, #23, etc.) based on the lottery results and will be offered funding for 2017-18 if additional money becomes available or if a selected candidate withdraws their candidacy. Applications that do not meet the above lottery criteria, or that are received after the lottery deadline will be added to the end of the waiting list in the order that they are received.**

1. **To be eligible for these funds APS candidates must agree to the following terms:**
2. The teacher will remit partial payment of $475, paying for one component of the NB process, on or before the NBPTS application due date. Candidates will also pay a non-refundable registration fee of $75. If the candidate chooses to spread the process over multiple years, they will be responsible for paying a $75 registration fee each year of the process. The $475 will be reimbursed by Arlington Public Schools upon completion of the process, subject to meeting the requirements in **Section II** (if the candidate spreads the process over multiple years, the $475 will be refunded once all 4 components have been submitted). This is considered a tuition reimbursement and NOT taxed.
3. The teacher receiving APS funds must complete the National Board Certification process within the time requirements specified by the National Board and as they indicate on this funding application.
4. The teacher receiving funds must refund all sums advanced by the Arlington Public Schools if the teacher does not remain employed full-time for any reason for **two** years after ***submitting*** their final component of the NB Portfolio. For example, candidates who ***submit*** their final component in spring of 2018 must remain employed in Arlington Public Schools for the 2018-2019 and the 2019-2020 school years to avoid repaying APS for funds laid out on their behalf.
5. If a teacher elects to spread the process over multiple years, and the teacher leaves APS, they will lose funding for any components that APS has not yet paid for, and will be have to reimburse APS for any components that were already paid.
6. The teacher must be employed as a full-time T-Scale employee.

II. To receive reimbursement for $475.00 of the initial payment, candidates must submit the following information to the Office of Professional Development:

1. Complete and submit Part II of the APS Third Party Payment form.
2. A copy of the Portfolio Receipt Acknowledgment from the National Board stating that the portfolio components were received.
3. A copy of the Registration Confirmation with the date to complete Component 1.

Cont.….

III. To be eligible for reimbursement for score banking and component retakes, candidates must:

1. Complete and submit Part III of the APS Third Party Payment form prior to retaking any assessments.
2. Pay the National Board the fee for each component that he or she chooses to retake and submit a copy of the receipt.
3. Submit component responses by the deadline established by the National Board Certification cycle in which they apply.
4. Submit a copy of the letter notifying the candidate that he or she achieved certification.

**PART I: To be completed by APS teachers requesting APS funding for National Board Certification**

Candidate Name: Click here to enter text.

Candidate ID#: Click here to enter text. APS Employee ID #: Click here to enter text.

(If you don't have this yet, leave blank and send when you get it.)

Certificate Area: Click here to enter text. School: Click here to enter text.

Grade: Click here to enter text. Subject:Click here to enter text.

Email: Click here to enter text. Home/Cell phone: Click here to enter text.

**Choose YES or No for each from the dropdown menu:**

|  |  |
| --- | --- |
|  | I agree to pay $475 of the $1,900 application fee (in addition to the $75 registration fee) on or before the NBPTS application due date. If you spread out the process over multiple years you are agreeing to pay the $75 each year. The $475 will be reimbursed once all 4 components have been submitted. |
|  | I hold a baccalaureate degree from a regionally accredited college or university. |
|  | I have taught for a minimum of three years full-time by the end of the 2016-17 school year, have held a teaching license for those three years, and currently hold a valid five-year Virginia teaching license or school counseling license. |
|  | I am employed as a full time, public school teacher or counselor in Arlington for the 2017-2018 school year. |
|  | I have read Parts I, II, and III of the application. I am familiar with the National Board Certification process, and I have reviewed the information on the National Board website for the 2017-18 candidates at www.boardcertifiedteachers.org |
|  | I attended an overview session on National Board. (Date:       ) |
|  | I took the NB seminar. (Date:       ) |
|  | I am taking the NB Support course for 2017-18 |
|  | I understand that if I do not remain with APS for two years after receiving funding, I will be required to repay APS all funds paid on my behalf. |

The following two items should be completed by your evaluator:

1. This candidate is in good standing regarding teacher evaluation:
2. The candidate is on continuing contract with APS:

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 Evaluator Signature Printed Name (Evaluator) Date

Application continues on next page…

Please indicate the cycle (school year) in which you plan to complete each component (use the drop down to pick the school year that you would like to complete each component or write in the school year):

Component 1:

Component 2:

Component 3:

Component 4:

**I would like to request that Arlington Public Schools pay $1,900 toward my National Board certification assessment fee of $1,900. I am responsible for paying the $75 non-refundable registration fee for each year that I am participating in the process. I am also responsible for paying $475 toward the NB fee that will be reimbursed to me once I have completed the process. I have carefully read this document and I understand and agree to these terms and conditions. I understand that if I fail to comply with these terms I will be required to reimburse Arlington Public Schools the full amount paid by Arlington Public Schools for the assessment fee.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Signature Date

**PLEASE RETURN THIS APPLICATION TO**

**Kerri Hirsch, Teacher Evaluation Specialist**

**Arlington Public Schools**

**Syphax Education Center**

**2110 Washington Blvd.**

**Arlington, VA 22204**

**FAX: 703-228-6086**

We anticipate high interest in funding for National Board Certification for 17-18. If the number of applicants is greater than the amount of our funding we will hold a lottery to distribute funding.

PART II: To be completed by APS teachers after completing the National Board Certification process

I am requesting reimbursement for $475.00 of the initial payment and am submitting the following:

1. A copy of the Portfolio Receipt Acknowledgement from the National Board stating that the components were received.
2. A copy of the Registration Confirmation with the date to complete the Assessment Center Exercises.

I understand that the reimbursement is considered tuition reimbursement and will NOT be taxed.

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Candidate Signature Date

**PART** **II MUST BE RECEIVED BY May 25th**

**PLEASE RETURN THIS FORM TO**

**Kerri Hirsch, Teacher Evaluation Specialist**

**Arlington Public Schools**

**Syphax Education Center**

**2110 Washington Blvd.**

**Arlington, VA 22204**

**FAX: 703-228-6086**

 PART III a: To be completed by APS teachers who wish to retake components

I plan to retake the following component/exercise(s):

|  |  |  |
| --- | --- | --- |
| Component | Cost | Check if Retaking |
| 1. Constructed Response Item 1:
 | $125 |[ ]
| 1. Constructed Response Item 2:
 | $125 |[ ]
| 1. Constructed Response Item 3:
 | $125 |[ ]
| 1. Selected Response Items
 | $125 |[ ]
| 1. Differentiation in Instruction
 | $475 |[ ]
| 1. Teaching Practice and Learning Environment
 | $475 |[ ]
| 1. Effective and Reflective Practitioner
 | $475 |[ ]
| Total Cost of Retakes: | Click or tap here to enter text. |

1. I will pay the National Board the fee for each component or exercise that I choose to retake and submit a copy of the receipt.
2. I will submit component/exercise responses by the deadline established by the National Board Certification cycle in which I apply.
3. I will submit a copy of the letter notifying me that I achieved certification.

I understand that the reimbursement is considered tuition reimbursement and will NOT be taxed.

Candidate Name: Click or tap here to enter text.

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Candidate Signature Date

**PART** **III MUST BE RECEIVED BY January 31st**

**PLEASE RETURN THIS FORM TO**

**Kerri Hirsch, Teacher Evaluation Specialist**

**Arlington Public Schools**

**Syphax Education Center**

**2110 Washington Blvd.**

**Arlington, VA 22204**

**FAX: 703-228-6086**

PART III b: To be completed by APS Advanced Candidates

I am requesting reimbursement for the following retake entry/exercise(s):

|  |  |  |
| --- | --- | --- |
| Component  | Date of retake or submission | Fee |
| 2.  |  |  |
| 3.  |  |  |
| 4.  |  |  |
| Component 1 Testing Center Exercises (list each part on a separate line) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total: |  |

Enclosed are copies of receipts for each retake payment and a copy of the letter notifying me that I achieved certification**.**

I understand that the reimbursement is considered tuition reimbursement and will NOT be taxed.

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Candidate Signature Date

**PART** **III MUST BE RECEIVED BY January 10th**

**PLEASE RETURN THIS FORM TO**

**Kerri Hirsch, Teacher Evaluation Specialist**

**Arlington Public Schools**

**Syphax Education Center**

**2110 Washington Blvd.**

**Arlington, VA 22204**

**FAX: 703-228-6086**

**Withdrawal from NB Assessment Process:**

1. It is highly suggested, if you are considering withdrawal, to schedule a meeting with the APS NB coordinator to discuss your options. The [Guide to National Board Certification](http://boardcertifiedteachers.org/sites/default/files/Guide_to_NB_Certification.pdf) includes information that is important to read regarding the following:
* Fees and charges –Page 11
* Withdrawal and refund information –Page 13
1. If you decide to withdraw, follow all guidelines as stated by NB. Send a copy of the completed NB withdrawal form to the APS NB coordinator.

**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 National Board [account](https://nbcmsprod.perfrms.com/) prior to the withdrawal deadline by clicking “Service Requests” from the left-hand navigation menu

**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.

* 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 through your National Board account prior to the withdrawal deadline by clicking “Service Requests” from the left-hand navigation menu. Note: You must first withdraw all currently purchased components before you will be permitted to withdraw your entire registration (see Component Withdrawal).
* If the withdrawal deadline has passed OR 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 our Customer Support team – this service is not available online.

**Refunds**: If you withdraw prior to the withdrawal deadline, you will be eligible for a fee refund, less the nonrefundable and nontransferable $75 registration fee and any service fees. Refund processing time is 4-6 weeks. You are NOT eligible for a refund if the withdrawal deadline has passed.

1. If you have decided to withdraw and are not eligible for a refund from NB, as stated in the APS Third Party Payment form, you will be responsible for refunding APS any funds provided for your candidacy.