



PROGRAM INFORMATION GUIDE

National Board Certification State and Local Incentive Program

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

October 5, 2022

No later than 11:59 p.m. EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

The Maryland National Board Certification State and Local Incentive Program provides Maryland public school teachers pursuing National Board Certification (NBC) funding to cover the cost associated with obtaining such credentials.

During the 2020 Maryland legislative session, House Bill 1300 *Blueprint for Maryland's Future* passed, requiring that each teacher who pursues NBC receive from the State an amount equal to the National Board for Professional Teaching Standards (NBPTS) fees associated with the initial completion and renewal of NBC. The legislature requires that each LEA reimburse to the State one-third of the cost for each teacher sponsored through this program.

As required by the [Blueprint for Maryland's Future](#), the program is administered through each Maryland Local Education Agency (LEA). Teachers interested in participating in the program must contact their LEA's National Board Coordinator to discuss selection procedures and eligibility criteria. For a list of LEA's National Board coordinators, visit the [MSDE National Board Certification Incentives](#) webpage.

NAME OF PROGRAM

Maryland National Board Certification State and Local Incentive Program

AUTHORIZATION

Authorized through [Maryland Education Article §6-1012](#)

PURPOSE

To cover the fees associated with the initial completion and renewal of National Board Certification for Maryland public school teachers.

DISSEMINATION

This Program Information Guide was released on July 28, 2022.

DEADLINE

National Board Incentive Program Application and all attachments are due no later than 11:59 p.m. on October 5, 2022.

PROGRAM PERIOD

July 1, 2022 – June 30, 2023

FUNDING AMOUNT AVAILABLE

Annual funding amount available is contingent upon Maryland General Assembly appropriations.

AVERAGE AWARD AMOUNT

Up to \$1,900 for each initial candidate (\$475 per component - four components total)

\$495 for each renewal candidate

Up to \$1,900 for each retake candidate (one retake per component - \$475 per component)

Retakes will only be funded if appropriation remains after the funding of initial and renewal candidates.

SUBMISSION INSTRUCTIONS

LEAs must submit the National Board Incentive Program Application and all attachments by 11:59 p.m. October 5, 2022 via email to karla.henriquez@maryland.gov.

STATE RESPONSIBILITIES

The MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the LEA's performance of the work and will provide such additional assistance when requested. The MSDE will invoice the LEA for 1/3 of the cost of fees.

PROGRAM CONTACT

Karla Henriquez
Director, Teacher Certification
(410) 767 - 0389
karla.henriquez@maryland.gov

Eligibility

This program is designed for Local Education Agencies (LEAs) to apply for MSDE to fund the cost of National Board Certification for eligible public school teachers within their jurisdiction.

Local Education Agency Eligibility

Maryland LEAs are required by [Md. Ed. Article 6-1012](#) to pay to the State one-third of the cost associated with NBC for each teacher in their LEA participating in the National Board Certification State and Local Incentive Program.

Teacher Eligibility

The teacher must meet the following criteria to be eligible to participate in the National Board Certification State and Local Incentive Program:

1. Meet the definition of teacher as stated in [MD. Ed. Article 6-1001](#) and further clarified by the MSDE in page 2 of appendix D;
2. Meet the eligibility criteria established by the National Board for Professional Teaching Standards ([NBPTS](#)); and
3. Hold a professional Maryland certificate at the time of application.

For each initial candidate, the LEA must submit the NBPTS Eligibility Verification Form and the notarized program Memorandum of Understanding (MOU). This notarized form may be submitted electronically.

For each renewal and retake candidate, the LEA must submit to the MSDE the corresponding notarized MOU. MOUs may be submitted electronically.

NOTE: In June 2022, the National Board announced that candidates no longer need to have 3 years of teaching experience prior to enrollment in the candidacy if they will have it upon completion. The MSDE is requiring 3 years of experience at the time of enrollment in the 2022-2023 cycle.

Program Requirements

LEA SELECTION OF CANDIDATES

In the selection of candidates for this program, LEAs are required to:

- Establish and publish written criteria for the selection of teachers to participate, including the following:
 - Bachelor degree from an accredited institution. *Note candidates for the Career and Technical Education National Board certificate are not required to hold a bachelor degree;*
 - Three years of successful teaching at one or more early childhood, elementary, middle, or secondary schools;
 - A valid Maryland professional teaching certificate;
 - Voluntary participation in the NBPTS certification process; and
 - Compliance with the deadlines specified by the NBPTS and the Maryland State Department of Education.
- Collect proof of eligibility for each teacher participating in the program, including the following:
 - NBPTS Eligibility Verification Forms; and
 - Verification that each candidate meets the definition of “teacher” as defined by Maryland Education Article [§6-1001](#).
- Submit to the MSDE the LEA Candidate Selection Package, which includes:
 - A complete National Board Certification Incentive Program Application;
 - Candidate Selection Spreadsheet, which includes the name of the teacher, their race/ethnicity, which NBC components the teacher intends on completing, the amount requested, whether the teacher has signed the MOU, the teacher’s school placement, and whether any teachers have withdrawn from the NBC process;
 - LEA Selection Procedures Verification Form, signed by an LEA representative;
 - A copy of the signed Eligibility Verification Form for each candidate; and
 - A copy of the signed and notarized Memorandum of Understanding for each candidate.

TEACHER REQUIREMENTS FOR PROGRAM PARTICIPATION

The teacher must submit the following documentation to their LEA to be considered for funding:

- LEA’s application (interested teachers must contact their [LEA’s NBC Coordinator](#) for the application);
- A signed [NBPTS Eligibility Verification Form](#) ;
- A signed and notarized Memorandum of Understanding (the MOU will be customized depending on whether the teacher is an initial candidate, maintaining their certification, or retaking a component. See appendix A, B, & C); and
- Any additional documentation required by the LEA.

Teachers participating in the program must attempt all four components of National Board candidacy within three years. Teachers who do not attempt all four components of the National Board certification process within three years will be removed from candidacy by the National Board, and must reimburse the State the full amount of funding received.

Teachers who attempt all four components within three years and do not achieve National Board certification are NOT subject to repayment.

Application

LEAs must submit a completed National Board Incentive Program Application.

COVER PAGE

LEAs must use the prescribed cover page included in the National Board Certification Incentive Program Application. As a part of the Cover Page, LEAs must provide the number of teachers who are:

Initial candidates: teachers seeking funding to begin the process of becoming Nationally Board Certified for the first time

Renewing candidates: teachers who are requesting funding for the renewal/maintenance of their National Board certification

Continuing candidates: teachers seeking funding for the remaining components of their National Board candidacy and who received funding in the previous cycle.

Retaking NBC component(s): teachers who attempted a component but not did pass, and therefore need to retake a component

PROGRAM NARRATIVE

In addition to providing the number of teachers being funded who are initial candidates, renewing candidates, continuing candidates, and the number of teachers retaking any components. LEAs must also provide the demographic breakdown of initial candidates, as well as how many are teaching in [low performing schools](#). There must also be a plan in place for outreach and recruitment of teachers, including the steps the LEA is taking to increase the number and diversity of initial candidates, as well as a plan to support candidates who are going through the process of becoming Nationally Board Certified for the first time.

ATTACHMENTS

The following attachments are required as part of the National Board Incentive Program Application:

- A signed Selection Procedures Verification Form, which is a statement of understanding signed by the designated LEA liaison and describes the criteria for eligible candidates, and the mandatory reporting requirements.
- A completed Candidate Selection Spreadsheet is required which communicates to the MSDE the names and contact information of teachers who are initial candidates, renewing candidates, continuing candidates, and whether any teachers will be retaking NBC components.
- Copies of signed and notarized candidate MOUs must be included as an attachment. In the past, the MSDE has required that original copies of the MOUs be sent directly to the MSDE Headquarters. Scanned copies of the MOUs will be accepted this funding cycle.
- Copies of the Eligibility Verification form are required for each initial candidate.

All of these forms, as well as the National Board Incentive Program Application, are available on the [National Board Incentive Program webpage](#).

Review Process

The MSDE will review and verify all the required documentation submitted by the LEA on behalf of each candidate listed on the selection spreadsheet. If documentation is missing, the MSDE will immediately inform the LEA. Missing documents must be submitted prior to October 25, 2022.

AWARD NOTIFICATION

On October 25, 2022, eligible candidates will receive a letter from the MSDE via email confirming approval of funding. The letter will include instructions to register with the NBPTS and how to select components. Candidates must select the components they will complete during the 2022-2023 cycle no later than December 30, 2022.

Reporting Requirements

FOR THE LEA

LEAs must comply with the following reporting requirements, collected on **November 30, 2022** and **January 5, 2023**.

An updated candidate selection spreadsheet including:

- Names of candidates withdrawing from the National Board process; and
- The components each teacher will submit during the funding cycle.

FOR THE TEACHER

Candidates must comply with the following reporting requirements:

- Components submitted during the 2022-2023 NBC cycle;
- Written withdrawal notification to the MSDE and local coordinator, if applicable; and
- Any other requirement established by the LEA.

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Operations
Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor Baltimore, Maryland 21201-2595 410-767-0123 - voice
410-767-0431 - fax
410-333-6442 - TTY/TDD

The General Education Provisions Act (GEPA), Section 427

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

Customer Service Support Sessions

The MSDE will hold customer service support sessions for LEAs. During these sessions, MSDE personnel will provide an overview of the National Board Certification State and Local Incentive Program, submission requirements, and an opportunity to address LEAs questions. Customer service sessions will be held on:

- August 11, 2022, from 1:00 - 2:00 p.m.
- September 8, 2022, from 1:30 - 2:30 p.m.

Questions

If you have questions about the application or the process, please contact the Director of Educator Certification:

Karla Henriquez
Director, Educator Certification
(410) 767 - 0389
karla.henriquez@maryland.gov

A list of frequently asked questions (FAQ) and answers will be posted to the [National Board Incentive Program webpage](#) following customer service support sessions.

Application Timeline

Program information, including all attachments and updates, can be found on the National Board Incentive Program webpage.

Date	Program Milestone
July 15, 2022	The Grant Information Guide and the application are released.
June - October 4, 2022	LEA publishes written criteria for the selection of teachers to participate, receives applications from teachers, and verifies the eligibility of candidates.
October 5, 2022	The LEA Candidate Selection Package, including all required supporting documentation, is due to the MSDE by 11:59pm.
October 25, 2022	MSDE sends confirmation of candidacy to initial, MOC, and retake candidates via email. Continuing candidates do not receive this confirmation each year.
November 30, 2022	LEA submits updated candidate selection spreadsheets.
No later than December 30, 2022	Candidates login or register on NBPTS.com . No late submissions will be accepted.
January 5, 2022	LEA submits final candidate selection spreadsheets.
January 6, 2022	MSDE runs the registration report through the National Board database, NBConnect . Candidates <i>must</i> be on the NBConnect report in order to receive payment.
January 31, 2023	MSDE submits payment for all eligible candidates who have been submitted by the LEA <u>and</u> have registered and selected components with NBPTS.
No later than April 30, 2023	MSDE invoices LEAs their one-third share for each initial, continuing, renewal, and retake candidate.
No later than June 1, 2023	LEAs submit payment to the MSDE for the above-mentioned invoice.