



National Board for Professional Teaching Standards (NBPTS) Program


Frequently Asked Questions



LEA Administrator

If you have questions regarding the **NBPTS Program**, you may find these commonly asked questions and answers designed for the LEA Administrator helpful. **Use the “Ctrl+F” to search specific words or phrases.** If your question is not answered, please contact the Program Specialist at tssp@schools.utah.gov.

- 1. I am our LEA’s designated approver for NBPTS, and I have a CACTUS number. How do I obtain access to our educator applications?** You will first need to create your profile in the TSSP system, then contact the Program Specialist to have your administrative access granted.
- 2. How often should I be reviewing applications submitted for NBPTS?** It is recommended to review new applications monthly, and all applications at least 3 weeks prior to the end of year program cycle. This timeline will allow you to identify any data correction necessary prior to the processing deadline (June 1st-8th) and allow educators to complete the appeal submission recommendations or corrections, if applicable.
- 3. What do I need to enter to DENY an application?** This entry will depend upon the reason for the denial. Elect the most appropriate reason from the list, then enter an explanation in the box. All information entered in the reason box **will be automatically send via email to the educator once submitted.** You are encouraged to provide enough information to the participant to either explain the reason for the denial and/or how to resolve the denial, if applicable.
- 4. I approved an application in error. How do I correct the entry?** Immediately notify the Program Specialist by email indicating the CACTUS#, Full name, and type of error.
- 5. I can see several applications, but why am I unable to approve those?** LEA approvals are not available until **after** each cycle has closed and only applications for that window can be approved (Trimester, Semester, Annual). The approval access is traditionally an 8-day window to review and approve each cycle’s applications. During the approval window, *every application for that cycle type* must be either PASSED or DENIED. Denied applications require a reason for the decision.
- 6. How do I correct a CACTUS data error in the TSSP Service Site?** All CACTUS data that appears in the TSSP Service Site is pulled directly from CACTUS. Correcting the information in CACTUS will automatically update it in the TSSP system within a few minutes. You need only to refresh the TSSP screen for the update.
- 7. I have missed the deadline for NBPTS application approvals at the end of the year. Can I still review and approve the applications?** There may be an option to approve the applications for payment to be issued in the “Correction” payment cycle in October. However, if all the funds have been exhausted, there may not be the option to qualify for the corrective payment term. Contact the Program Specialist for options.
- 8. An educator worked the first portion of the school year, and has terminated their employment (retired/transferred/relocated out of the area), can they still receive NBPTS bonus for the portion of the year they completed?** This payment may be prorated and will depend upon the reason they have left your employment. If the educator left on good terms (not fired for cause or other types of reprimand), they may qualify for the bonus. Contact the Program Specialist for clarification prior to processing the termination in CACTUS.
- 9. An educator has left my LEA but qualified for the NBPTS for the time that they worked. Can the funding be transferred to another LEA?** Funding will be distributed to the LEA who approved the NBPTS application. This distribution may require an additional payroll check being issued to the educator after they have left your employment. If the educator is now working in another LEA, the next payment would fall under the new LEA’s responsibility for review, approval, and funding. Contact the Program Specialist to coordinate the funding approval.

10. **When will the approved funding be sent to my LEA?** We anticipate 4-5 weeks from the close of the approval window following the USBE approvals. The payment is sent via the Monthly Allotment Memo at the end of the month and should be distributed in the next available payroll cycle.
11. **How long do I have to process the funds?** It is recommended that the NBPTS funds be distributed to the educator during the next available payment cycle.
12. **I have an educator who qualifies for the NBPTS reimbursement. What do I need to do to approve it?** There is no application that you approve. The NBPTS Reimbursement Program to educators ended July 1, 2019. They may apply to the [NBPTS Pre-Payment Program](#) between **July 1 and January 31st of the program year** they will be completing their certification. Once their application is approved and the funds are allocated to National Board about mid-February, an overpayment will show on their National Board account, which will allow the National Board to “refund” the educator the money paid. Please note that there is no guarantee that National Board would reimburse the educator the money. Application for the Pre-Payment Program should be done within the same cycle an educator registers to earn or maintain a NBPTS certification.
13. **If an educator has an assignment in a Title 1 school, are they qualified for additional funds?** Yes, however, the Title 1 bonus is linked to the NBPTS Certification. Qualified Title 1 educators must hold a current NBPTS Certification AND be in a classroom assignment to be eligible.
14. **I have the total funds sent to my LEA; how do I determine the amount for each NBPTS participant?** You must be granted access to the “reports” found in the TSSP Service Site. This report will allow you to determine the payroll amount for each educator. Log into the TSSP Service Site, select “\$Payments”, then click on the “eye” icon  to the right for the most recent payment to access the report for your LEA. The LEA Distributions report can be downloaded to an excel format using the arrow icon . The total distribution amount will also be posted on the Monthly Allotment Memo for the line item “MSPRB MSPRB-Minimum School Programs Basic – Summary National Board Certified Teachers”. If you are unable to access these reports, contact the Program Specialist.
15. **What portion of the funds goes to the educator, and what portion is for the taxes?** The funding that is awarded to the educator as salary includes: NBPTS Award and Other. Funds listed under “Benefit” should be listed under the “Employer-paid Benefits” portion of the payroll as these funds cover Retirement, Workers Compensation, Social Security, and Medicare. All NBPTS Award monies are subject to deductions such as health care, or federal, state, and local taxes.
16. **How do I add or remove someone as a NBPTS Administrator for my LEA?** When adding or removing someone as a NBPTS Administrator in your LEA, please have the HR Director/NBPTS Supervisor (unless you are this person) send an email to the Program Specialist at tssp@schools.utah.gov with the following information for a person who **does not have a CACTUS number** so an account can be manually created in the TSSP Service Site:
 - Full name
 - Username of their choice (cannot be an email address)
 - Email
 - Phone number
 - Title/Role
 - Who new person is replacing and their complete information

If the new person **has a CACTUS number**, they need to create their own account in the TSSP Service Site. An email from noreply.tssp@schools.utah.gov will be sent. This email may go to their Junk/SPAM/ Trash folder. They need to click the link in the email to confirm the account. If the link is inactive, copy and paste the larger link at the bottom of the email into the address bar instead. Once the email has been confirmed, contact the Program Specialist so the appropriate LEA access can be granted to the new person. Wait 24 hours, then they should log into the [TSSP Service Site](#) to view the applications for your educators in the current program year.
17. **Am I authorized to enter notes in the applicant’s “Audit History” area?** Yes. To enter information in this section, click on the plus  icon at the top right and select the type of notation, verify the date and time of the action, and then enter the information in the Comment section and then click “Add”. It is possible to cut/paste text or emails into this area. *Please remember that this field is visible to the educator.*

18. **I have an educator who just earned the NBPTS Certification, how do I record it in CACTUS?** Please instruct your educator to forward a copy of their NBPTS certificate to the Program Specialist at tssp@schools.utah.gov. Be sure they include in the email their full name and CACTUS #.
19. **How does an applicant obtain a loan application verification request for this bonus?** Awards to NBPTS applicants are entirely dependent on continued legislative funding and authorization. No applicant has any guarantee of continued participation in the program. Based on the design of the NBPTS program, this type of verification is unavailable. You, as the NBPTS LEA approver, have the responsibility of confirming the applicant's eligibility each program year and the USBE is responsible to administer the payments. Even though the system may show the applicant has met the eligibility requirements for this bonus, there is no guarantee of its approval (example: if an educator were to leave their position before the end of the year or receive a sub-standard performance review) and the value changes based on the number of participants each year and could likely be reduced or even eliminated by the State Legislature at any time.
20. **How do I find out how much money has been sent to my LEA?** Funding reports are available in the TSSP Service Site. Select **\$Payments** from the menu, and then click the "eye" icon  to the right in the corresponding payment cycle that shows as "Allocated" for funding details. To view other years  filter and enter the program year. This report will give you the total funds distributed under the Applications by LEA section as well as how much each educator receives in your LEA.