

Salary Supplement for National Board-certified Teachers (SSNBCT)

SSNBCT Pre-Payment Program Enrollment Steps

The purpose of this program, [Utah Code 53F-5-202](#), is to help cover the costs incurred by a teacher while obtaining or maintaining a National Board for Professional Teaching Standards (NBPTS) certification. USBE will cover those costs as a pre-payment or “refund” for personally paid fees. Application for the Pre-Payment Program should be done within the same cycle an educator registers to earn or maintain a NBPTS certification.

To be eligible, teachers must meet **all** the following to enroll in the NBPTS certification program:

- Hold a bachelor’s degree from an accredited institution.
- Complete three years of successful teaching by the conclusion of the NBPTS certification in early childhood, elementary, secondary schools, or serving as a school counselor.
- Hold a current Utah Professional Educator License
- Hold an assignment in a Utah local education agency (LEA).

NBPTS Initial Website Enrollment

Teachers interested in obtaining or maintaining a NBPTS certification can find information at [NBPTS](#). Review the **Eligibility Prerequisites** on their website and determine a preferred area of certification. **Confirm approval with the administrator before submitting any initial payment.** *(The registration fee is non-transferable, non-refundable, and ineligible for pre-payment).*

The initial certification program is designed to be completed within 1 to 3 years. The Maintenance of Certification (MOC) is designed to be completed within 2 years. The USBE application deadline and component selection must be completed between **July 1st and January 31st of the current program year**. When the registration fee paid, the Components to be completed can be determined.

Candidates wishing to withdraw from the program must first follow the NBPTS’ requirements then send a notification by email to the Program Specialist at eip@schools.utah.gov **before January 31st** explaining the reason(s) for the withdrawal. Program withdrawals may affect eligibility in any future program enrollment.

SSNBCT Pre-Payment Program (PPP) Application

Utah legislation requires the teacher to apply on the NBPTS website **first**, then submit appropriate documentation to the USBE to **apply** for the SSNBCT PPP:

1. Create the account at [NBPTS](#),
2. Pay the \$75.00 application fee to NBPTS. This fee is ineligible for the PPP,
3. Elect the number of component(s) to be completed (must be at least 1 and up to 4) or MOC,
4. Create an account on the [SSNBCT Service Site](#) and verify your email address.
5. Submit an email **between July 1st and January 31st** to the Program Specialist at eip@schools.utah.gov. Please include the following in your email:
 - Statement of intent to earn/maintain NBPTS certification effective this program year,
 - Educator ID number,
 - National Board ID number,
 - Screenshot of the “Purchase Screen” showing the fee(s) and component(s). If you have

trouble finding the page, from your National Board Dashboard scroll down near the bottom to the section where it says, "Your application is in progress..." and click the [Complete your application](#) button. Then, on the next page scroll down to the [Checkout](#) button and click it. That should take you to the page where you see the following sample:

The screenshot shows the National Board's purchase screen. At the top, it says "NATIONAL BOARD for Professional Teaching Standards" with a "Back to Home" button. Below that, it identifies the user as "EFTest19 EFTester19 | Candidate ID 04066440". The main heading is "Purchase Screen - No Funding". The form contains a table with the following data:

Component Selected	Component Price	Amount Due
COUNS-ECYA MOC	\$495.00	\$495.00

Below the table, there is a checkbox labeled "Expect funding for COUNS-ECYA MOC" which is currently checked.

- Recommendation Letter: must be on school letterhead, signed, and include:
 - Confirmation of where you are currently teaching, **and**
 - Plan for completing the NBPTS certification/MOC, **and**
 - Ability to finish within three years including the projected completion year.
- 6. Automatic Final Payment Step through your NBPTS account
 - Please authorize the National Board to release your contact information to USBE,
 - Check the ☒ Expect funding for box in the Payment Portal, **and**
 - **Monitor your National Board account** in February to determine if the purchasing of components is complete. An email may be sent to you confirming payment.

After the closing of the PPP application window, the USBE will process all submitted applications and make payments directly to the National Board in February. Awards to SSNBCT applicants are entirely dependent on continued legislative funding and authorization. No applicant has any guarantee of continued participation in the program.

Additional Fees

The USBE will pay for the initial fees of a NBPTS certification. The following expenses are ineligible for pre-payment:

- NBPTS Registration fee
- Component Retake Fee
- Component Reauthorization Fee (Testing)
- Retake, failed, or missed Component Fees
- Returned Check Fee
- Payment of fees after completion of the certification or MOC