



**EDUCATION PROFESSIONAL STANDARDS BOARD  
TEACHERS' NATIONAL CERTIFICATION INCENTIVE TRUST FUND  
NBC-1: STATEMENT OF INTENT FOR SCHOOL YEAR: \_\_\_\_\_**

KRS 161.133 establishes the Teachers' National Certification Incentive Trust Fund, and the Education Professional Standards Board (EPSB) has promulgated 16 KAR 1:040 delineating the administration of the fund.

**PLEASE READ CAREFULLY!**

**If you wish to participate in the trust fund you must mail this form to the Education Professional Standards Board, 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, KY 40601, within 30 days of receiving NBPTS Candidacy confirmation.**

**Candidate Support**

Kentucky public school teachers seeking National Board for Professional Teaching Standards (NBPTS) Certification are supported in their candidacy by the following provisions of the Kentucky General Assembly:

1. Upon receipt of confirmation of certification from the National Board for Professional Teaching Standards (NBPTS), the EPSB shall issue reimbursement for actual out-of-pocket expense of up to seventy-five percent (75%) of the initial certification fee.
2. As funding allows, reimbursement shall be paid to the district for substitute teachers used to provide up to five (5) days of released time for the candidate.
3. As funding allows, a stipend of up to \$400 shall be paid to the candidates.

**Eligibility for State Incentives**

Candidates are eligible for state incentives if they:

1. Hold a valid Kentucky teaching certificate
2. Have three (3) years of teaching experience in early childhood, elementary, middle or secondary school prior to submitting an application
3. Have completed the NBPTS application process, including submission of the non-refundable fees of \$500 and \$65 processing charge due at the time of application.
4. Are approved by NBPTS to pursue national board certification and NBPTS has notified the EPSB of this approval

**Benefits for NBCT-Certified Candidates**

1. As stipulated in KRS 157.395, teachers holding NBPTS certification will be paid a \$2,000 annual salary supplement for the life of the certificate each year he/she teaches or mentors in his/her national board certification area.
2. Teachers holding NBPTS certification may mentor NBPTS candidates. A local school district or cohort may submit a proposal to the EPSB to pay a stipend to an NBPTS-certified teacher who serves as a mentor to candidates. A national board certified teacher (NBCT) who is teaching full-time may only mentor up to six (6) NBPTS candidates.

**How to Obtain State Incentives**

***1. Enroll with the State Incentive Trust Fund***

- a. To be eligible to receive state incentives from the Teachers' National Certification Incentive Trust Fund, a candidate shall:
  - i. Download the *NBC-1: Statement of Intent* from the EPSB at <http://kyepsb.net/certification/nationalboard.asp> after NBPTS has sent verification to the candidate that the candidacy has been approved.
  - ii. Complete and return the *NBC-1: Statement of Intent* to the EPSB within 30 days of receiving confirmation that NBPTS approved the candidacy. The candidate should keep a copy of this statement for his/her records and return the completed form to the Education Professional Standards Board, 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, KY 40601.
- b. Upon receipt of the *NBC-1: Statement of Intent* by the EPSB, the candidate shall be enrolled in the state incentive trust fund and eligible for state incentives.

***2. Request Substitute Teachers Reimbursements***

- a. The *NBC-2: Substitute Reimbursement Form* is completed and sent to EPSB by the district to receive reimbursement for substitute compensation.
- b. This form can be downloaded from the EPSB web at <http://kyepsb.net/certification/nationalboard.asp>

- c. All NBC-2: *Substitute Reimbursement Forms* are due to EPSB no later than June 15.
- d. All reimbursements will be issued directly to local school districts.

**3. Stipend**

- a. If funding allows for the up to \$400 stipend, the stipend will be forwarded to the candidate's school district finance officer when the NBPTS notifies the EPSB that the candidate has enrolled for NBPTS and paid the non refundable fees of \$565. The district will withhold taxes and other appropriate funds and forward the remainder of the \$400 to the NBPTS candidate.
- b. If the NBPTS does not produce such notification, the candidate can request confirmation be sent from the NBPTS to the EPSB.

**4. 75% Reimbursement**

- a. If the enrolled candidate successfully receives NBPTS certification, the 75 percent (75%) reimbursement of out-of-pocket expenses towards the initial certification fee will be forwarded to the candidate when the EPSB is notified by the NBPTS that the candidate certified.

**NOTE:** The NBPTS is not responsible for the criteria, conditions, or restrictions applicable to funding eligibility in Kentucky. Eligibility criteria for state funding are in addition to the NBPTS criteria for application.

**WITHDRAWAL PROCEDURE:** If you withdraw from the NBPTS certification process, you are responsible for sending written notification to the NBPTS Processing Center, 19500 Bulverde Road, San Antonio, TX 78259-3701. A Withdrawal Form is available from the NBPTS for this purpose. A copy will be provided to you in the Eligibility Verification Packet sent to you following receipt of your application by NBPTS.

**EMAIL POLICY:** All correspondence from the EPSB concerning the Teacher's National Certification Incentive Trust Fund from this point forward will be emailed to the address listed in your personal information on this document. If you should stop using this email address on a weekly basis for any reason, please email the new email address to [epsbnbc@ky.gov](mailto:epsbnbc@ky.gov).

**THIS FORM MUST BE SUBMITTED WITHIN 30 DAYS OF RECEIVING CONFIRMATION OF NBPTS CANDIDACY IN ORDER FOR THE TEACHER TO BE ENROLLED IN THE TEACHERS' NATIONAL CERTIFICATION INCENTIVE TRUST FUND. Failure to do so may result in the loss of incentives.**

Submit to:  
Education Professional Standards Board  
100 Airport Road, 3<sup>rd</sup> Floor  
Frankfort, KY 40601  
Fax: 502-564-9484

**Return form within 30 days of receiving NBPTS Candidacy confirmation**



### STATEMENT OF INTENT

FOR SCHOOL YEAR: \_\_\_\_\_

\_\_\_\_\_  
Last Name                                      First                                      Middle                                      Maiden

(     )

\_\_\_\_\_  
Kentucky Teacher Certification Number                                      Home Telephone Number

\_\_\_\_\_  
Home Address                                      E-mail Address - Mandatory

(     )

\_\_\_\_\_  
School District                                      Work Telephone Number

\_\_\_\_\_  
School Name                                      Total Number of Years Teaching

\_\_\_\_\_  
NBPTS Certification Area                                      NBPTS Candidate ID#

What is your personal out-of-pocket expense towards the NBPTS certification fee of \$2,500? \$ \_\_\_\_\_

Please list any and all third-party contributions made on your behalf or to you to cover the NBPTS certification fee, including your school district, corporate sponsors, and others. These third party payments **DO NOT** have to be refunded to the provider. This does **NOT** include federal subsidies that you may receive. (Attach additional pages if necessary.)

\_\_\_\_\_  
Organization Name                                      \$                                      Amount                                      Organization Name                                      \$                                      Amount

For the purpose of making candidates, mentors, and facilitators aware of your participation, may EPSB post your name, email address listed above, and school district on our website as an NBPTS candidate?      Yes \_\_\_\_\_      No \_\_\_\_\_

I intend to participate in the NBPTS certification process and hereby request enrollment in the Teacher's National Certification Incentive Trust Fund. I verify that all information contained in this form is true to the best of my knowledge at the time of its submission. I have read and understand the guidelines for the Kentucky Teachers' National Certification Incentive Trust Fund.

\_\_\_\_\_  
Candidate Name (Please print)                                      Candidate Signature                                      Date

I am aware that the above teacher is participating in the NBPTS certification process and is requesting enrollment in the Teacher's National Certification Incentive Trust Fund. I understand that any reimbursement for release days and/or stipends made to the above teacher will be sent to my district's Finance Officer for disbursement to the teacher.

\_\_\_\_\_  
Superintendent Name (Please print)                                      Superintendent Signature                                      Date

**Return form within 30 days of receiving NBPTS Candidacy confirmation**

