



## ATTENTION NEW CANDIDATES

*Congratulations on your decision to pursue National Board Certification!*

*The information listed below will assist you as you begin your journey:*

### 1. Download the following forms:

- NBC-1: Statement of Intent must be submitted for eligibility for the 75% out of pocket reimbursement. (This form must be signed by your superintendent.)
- NBC-2: Substitute Reimbursement Form Please note submission deadlines on each form.

Submit all completed forms to:  
Teresa Moore, Program Manager  
Education Professional Standards Board  
100 Airport Road, 3<sup>rd</sup> Floor  
Frankfort, KY 40601  
Fax: 502-564-9484  
[Teresam.moore@ky.gov](mailto:Teresam.moore@ky.gov)

### 2. Visit the NBPTS website.

The national board website at [www.nbpts.org](http://www.nbpts.org) offers a great depth of information useful to you as you proceed through the program.

### 3. Enroll in the online modules immediately.

These, in addition to your mentor, will serve as resources as you seek certification. You need to begin working with the modules as soon as you get registered.

- Go to [www.kyeducators.org](http://www.kyeducators.org)
- On the left choose: **View all on line courses**
- Then choose: **NBT101** by clicking on the box on the right
- Click: **Add to educart** (at the bottom)
- Continue from there

\*\*\*You will have immediate access to lessons 1 & 2 – once you have registered online we will be able to give you access to the balance of the lessons

4. **You will be assigned a mentor via an educational cooperative or local district.**
5. **Print the COMPLETE copy of your STANDARDS.**

You may find them online at [www.nbpts.org](http://www.nbpts.org). Begin reading and dissecting them. We recommend that as you read, you highlight them in 3 colors—1 color for things that you do on a regular basis, a 2<sup>nd</sup> color for things that you do sometimes, and a 3<sup>rd</sup> color for things that you are not doing.

6. **Gather artifacts for accomplishments that you may choose to feature in entry four.**
7. **Make note of the following contact information:**

For programmatic information, please visit [www.nbpts.org](http://www.nbpts.org) or call 1-800-22TEACH.

For information regarding state incentives, contact Program Manager, Teresa Moore at: [Teresam.Moore@ky.gov](mailto:Teresam.Moore@ky.gov) or call 1-888-598-7667.

For information concerning the \$2000 annual salary supplement; please contact the Kentucky Department of Education at 502-564-3846.

