National Board Certification
Candidate Subsidy Fund Application
2012
Deadline to Apply: December 1, 2012

Funds are available to offset the $2,500 registration fee to become National Board Certified (NBC). The U.S. Congress through a grant from the U.S. Department of Education has provided Candidate Subsidy Funds (CSF) to each state. First-time NBC candidates can be subsidized for up to one-half of the fee. The funds will be prorated if the number of applicants exceeds the available funding. Subsidy funds cannot be allocated to a candidate who has previously utilized subsidy funding. To apply, please review the following steps:

Step 1: Review the National Board for Professional Teaching Standards (NBPTS) eligibility criteria at http://www.nbpts.org/become_a_candidate/eligibility_policies

Step 2: Review the following Iowa Department of Education's (DE) criteria.
Teachers eligible for the registration fee reimbursement program shall meet all of the following qualifications:

a) The individual has all qualifications required by NBPTS for application for certification.
b) The individual is a teacher.
c) The individual is employed by a school district in Iowa.
d) The individual receives a salary as a classroom teacher.
e) The individual completes the department's application process, which includes submitting verification of NBC registration.
f) The individual has not received reimbursement from this program at any previous time.

It is possible for teachers residing out-of-state to qualify for the financial incentives if they meet the above qualifications. Teachers are not required to be Iowa residents. They are required to be teaching students in an Iowa school district.

(For definitions to the above terms, go to :
http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1443

Step 3: Apply to be an NBC candidate online at http://www.nbpts.org/become_a_candidate/apply_now1 (Be sure to print a copy of your application, as you will need to send a copy to the DE.)

NOTE: Be sure to include your e-mail address on your NBC online application, as all correspondence from the DE will be done via e-mail.

Step 4: To begin candidacy and in order for CSF to be applied to your application, you will need to pay a **nonrefundable** initial $500 fee before the December 1, 2012, deadline. There is also a $65 processing charge required at the time of application submission. This fee is separate from the registration fee and is also nonrefundable.

Do not send any money to the Iowa Department of Education.
Follow the NBPTS procedures for payment.

Step 5: Mail a copy of your NBC online application to:

Tana Mullen
Iowa Department of Education
Grimes State Office Building
400 E 14th Street
Des Moines IA 50319

By completing Step 5, you will automatically be enrolled to receive CSF. You do not need to complete an additional form to apply for this program. See Steps 6 and 7 below.

CSF APPLICATION CHECKLIST:

_____ Review NBPTS and DE eligibility requirements.
_____ Apply online to be an NBC candidate. (Direct all payments to the NBPTS.)
_____ Send a copy of your NBC application to Tana Mullen at the above address.

Step 6: Shortly after December 1, 2012, the DE will send the NBPTS $1,250 (or the prorated amount) to be applied to your application. You can verify payment by logging into "My Profile" on the NPBTS website at www.nbpts.org.

Step 7: By no later than January 31, 2013, the NBC candidate pays the balance of the registration fee directly to the NBPTS.

FOR INFORMATION ON AVAILABLE SCHOLARSHIPS VISIT
WWW.NBPTS.ORG/BECOME_A_CANDIDATE/FEES_FINANCIAL_SUPPORT/SCHOLARSHIPS
OR CALL 1-888-908-3337