

**National Board Certification
Subsidy Instructions
Deadline to Apply: February 28**

Funds are available to offset the \$1,900 registration fee to become National Board Certified (NBC) through the Iowa Department of Education. 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. The subsidy fee will not be paid until candidate has registered for two components and the deadline to withdraw from the National Board Certification process (February 28) has passed. To apply, please review the following steps:

Step 1: Review the National Board for Professional Teaching Standards (NBPTS) eligibility criteria at <http://boardcertifiedteachers.org/for-candidates>

Step 2: Review the following Iowa Department of Education's 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 for a minimum of two components.
- 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.

Step 3: Apply to be an NBC candidate online at <https://nbcmsprod.perfrms.com/> (Be sure to print a copy of your application, as you will need to send a copy to the Iowa Department of Education.)

Note: Be sure to include your email address on the application form. All correspondence will be done by email.

Step 4: To begin candidacy and in order for the Iowa Department of Education to pay the subsidy fee, you will need to pay the registration fees for two or more components before the February 28 deadline. There is also a \$75 processing charge required at the time of application submission. This non-refundable fee is separate from the registration fee and is assessed each year candidates apply for components until certification is earned.

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

Step 5: Mail the attached application form and a copy of your NBC online application to:

Tana Mullen, Executive Officer
Iowa Department of Education
Grimes State Office Building
400 E 14th Street
Des Moines IA 50319-0146