

## **2024 HCPSS/MSDE National Board Certification Scholarship Application Overview** (please review carefully and note the required documentation in the attachment)

### **Candidacy & Scholarship**

National Board Certification is a standards-based recognition of excellence in instruction and knowledge of practice. Through this rigorous process, teachers are given the opportunity to demonstrate outstanding, creative, and reflective teaching that leads to student success. This accreditation carries high prestige nationally. Teachers who go through this process state it is the best professional decision they've ever made and assert it is the most transformative professional learning experience of their instructional career. While HCPSS provides a variety of support programming options it is ultimately up to the candidate to ensure they maintain good standing and complete the process successfully. **Full details for potential and interested staff, including next steps and upcoming support programming, should be reviewed in full within the [NBC Candidate Top Q&A document](#). Cohort participants will be expected to:**

- Pay annual \$75 registration fee, procure candidate identification number, accurately complete registration for third-party payment and complete all final payment attribution steps as communicated
- Sign and submit a Memorandum of Understanding (MOU) by communicated deadline and adhere to stipulations therein. This form is forthcoming from MSDE and will be received by interested candidates when available
- Maintain accurate and timely registration with NBPTS in accordance with scholarship requirements and communicated expectations
- Read and adhere to all communications provided by NBPTS, MSDE and HCPSS

### **Cohort participants will be encouraged to:**

- Take advantage of the variety of support structures in place

### **Please note the following:**

- The Blueprint for Maryland (link available in attachment) legislation sets state-wide standards for the NBC process. Additional policy and regulations are determined at the state and local level. These stipulations are subject to change.
- National Board Certification is separate from traditional state certification.
- National Board Certification is separate from the formal HCPSS Teacher Evaluation process.
- Eligibility for the candidacy scholarship is separate from eligibility for the income supplement.
- NBCTs must undergo "Maintenance of Certification" every 5 years to retain certification per NBPTS.
- The process for seeking National Board Certification is an incredibly valuable professional opportunity. However, it is also very time-intensive. Those applying to the cohort should expect equivalent time commitment to a demanding, graduate level course. To be clear, each of the 4 components completed during this process is roughly equivalent to a rigorous graduate level course.
- Those who do not complete the National Board for Professional Teaching Standards (NBPTS) process to the satisfaction of the signed MOU will be responsible to pay back a portion, or the entirety, of the acquired fees.
- Candidates seeking EAYA World Language certification have additional prerequisite testing they must complete. Be sure to read and review the FAQ (linked in attachment) if this is your area of certification.

### **HCPSS/MSDE NBC Scholarship Eligibility Requirements**

- Bachelor's degree from an accredited institution (candidates for the Career and Technical Education certificate are required to hold a bachelor's degree only if their state requires one for their current license)
- Possess a valid MSDE professional teaching certificate or license
- Completion 3 years satisfactory teaching by July 31st, 2023

### **Eligibility Verification Forms Modified Instructions**

***Scholarship applicants must complete and upload this packet in Frontline in accordance with the following guidance including a copy of their current Maryland State Department of Education educator certificate. Failure to do so will require resubmission and may delay eligibility verification from HCPSS. Review this [guidance document](#) and the following reminders:***

NBPTS produces these forms to ensure their candidacy eligibility parameters are clear. Scholarship applicants must complete and upload this packet in Frontline in accordance with the following guidance. While NBPTS allows candidates with less than 3 years of prior teaching experience to begin the process, the current requirement for the MSDE/HCPSS scholarship remains as outlined above. Failure to upload the correct and comprehensive documentation will require resubmission and may delay eligibility verification from HCPSS:

- It is up to the applicant to determine which form(s) they must complete and submit in accordance with directions found on page 1 of the packet. If you have any questions about the instructions or forms in the packet you should contact 180022TEACH.
  - If you are only required to complete the “Candidate Eligibility Verification Form” you should **not** request a signature in the bottom box titled “Principal OR District Employment Officer.”
  - If you are required to complete the “Candidate Employment Verification” and/or “Candidate Workplace Verification” form(s) based on your prior experience you should request signatures from necessary individuals and instruct them to send completed form(s) back to you. You will then upload these documents into Frontline along with any other required documentation. Applicants are **not** required to submit the “Candidate Education Verification” form.
- Applicants should **not** register with NBPTS and thus leave any fields requesting “WRITE YOUR NATIONAL BOARD ID NUMBER HERE” **blank**.
- Applicants should **not** send this packet to NBPTS. The packet will be submitted, along with any other required documents, within the Frontline scholarship application.
- HCPSS Human Resources will audit and verify information provided.

**Note: The only documentation upload required for this application includes your current Maryland State Department of Education educator certificate and documentation required per instructions in the Eligibility Verification Forms and Instructions. You are not required to submit a cover letter, Praxis scores, resume, etc.; these are default fields in Frontline.**

### **Contact**

- For questions specific to the NBCT program, please contact Jennifer Hlavka ([jennifer\\_hlavka@hcpss.org](mailto:jennifer_hlavka@hcpss.org)), Office of Teacher & Paraprofessional Development
- For questions specific to submission of your NBCT application, including uploading of required documentation, please contact Casey Schurman ([casey\\_schurman@hcpss.org](mailto:casey_schurman@hcpss.org)).



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\*Note - MSDE cannot speak to a limit of participants per LSS as this is contingent on funding appropriation and the total number of educators seeking funding. As shared in all information session and HCPSS communications, funding and support programming is contingent on local and state budget and policy.