HCPSS NBC Maintenance of Certification Memo

To: All HCPSS Educators

From: HCPSS Departments of Human Resources and Professional

Development

Date: July 28, 2025

Subject: Recognition and Support for Maintenance of National Board

Certification (MOC)

Summary

HCPSS, in partnership with HCEA, is proud to recognize and reward educators who achieve and renew National Board Certification (NBC). Under the Maryland Blueprint for Education, educators in Blueprint-defined "teacher" roles who complete their Maintenance of Certification (MOC) every five years will receive annual financial recognition. These ongoing incentives support instructional excellence and honor your professional achievement.

This recognition:

- Is stackable for multiple NBC renewals and with other NBC incentives (\$10,000 annually for eligible NBCTs and \$7,000 for teaching at a low-performing school)
- Counts toward pension and high-earning years
- Is issued as a **recurring annual** supplement via paycheck (not lump sum)
- Begins July 1 following renewal during year 4, or prorated following renewal during year 5

☼ Initial NBC incentives remain in place: \$10,000 annually for eligible teachers; \$2,000 annually for non-eligible teachers; \$7,000 annually for teaching at a low-performing school.

- **♀** Frequently Asked Questions (FAQ)
- ☆ Eligibility & Role Classification

Q: How do I know if my role qualifies as an eligible "teacher" under the Blueprint?

A: HCPSS will confirm eligibility in Workday. Generally, qualifying roles include classroom-based instructional positions that are primarily responsible and accountable for teaching students in the classroom.

Q: Are individuals who are ineligible for the NBCT \$10,000 supplement, and who only receive the \$2,000 supplement, eligible for MOC pay?

A: No. MOC renewal allowances apply **only** to eligible roles defined as "teacher" under the Blueprint.

3 Compensation Details

Q: What is the compensation for each MOC renewal?

1st renewal: \$4,000/year
2nd renewal: \$3,000/year
3rd renewal: \$2,000/year

These amounts stack annually and continue with active NBCT status.

Q: Do these MOC supplements stack?

A: Yes. A teacher with two successful renewals would receive \$7,000 annually (i.e., \$4,000 + \$3,000), in addition to any initial NBC pay (and in addition to any pay for teaching at a low-performing school, if applicable).

Q: Where will the supplement appear in my pay?

A: As a **supplemental allowance** on your paycheck. It counts toward your pension and highest-earning years.

Q: Where can I see the supplement in my pay stub?

A: It will be included as an increased amount to your "Natl Board Cert Supp" line item in your paycheck.

Timeline for Renewal

Q: When should I submit my MOC?

A: Per NBPTS guidelines, NBCTs may submit:

- Year 4: You'll receive the full supplement the following school year (starting July 1).
- Year 5: You'll receive a prorated supplement that year, then the full amount the next year.

Q: What happens if I renew early (Year 4) and do not achieve?

A: You may try again in Year 5.

Q: What happens if I don't renew in time and my certification expires?

A: Per NBPTS, you will need to restart the process as an initial candidate. Keep in mind you can only receive the initial candidacy scholarship one time so you would need to pay for the process independently.

Workday & Documentation

Q: How do I verify or update my NBC status in Workday?

A: Log into Workday and search for:

"National Board Certification Status Review (NBPTS)"

Review your area, ID, issue date, and expiration. If inaccurate, email:

EmployeeCredentialing@hcpss.org with NBPTS documentation (screenshot or PDF).

Q: If I join HCPSS with past MOC renewals, will they count?

A: Yes. HCPSS will honor verified prior renewals for compensation eligibility. It is your responsibility to provide documentation of NBCT status and all past validity periods to HCPSS upon hire.

Certification Status Questions

Q: How do I check my MOC eligibility window?

A: Log into <u>www.nbpts.org</u> and visit your **Candidate Dashboard** for your personalized renewal window.

Q: What happens if I don't inform HCPSS of my renewal?

A: Your MOC pay may be delayed or ineligible. Be sure to report all updates and submit proof promptly.

Q: How do we collect renewal proof at hire?

A: New hires should present NBPTS documentation during onboarding. Schools and HR teams will coordinate entry into Workday.

Q: Is there an appeal process for missing or incorrect MOC compensation?

A: Yes. Submit a request to **EmployeeCredentialing@hcpss.org** with documentation to initiate a review. You may also want to consult with your HCEA UniServ Director for additional support by contacting howard@mseanea.org.

Q: Are scholarships available for MOC renewal?

A: Yes. HCPSS offers **full scholarships** for eligible staff, as funding allows. Retake scholarships may also be offered.

Questions?

For policy or eligibility questions, contact:

☑ EmployeeCredentialing@hcpss.org

For program support and resources, visit:

NBCT Pay Enhancement Information Hub