



This request is for reimbursement of one component **and** state funding for the remaining three components. No stand-alone reimbursements are made. The candidate must meet the following prerequisites in order to apply for NBPTS component reimbursement and state funding for the remaining components:

- **Be a resident of Arkansas**
- **Be employed as a teacher in an Arkansas public school and engaged directly with instruction of students in a classroom setting for 70% or more of the contracted time; or employed as a building level principal or assistant principal; or employed as an instructional facilitator in an Arkansas public school or other instructional setting and is directly involved in the instructional process by teaching children and by facilitating the instructional process through work with building teachers in classrooms; facilitates continuous improvement in classroom instruction and professional learning support to teachers for 70% or more of the contracted time**
- **Has not received prior state funding for NBPTS candidacy**
- **Attended a Division of Elementary and Secondary Education (DESE) sponsored NBCT orientation meeting in the spring of 2019**
- **The NBPTS submitted component score meets the minimum score of 2.75 as established by the DESE NBCT Advisory Committee**
- **The reimbursement request is made within 60 days from the date of the NBPTS score report (no late applications will be accepted)**

Complete all information and submit the reimbursement request form with the following documentation:

- **Copy of the official score report provided by NBPTS**
- **Copy of verification of payment from NBPTS**
- **Completed W-9 (click below to download)**
http://dese.ade.arkansas.gov/public/userfiles/HR_and_Educator_Effectiveness/W-9.pdf
- **Completed employment verification form**

****All reimbursements and state funding are contingent upon the availability of funds. Applications are reviewed in the order in which they are received. If funding is not available for all approved applicants, the order in which applications are received determine the applicants receiving funding.**

Return form and all documentation to Renee Nelson renee.nelson@arkansas.gov or fax to 501-682-5118.



PRINT ALL INFORMATION

FIRST NAME:	LAST NAME:
LAST FIVE (5) OF SS#	
HOME MAILING ADDRESS:	
CITY, STATE, AND ZIP	
HOME PHONE: ()	WORK PHONE: ()
EMAIL ADDRESS:	
EMPLOYER NAME:	

I understand if I receive reimbursement for the completed component and state funding for the remaining components, I must submit all remaining components to NBPTS within the current submission window. Please go to the NBPTS website for more information about the current submission window.

I understand if I receive any state funds for NBCT certification, I must repay the funds if:

- ***I do not complete the certification process within three years after the NBPTS enters me into its certification program***
- ***I withdraw from NBPTS candidacy***
- ***I become a NBCT, but for the three-year period following certification, that includes the year of certification and the two years immediately following certification, I do not teach in an Arkansas public school classroom or I do not serve as a building level principal or assistant principal, as applicable***

Funds to be repaid are costs of the NBPTS components, all substitute teacher pay (if used), and all state incentive payments (if any received). All funds must be repaid within 30 days of receiving a letter from the ADE, which will have all instructions for making repayment and the amount due.

I am requesting reimbursement for the NBPTS submitted component (\$475), and to receive state funding for the remaining NBPTS components. I understand and agree to all terms as stated in the reimbursement request form.

Signature

Date