



**DIVISION OF ELEMENTARY  
& SECONDARY EDUCATION**

**NATIONAL BOARD CERTIFIED TEACHER  
SUBSTITUTE REIMBURSEMENT FORM  
FOR 2019-2020 STATE-FUNDED  
NATIONAL BOARD CANDIDATES**

List below **state-funded candidates** for National Board for Professional Teaching Standards (NBPTS) who took days of release time to work on candidacy. The number of days allowed for reimbursement per candidate is three (3). **Reimbursements are for initial NBPTS candidates awarded state-funding for 2019-2020. Please send one request form per district with all reimbursements listed for each individual candidate and totaled for all candidates in your district. If more space is needed for additional candidates, use an additional form with the total requested amount listed on the final page. You may obtain the NBCT candidate ID# from the candidate.**

**PLEASE NOTE: THE BASE RATE IS NOT TO INCLUDE TAXES, BENEFITS, OR THIRD PARTY FEES.**

STATE FUNDED TEACHER LEGAL NAME Ex: John Lee Doe	NBPTS CANDIDATE ID# Ex: C01112222	DATES Ex: 11/15/19, 01/10/20	COST PER DAY Ex: \$70.00	TOTAL COST Ex: \$140.00
<b>TOTAL AMOUNT REQUESTED</b>				

**Print all information below.**

School District: \_\_\_\_\_

District Address: \_\_\_\_\_

District Contact Person: \_\_\_\_\_ District Contact Phone: \_\_\_\_\_

Superintendent or Responsible Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email or fax completed form by Friday, May 22, 2020 to [Vanessa.holt@arkansas.gov](mailto:Vanessa.holt@arkansas.gov) FAX: 501-682-5118