



DIVISION OF ELEMENTARY & SECONDARY EDUCATION

National Board for Professional Teaching Standards (NBPTS) Fee Reimbursement Request Form (Only for those who have not already received state funding)

A candidate who passes one certification component of the NBPTS Assessment for certification as a National Board Teacher in Arkansas, may apply to the Arkansas Department of Education for reimbursement of the \$475 test fee.

Reimbursement requests must be approved by the NBCT Advisory Committee before being presented to the Arkansas State Board of Education for final approval. Reimbursements are made only if funds are available.

The Candidate must:

- Be a resident of Arkansas
- Achieve a passing score on the component
- Be employed as a teacher in an Arkansas public school and engaged directly with instruction of students in a classroom setting for 70 percent or more of the contracted time or,
- Be employed as an instructional facilitator in an Arkansas public school or other instructional setting. The instructional facilitator is directly involved in the instructional process by teaching children and by facilitating the instructional process through work with building teachers for 70 percent or more of the contracted time or,
- Be employed as a building level principal or an assistant principal in an Arkansas public school.
- Provide a copy of the official score report provided by NBPTS
- Provide a copy of verification of payment from NBPTS
- Have not previously received state funding for component
- Have completed the component and received the score during the current fiscal year.

Submit the above information by fax, email, or mail to the address below.

Complete All Fields (Please Print)

Name:	Last five (5) of SS#
Home Mailing Address:	
City, State, and Zip:	
Home Phone: ()	Work phone: ()
Email Address:	
Employer Name:	



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Standards (NBPTS)**

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By signing below, I am requesting reimbursement for one NBPTS component (\$475). I understand and agree to all terms as stated in the reimbursement request form.

Signature

Date

COMPLETE AND RETURN THIS FORM TO:
Darlene Kirkpatrick, Public School Program Advisor NBCT
Division of Elementary and Secondary Education,
Division of Educator Effectiveness and Licensure
Four Capitol Mall 108B, Little Rock, AR 72201
Fax: 501-682-5118 Email: darlene.kirkpatrick@ade.arkansas.gov
Phone (501) 683-1524