An Arkansas NBPTS candidate may apply to the Department for reimbursement of one component fee (up to $475) upon successful submission. 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 as funds are available.

The candidate must:

* 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

|  |  |
| --- | --- |
| Full Name |  |
| Last five (5) SSN |  |
| Home Address |  |
| City, State and Zip |  |
| Email |  |
| Employer Name |  |

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 a component

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

**Submit all documents with this form by fax, email, or postal service mail to the address below:**

Darlene Kirkpatrick, Public School Program Advisor NBCT

Division of Elementary and Secondary Education,

Division of Educator Effectiveness and Licensure

Four Capitol Mall, Little Rock, AR 72201

darlene.kirkpatrick@ade.arkansas.gov

Fax 501-682-5118 Phone (501) 683-1524