

A green curved line representing a hill. On the hill, there are five silhouettes of people in various stages of climbing, from a person sitting at the base to a person standing at the peak.

Indiana Department of Education

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Teacher Candidate

Commitment to Component Work

- 1.) Partaking in National Board Certification is a rigorous commitment. It requires content area expertise, excellence in balancing a full work load on top of meeting component requirements, and time to communicate with one's mentor.

- 2.) There are several form requirements during the application process where much documentation is required. Outlined here are the names of the forms and what is needed to organize oneself for completing them:
 - a. **Candidate Eligibility Verification Form** – This form verifies one (1) has worked for at least three years at the same state-supported school district, (2) holds at least a bachelor's degree (or equivalent if applying for CTE certificate) for employment at the school, and (3) is required to hold a valid state teaching license (or school counseling license if applied for the ECYA/School Counseling Certificate for the three years of employment at the same school district.)
 - i. Current, valid teaching or school counseling license
 - ii. Signature of principal or district employment
 - iii. Email to NBPTSCandidatSupport@Pearson.com
 - b. **Candidate Education Verification Form** – This form verifies that one possesses a bachelor's, master's, or doctoral degree from an accredited institution – defined as a university or college that is authorized or accepted by a state as fulfilling the state's educational requirement for initial teaching or school counseling licensure. For CTE, this is only required if included in the state's requirement. This must be verified in one of three ways:
 - i. Send the form to the educational institution that conferred your degree; or
 - ii. Apply online for degree verification at the National Student Clearinghouse website (www.degreeverify.com) and submit their degree-verification letter along with your Education Verification Form; or
 - iii. Submit an official transcript with your Education Verification Form to National Board at NBPTSCandidatSupport@Pearson.com
 - c. **Employment Verification Form** – This form verifies one (1) has three years or employment completed PRIOR to the application date, (2) has



Indiana Department of Education

Glenda Ritz, NBCT

Indiana Superintendent of Public Instruction

been employed in one or more facilities in the US or accredited by one of the regional agencies recognized by the U.S Secretary of Education, (3) has held a valid state license during the three years of employment, and (4) has completed successful teaching or school counseling, at a minimum, means that the license was unencumbered (e.g., not suspended or revoked) during the three years of employment.

- i. Fill in the information above the Principal or District Employment Officer Box
 - ii. Have the principal or personnel office send the completed form to National Board.
 - iii. Email to NBPTSCandidatSupport@Pearson.com
- d. **License Verification Form** – This form verifies one has held a valid state teaching license or has met the requirements by one's state for a school counselor for each of the years verified in previous form.
- i. Submit the form
 - ii. Submit a copy of your license
 - iii. Email to NBPTSCandidatSupport@Pearson.com
- e. **Workplace Verification Form** – This form is used only when (1) one works at a private school and is not required to hold a teaching or school counseling license, or (2) one's employer is an institution outside the United States.
- i. Email to NBPTSCandidateSupport@Pearson.com

3.) Grant Expectations with Indiana Department of Education

- a. Create an account with NBPTS by accessing this link to the National Board Candidate Management System (NBCMS) formerly known as MyProfile <http://www.boardcertifiedteachers.org/>
- b. Initial required paperwork to submit immediately upon being awarded grant
 - i. W-9
 - ii. Direct Deposit Form
 - iii. Bidder Id obtained by creating profile at: <http://in.gov/idoa/2464.htm>
- c. Verification of Completion of Component work (Spring of 2017)
 - i. Component 1 –Forward the email you receive once registering for the assessment to teacherleadergrant@doe.in.gov.
 - ii. Components 2, 3 and 4 – Forward the email you receive once you upload component work to teacherleadergrant@doe.in.gov.
- d. Invoice - Once you have taken the assessment or submitted component work, you will create an invoice to send to accountspayable@doe.in.gov.
- e. Further directions and potential steps will be provided at the time you fulfill the verification of completion of component work.