

TO: School District Business Managers  
FROM: Letitia Johnson, Bureau Director  
RE: FY 2023 - Master Teacher Data  
DATE: July 01, 2023

Personnel information entered into MSIS is used by the Office of School Financial Services (OSFS) to reimburse your school district the \$6,000 salary supplement for individuals holding national board certification in the five areas listed below. Detailed instructions for entering this information in MSIS can be found on the OSFS website.

In February, the OSFS will pull the information from the Personnel/Accreditation Reports so that certificates for personnel eligible for prorated supplements received by February 15<sup>th</sup> are included. It is important that as teachers become nationally certified you update their personnel records.

Codes to use on Personnel/Accreditation Reports:

- 902001 NBPTS (National Board for Professional Teaching Standards)
- 902002 CCC (Certificate of Clinical Competence issued by American Speech & Hearing Association)
- 902003 NCSC – (National Certified SCHOOL Counselor issued by the National Counselor’s Assn.)
- 902004 NCSN – (National Certified School Nurse)
- 902008 CAT – (Certified Athletic Trainer issued by Board of Certification, Inc.)
- 902010 CALT – (National Certified Academic Language Therapist)

Please Note: [Teachers may be added in MSIS based on their notification letter.](#) They will need to provide you a copy of their actual certificate as soon as they receive it. This information is subject to verification as part of the State Auditor’s Office audit of MSIS processes – be sure that you have the proper documentation on file in each individual teacher’s folder.

For NURSES and CALT supplements, the limit was removed July 01, 2021, by the Legislature. You **do not** have to contact the OSFS prior to entering into MSIS.

Reimbursement of Initial Fees:

Please continue to submit requests for reimbursement of fees associated with the initial cost of obtaining the certification. Remember you must provide proof of completion of the certification process including submitting proof of payment.