

NATIONAL BOARD CERTIFICATION – MASTER TEACHER

(www.nbpts.org)

(As issued by the National Board for Professional Teaching Standards)

Proper documentation for NBPTS.

1. Copy of certificate
2. A complete NBPTS score report

Samples of proper documents to be used for reimbursement of initial NBPTS fees: (Fees associated with the retaking of the NBPTS process are not eligible for reimbursement.)

1. Copy of canceled checks made payable to NBPTS
2. Copy of loan check made payable to NBPTS and the individual teacher.

Note: a loan check from the lending institute made payable to the teacher is not proper documentation. We have to have proof of payment to NBPTS. Also, do not send a copy of the loan agreement.

3. A Financial Statement issued by the NBPTS

Note: The teacher can download this from the NBPTS web site.

4. A copy of a credit card receipt indicating payment to NBPTS. We will accept a copy of a credit card statement if it shows the teacher's name and the payment to NBPTS (this would be an itemized type of statement.)
5. A copy of the district's purchase order indicating the name of the teacher and a payment to NBPTS on behalf of the teacher.

NCSC CERTIFICATION

(www.nbcc.org)

(Issued by the National Board of Certified Counselors)

Proper documentation for NCSC process

1. A copy of the National Certified School Counselor Certificate (NOT National Certified Counselor. (NCC)) which indicates that the counselor holds the National Certified School Counselor (NCSC) credential.

Samples of proper documents to be used for reimbursement of initial NCSC fees:

1. Copy of canceled checks made payable to NBCC.
2. The Verification of Certification memo if at the bottom it indicates amount that the amount has been paid.
3. A copy of a credit card receipt indicating payment to NBCC. We will accept a copy of a credit card statement if it shows the teachers name and the payment to NBCC (this would be an itemized type of statement.)

CCC - American Speech & Hearing Association

(www.asha.org)

Proper documentation for CCC (Speech Therapists) process.

1. The copy of the ASHA card which expires on December 31 of the current school year. (i.e the card used for the 2022-2023 school year would expire on 12/31/22.)
2. A copy of a Verification of Certification issued by ASHA. This verification will indicate ASHA account number, effective date of certification and a valid through date.

Samples of proper documents to be used for reimbursement of initial ASHA fees:

1. Copy of canceled checks made payable to AHSA.
2. A copy of a credit card receipt indicating payment to ASHA. We will accept a copy of a credit card statement if it shows the teachers name and the payment to ASHA (this would be an itemized type of statement.)

NCSN - National Certified School Nurse

(www.nbcsn.com)

(As issued by the National Board for Certification of School Nurses, Inc.)

Proper documentation for NCSN process:

1. A copy of the National Certified School Nurse certificate.
2. A copy of a Verification of Certification issued by NBCCSN which indicates that the school nurse holds the National Certified School Nurse (NCSN) credential.

CALT - Certified Academic Language Therapist

(As issued by the Academic Language Therapy Association)

Proper documentation for CALT process:

1. A copy of the Certified Academic Language Therapist certificate from the Academic Language Therapy Association.
2. A copy of a Verification of Certification issued by the Academic Language Therapy Association indicating that the therapist holds the Certified Academic Language Therapist (CALT) credential.

CAT - Certified Athletic Trainer

(www.bocatc.org)

(As issued by the Board of Certification, Inc.)

Proper documentation for CAT process:

1. A copy of the Certified Athletic Trainer certificate from the Board of Certification, Inc.
2. A copy of a Verification of Certification issued by the Board of Certification, Inc. indicating that the trainer holds the Certified Athletic Trainer (CAT) credential.