

National Board Certification



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Office of School Financial Services, Bureau Director

mdek12.org



MISSISSIPPI
DEPARTMENT OF
EDUCATION

February 01, 2024



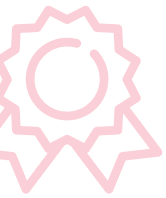
VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community



1

ALL Students Proficient and Showing Growth in All Assessed Areas



2

EVERY Student Graduates from High School and is Ready for College and Career



3

EVERY Child Has Access to a High-Quality Early Childhood Program

EVERY School Has Effective Teachers and Leaders

4



EVERY Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



EVERY School and District is Rated “C” or Higher

6



- (2)(a) The following employees shall receive an annual salary supplement in the amount of Six Thousand Dollars (\$6,000.00), plus fringe benefits, in addition to any other compensation to which the employee may be entitled:
 - (i) Any **licensed teacher** who has met the requirements and acquired a Master Teacher certificate from the National Board for Professional Teaching Standards and who is employed by a local school board or the State Board of Education as a teacher and not as an administrator.



Such teacher shall submit documentation to the State Department of Education that the certificate was received prior to October 15 in order to be eligible for the full salary supplement in the current school year, or the teacher shall submit such documentation to the State Department of Education prior to February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year.

- (ii) A **licensed nurse** who has met the requirements and acquired a certificate from the National Board for Certification of School Nurses, Inc., and who is employed by a local school board or the State Board of Education as a school nurse and not as an administrator.



- The licensed school nurse shall submit documentation to the State Department of Education that the certificate was received before October 15 in order to be eligible for the full salary supplement in the current school year, or the licensed school nurse shall submit the documentation to the State Department of Education before February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year.



- (iii) Any **licensed school counselor** who has met the requirements and acquired a National Certified School Counselor **(NCSC)** endorsement from the National Board of Certified Counselors and who is employed by a local school board or the State Board of Education as a counselor and not as an administrator. Such licensed school counselor shall submit documentation to the State Department of Education that the endorsement was received prior to October 15 in order to be eligible for the full salary supplement in the current school year, or the licensed school counselor shall submit such documentation to the State Department of Education prior to February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year.



- iv) Any **licensed speech-language pathologist and audiologist** who has met the requirements and acquired a Certificate of Clinical Competence from the American Speech-Language-Hearing Association and any **certified academic language therapist (CALT)** who has met the certification requirements of the Academic Language Therapy Association and who is employed by a local school board. The licensed speech-language pathologist and audiologist and certified academic language therapist shall submit documentation to the State Department of Education that the certificate or endorsement was received before October 15 in order to be eligible for the full salary supplement in the current year or the licensed speech-language



- pathologist and audiologist and certified academic language therapist shall submit the documentation to the State Department of Education before February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year.



- **v)** Any **licensed athletic trainer** who has met the requirements and acquired Board Certification for the Athletic Trainer from the Board of Certification, Inc., and who is employed by a local school board or the State Board of Education as an athletic trainer and not as an administrator. The licensed athletic trainer shall submit documentation to the State Department of Education that the certificate was received before October 15 in order to be eligible for the full salary supplement in the current school year, or the licensed athletic trainer shall submit the documentation to the State Department of Education before February 15 in order to be eligible for a prorated salary supplement beginning with the second term of the school year.



- (2)(b) An employee shall be reimbursed for the actual cost of completing each component of acquiring the certificate or endorsement, excluding any costs incurred for postgraduate courses, not to exceed Five Hundred Dollars (\$ 500.00) for each component, not to exceed four (4) components, for a teacher, school counselor or speech-language pathologist and audiologist, regardless of whether or not the process resulted in the award of the certificate or an endorsement.



- (2)(c) an educational employee shall receive the salary supplement in the amount of Six Thousand Dollars (\$6,000.00) for only one (1) of the qualifying certifications authorized under paragraph (a) of this subsection. No school district shall provide more than one (1) annual salary supplement under the provisions of this subsection to anyone (1) individual employee holding multiple qualifying national certifications.



- (3) The following employees shall receive an annual salary supplement in the amount of Four Thousand Dollars (\$4,000.00), plus fringe benefits, in addition to any other compensation to which the employee may be entitled:

Effective July 1, 2016, if funds are available for that purpose, any licensed teacher who has met the requirements and acquired a Master Teacher Certificate from the National Board for Professional Teaching Standards and who is employed in a public school district located in one (1) of the following counties: Claiborne, Adams, Jefferson, Wilkinson, Amite, Bolivar, Coahoma, Leflore, Quitman, Sharkey, Issaquena, Sunflower, Washington, Holmes, Yazoo and Tallahatchie. The salary supplement awarded under the provisions of this subsection (3) shall be in addition to the salary supplement awarded under the provisions of subsection (2) of this section.



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 Association

902004 NCSN – National Certified School Nurse

902008 CAT – Certified Athletic Trainer

902010 CALT – Certified Academic Language Therapist

The course code is very important. If it is incorrect, individuals will not calculate correctly. Verify that the appropriate code is entered (**902001, 902002, 902003, 902004, 902008, 902010**).

The individual's schedule is very important. If the instructional minutes divided by the total minutes is not at least 50%, the employee will not be funded.

The district percentage of time impacts the amount funded.



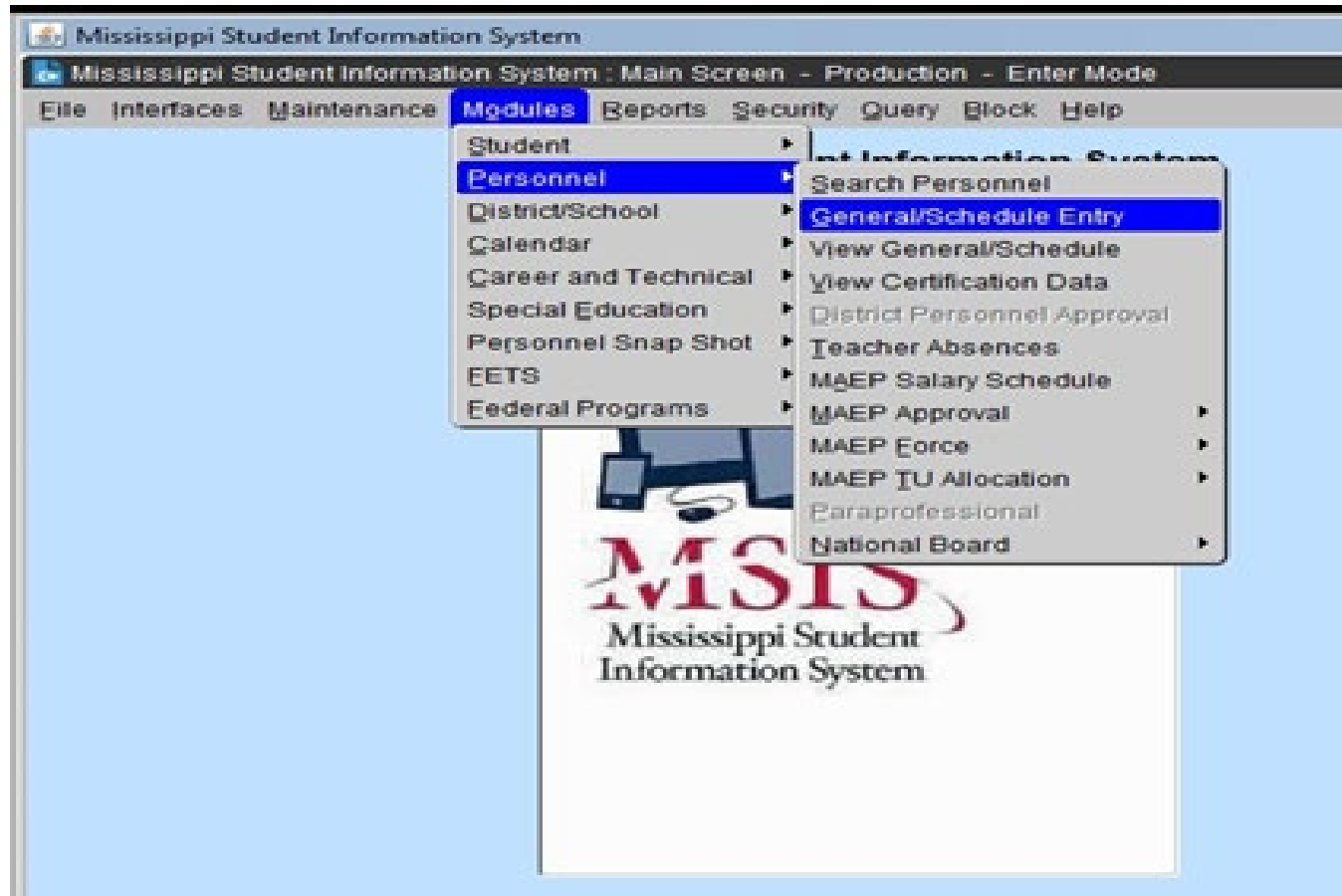
There must be an XX in the reserved field of the course code.

Pay close attention to the issue date and expiration date of the employee's certificate.

Enter the supplement amount on the employee schedule.



Login to MSIS > Modules > Personnel > General/Schedule Entry



- The salary screen can only be accessed by a user with the district personnel role. For this training, we will demonstrate the salary entry for everyone. The salary entered cannot be greater than the highest salary on the course code table for the courses on the schedule.
- Click on the SALARY tab. There are two salary fields, one for teaching and one for non-teaching salary.

- **TEACHING SALARY** - After clicking the salary tab, the cursor will be in the TEACHING SALARY field, if the employee is a teacher. Enter the teacher's contracted amount for teaching duties.
- **NON-TEACHING SALARIES** - If the employee has a salary from Non-Teaching Courses (bus driver, coach, etc.), those courses must be on the schedule for the salary to be entered. All non-teaching codes on an employee's schedule will appear in this section and a salary must be entered for each before leaving the screen. A salary of zero is acceptable
- **ANNUAL SALARY** – This is a computed field and does not, consequently, allow any data entry. The system will add all non-teaching and teaching salaries and enter the total in the ANNUAL SALARY field.

- NATIONAL CERTIFICATION NUMBER – Enter National Certification Number
- ISSUE DATE (MM-DD-YYYY) – The date the certificate was issued
- EXPIRATION DATE (MM-DD-YYYY) – The date the certificate will expire

Mississippi Student Information System: General/Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

Mississippi Student Information System General/Schedule Employee Entry

District	Name	Last Name	First Name	MI	SSN	School Year
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	2018-2019

[Update District Employment Information]

Major School	Name	
004	[Redacted]	
Status	Days Employed	Contracted Days for After Hours
Active	187	[Redacted]
Title I Bilingual?	District Time	
N	100	
Roll Employee	User Defined	
Y	SPEI	
Contract Employee	Receiving check from PERS??	
N/A	N	

Mississippi Student Information System: General/Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

Mississippi Student Information System General/Schedule Employee Entry

District: [] Name: [] Last Name: [] First Name: [] MI: [] SSN: [] School Year: 2018-2019

[Schedule]

Terms / Semester	Period	Course	Minutes	School	Low Grade	High Grade	Students	Carnegie Units	Special Program	Schedule Type	Reserved	Time Frame Taught
S1	1	132002	30	004	62	02	11	000	5	Modified Version		ALL YEAR
S1	2	851001	30	004	52	05	0	000	5	Modified Version		ALL YEAR
S1	5	132002	30	004	01	02	5	000	5	Modified Version		ALL YEAR
S1	7	132002	30	004	01	01	7	000	5	Modified Version		ALL YEAR
S1	8	902002	30	001	52	12	0	000	0	Modified Version	XX	

[Course]

Title: GCC (A/SA) - SPEECH THERAPIST/AUDIOLOGIST

[Students Counts By Grade]

62	62	64	64	66	1st	2nd	3rd	4th	5th	6th	7th	8th	68	78	9th	10th	11th	12th
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Mississippi Student Information System: General / Schedule Employee Entry - Production - Enter Mode

File Interfaces Maintenance Modules Reports Security Query Block Help

Employee Select District District Info Schedule Salary Special Ed

**Mississippi Student Information System
General/Schedule Employee Entry**

District Name Last Name First Name MI SSN Teacher Salary Annual Salary

[Non-Teaching Salaries]

Course	Description	Salary	National Board Certificate Number	Issue Date	Expiration Date
902002	CCC (AHSA) - SPEECH THERAPIST/AUDIOLOGIST	6000	12063212	12/31/2016	12/31/2018

National Board Personnel

- List the days employed, salary supplement, certificate information, course code, and district time that has been input by the district for each person.



National Board Personnel								MSIS
LSJOHNSON		2023 - 2024						
August 17, 2023 Thursday, 01:32 PM								Page 1 of 1
Days Employed	Supplement Salary	Certificate Number	Issue Date	Expire Date	Course Code	Dist Time		
[REDACTED] SCHOOL DIST								
006 [REDACTED] JUNIOR HIGH SCHOOL								
[REDACTED]	210	6000	318462	09/26/13	09/30/23	902003	100	
008 [REDACTED] PRIMARY SCHOOL								
[REDACTED]	187	6000	3074658	12/12/20	12/12/25	902001	100	
[REDACTED]	210	6000	1463822	11/08/22	07/31/25	902003	100	
[REDACTED]	187	6000	1176197	11/20/09	11/20/29	902001	100	
Count: 4								

National Board Payments

- List the MSIS calculated payment amount for each person receiving the supplement.



National Board Payments				
LSJOHNSON	2023 - 2024			MSIS
August 17, 2023 Thursday, 01:30 PM				
Page 1 of 1				
Employee	1st Half	2nd Half	Total	
SSN	Allocation	Allocation	Allocation	
[REDACTED] SCHOOL DIST				
006 [REDACTED] JUNIOR HIGH SCHOOL				
[REDACTED]	0	0	0	
008 [REDACTED] PRIMARY SCHOOL				
[REDACTED]	3000	3000	6000	
[REDACTED]	3000	3000	6000	
[REDACTED]	3000	3000	6000	
Total:	9000	9000	18000	

National Board Edits

- Identify errors on the individual employee schedule(s) in MSIS.



NATIONAL BOARD PERSONNEL EDITS REPORT -													
LSJOHNSON										2023 - 2024		MSIS	
August 17, 2023										Page 1 of 1			
Thursday, 01:43 PM													
[REDACTED] SCHOOL DIST													
006 [REDACTED] JUNIOR HIGH SCHOOL													
SSN: [REDACTED] NAME: [REDACTED] RACE GENDER: BF													
YEARS OF EXPERIENCE: 10 DISTRICT TIME: 100 DAYS EMPLOYED: 210 LEVEL ASSIGNMENT: ANNUAL SALARY: 62442													
ADDRESS: [REDACTED] CITY: [REDACTED] STATE/ZIP: MS [REDACTED] PHONE: [REDACTED]													
TERM/ PRD	SEM	NO.	COURSE	MIN	STUD	LO GRADE	HI GRADE	UNITS	FED	PROG	RES	SCHE	COURSE TITLE
S1	1	601005	180	0	07	08	000	0		N8			COUNSELOR- NON-CTE- ELEMENTARY
S1	2	601005	180	0	04	06	000	0		N8			COUNSELOR- NON-CTE- ELEMENTARY
S1	3	902003	60	0	07	08	000	0	XX	N8			NCSC - GUIDANCE COUNSELOR
CERTIFICATION													
CERTIFICATE NO.	PENDING	TYPE	ISSUED DATE	EXPIRE DATE									
318462	Y	NCSC	09/26/13	09/30/23									

- Any teacher with license that expires in November 2023 but are employed with the district for the full school year, is eligible to receive (and the district should be reimbursed) the full \$6,000.00 supplement for the 2023-2024 school year.

Note: If the teacher leaves the school district prior to contractual terms, the teacher shall receive a prorated amount based upon the actual days worked.

NATIONAL BOARD
for Professional Teaching Standards®

Candidate ID: 04015720

Certification Area: **Exceptional Needs Specialist-Early Childhood through Young Adulthood-Mild/Moderate Disabilities (ages 5-21+)**

December 9, 2023

Dear [REDACTED]

We are pleased to inform you that you are a National Board Certified Teacher! We at the National Board congratulate you on this significant achievement.

Thank you for your dedication, perseverance, and commitment to raising the bar of excellence and accelerating the learning of all students.

You will receive your certificate early next year. It will be valid for five years from December 31 of this year. The Score Report below provides details.

Warm regards,



Peggy Brookins, NBCT
Mathematics – AYA Certified 2004, Renewed 2013
President and CEO
@pbrookins44

- The National Board award letter confirming that the candidate is a National Board Certified teacher may be used until the certificate is received.
- The issue date of certificate will be December 31, of the year of the letter, the candidate id number will be input as the certificate number and the expiration date will be five years from the issue date.
- Once the employee receives the actual certificate, they will need to submit the certificate to the district.

- FY24 National Board payments will be reimbursed initially based upon the personnel data entered in MSIS for the 2022-2023 school year.
- National Board allocations are paid to the districts in 1/12 installments.
- During the month of February of the FY24 school year, the National Board Payments report re-calculates national board payments based upon the actual number of eligible teachers, as defined in the 2023-2024 MSIS Personnel Report.

- The new payment amounts for districts will be reflected in payments beginning March 2024 through June 2024.
- Some districts will have been overpaid as of February when the reconciliation takes place and will have to submit a refund payment to the OSFS. The impacted districts will be contacted individually and will be provided details on how to remit the refund payments. No waivers or exemptions will be allowed. If overpaid the district must repay funds.

National Board - Reconciliation

District A														
2023 Allocation	July-23	August-23	September-23	October-23	November-23	December-23	January-24	February-24	YTD Paid	2024 Allocation	March-24	April-24	May-24	June-24
305,415.00	25,451.00	25,451.00	25,451.00	25,451.00	25,451.00	25,451.00	25,451.00	25,451.00	203,608.00	382,653.00	44,761.25	44,761.25	44,761.25	44,761.25
Note: District A receives additional amounts for March through June; the difference in YTD Paid as of February 24 and 2024 Allocation amount.														

District B														
2023 Allocation	July-23	August-23	September-23	October-23	November-23	December-23	January-24	February-24	YTD Paid	2024 Allocation	March-24	April-24	May-24	June-24
64,415.00	5,368.00	5,368.00	5,368.00	5,368.00	5,368.00	5,368.00	5,368.00	5,368.00	42,944.00	41,891.75	-	-	-	-
Note: District B would owe a refund to MDE in the amount of \$ 1,052.25. The amount of overpayment as of February 24 YTD and 2023 Allocation amount.														

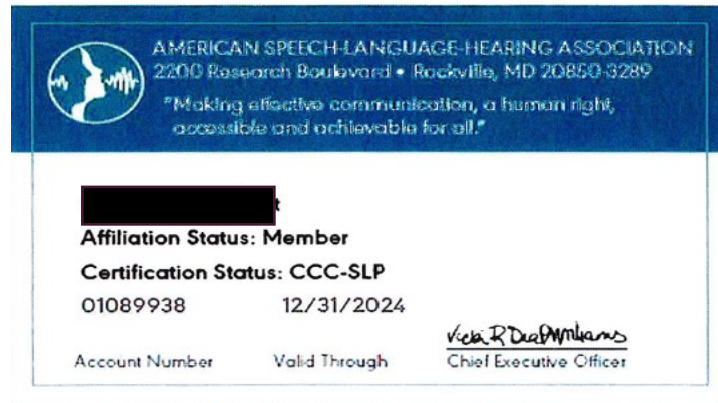
- The only forms required to be submitted (uploaded via SharePoint) to the OSFS are those associated with the reimbursement of fees:
 - Must submit proof of payment.
 - Must submit copy of the score report.
 - Fees associated with the retaking of the NBPTS process are not eligible for reimbursement.
 - Fees paid by 3rd parties are not reimbursable, i.e. grants and scholarships.



Items to maintain on file:

- Request for Funds-Process Cost Reimbursement Forms
- National Board Pass/Fail Letters
- Proof of Payment
- Copies of Certificates
- NCSC Certificate when requesting counselor supplement
- Valid ASHA cards

- Carefully review the issue and expiration dates that are entered in MSIS in conjunction with the ASHA-CCC endorsement. Teachers who have a certification from the American Speech & Hearing Association receive a new card annually, Ex. 01/01/24 through 12/31/24.



- To ensure the full payment in MSIS, for recurring certification, **the original issue date should always be utilized in MSIS, and change made to the expiration date only.**

Q. If a teacher only works part-time, will he/she be entitled to receive the full salary supplement?

A. Teacher will only be eligible to receive a pro-rated supplement based in proportion to his/her percentage of district time employed.

Q. Can a teacher only be paid for five (5) years for National Board Certification?

A. Certificates issued by the National Board for Professional Teaching Standards are valid for 5 years. These certificates are renewable. There is nothing in the law that limits a teacher/counselor to receiving the \$6,000 supplement for 5 years. However, if the certificate expires and is not renewed then the teacher/counselor will no longer be eligible to receive the supplement.

Q. Can a teacher be reimbursed the cost of renewing a certificate?

A. The state will not reimburse any expense for renewing a certificate. **See MS Code 37-19-7.**

Q. If a teacher retires then returns to work, can they still be paid for (1/2) of the National Board supplement.

A. It would depend on the schedule, and on the percentage of district time. If the schedule does not show teaching at least ½ of the day, they would not be eligible. If they are not 100% district time, they would not get the entire amount.

Q. Do Physical Therapists and Occupational Therapists with national board certification qualify for any additional money like Speech Therapists with that certification?

A. The code section that authorize payment for Master Teacher 37-19-7 does not address either of these positions.

Q. I have a teacher with the National Certified Counselor (NCC) endorsement. Is he/she entitled to the National Board Supplement?

A. No. There are two endorsements issued by the National Board of Certified Counselors. The state only reimburses the National Certified School Counselor (NCSC) endorsement.

Q. I have a teacher with the National Certified School Counselor (NCSC) endorsement. Can he/she receive the supplement if employed as a regular ed classroom teacher next year?

A. No. The National Certified School Counselor (NCSC) endorsement only works, with prescribed MDE course codes: Special Populations Personnel, SPED Counselor, Counselor Non-Vocational Elementary, Counselor-Vocational, Counselor Non-Vocational Secondary.

Q. The district has employed a teacher from another school district who was currently receiving the National Board supplement. Do we pay any portion of the National Board supplement for the remainder of this school year?

A. The former school district must contact the MDE so that salary adjustments can be made for the employee. Any pro-rated salary supplement remaining is due to the employee from the receiving school district.



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