

## NATIONAL BOARD CERTIFICATION – MASTER TEACHER

([www.nbpts.org](http://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 which consists of two parts:
  - A notification letter that informs teacher of certification status
  - A score profile that identifies whether the teacher earned the minimum score required for the attempted component.

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

**Note: Please do not send copies of duplicate checks**

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](http://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.)
2. A copy of a Verification of Certification issued by NBCC 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.  
Note: Please do not send copies of duplicate checks
2. The Verification of Certification memo if at the bottom it indicates amount that the certificant has 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](http://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 2016-2017 school year would expire on 12/31/16.)
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.  
Note: Please do not send copies of duplicate checks
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](http://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 NBCSN which indicates that the school nurse holds the National Certified School Nurse (NCSN) credential.

Samples of proper documents to be used for reimbursement of NCSN fees:

1. Copy of canceled check made payable to NBCSN.  
  
Note: Please do not send copies of duplicate checks
2. A copy of a credit card receipt indicating payment to NBCSN. We will accept a copy of a credit card statement if it shows the teacher's name and the payment to NBCSN (this would be an itemized type of statement.)

**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 your valid MS Educator license.
3. 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.

Samples of proper documents to be used for reimbursement of CALT fees:

1. An official receipt showing payment for certification fees from the certifying agency.
2. Copy of canceled check payable to the certifying agency.
3. A copy of a credit card receipt indicating payment to the Academic Language Therapy Association. We will accept a copy of a credit card statement if it shows the teacher's name and the payment to ALTA (this would be an itemized type of statement.)