National Board Professional Teaching Standards
Request for Fee Reimbursement

30.1 An employee attaining certification by the National Board for Professional Teaching Standards shall receive a salary bonus in the amount appropriated by the State, provided that the employee meets all other conditions imposed by the State for receipt of these funds. The District shall subsidize one-half the cost of registration for initial or re-certification.

30.2 Upon achievement of national certification, teachers whose registration was subsidized by the District shall be expected to provide twenty-five (25) hours of service within the following three (3) school years such as teaching professional development classes, supporting or mentoring colleagues, or working on other projects approved by the administrator responsible for professional development.

30.3 If a teacher whose registration was subsidized by the District leaves employment with the District prior to one school year after achieving national certification, the teacher shall refund to the District the amount paid by the District, unless the teacher leaves employment due to disability.

Name (please print) ____________________________________________________________

School __________________________________________

Date paid ______________________

Amount paid ________________ Amount to be reimbursed ________________

Recipient of Conditional Loan with OSPI? ☐ yes ☐ no

The Shoreline School District will reimburse NBPTS candidates for up to one-half the $1900 cost of component fees for this national certification, in exchange for 25 hours of service, per Sections 30.1 and 30.2 of the SEA Collective Bargaining Agreement. (Annual registration/processing fees and retake fees are not reimbursable.)

Amount: Reimbursement shall not exceed $950 which is one-half of the total $1900 first-time component fees charged by OSPI. The District shall reimburse 50% of the portion actually paid by the teacher to OSPI.

Recipients of an OSPI Conditional Loan: When certification is achieved and the loan has been deducted from the first year’s stipend, submit this form to initiate remainder of eligible reimbursement. (Total reimbursed cannot exceed $950.)

Receipts: Original receipt, copy of an online receipt, or documentation of conditional loan must be attached to the claim for reimbursement. (Confirm that your name is shown on the receipt.)

I hereby certify under penalty of perjury that this is a true and accurate claim for necessary expenses incurred by me:

Claimant’s Signature: ________________________________ Date: ________

Please forward to the HUMAN RESOURCES DEPARTMENT along with receipts.

HR Approval: __________________________________________ Date __________

Account Budget Number: 0100-27-7611-910-0000-0000

Business Office Use Only
Authorized for Payment: ________________________________ Date __________