

Instructions to Apply for State/Local Scholarship for NBPTS Certification

If you are considering becoming a National Board Certified Teacher (NBCT), a good first step is to apply for a scholarship that covers the National Board for Professional Teaching Standards (NBPTS) assessment fee.

Introduction

The Maryland State Legislature passed a bill to provide two-thirds of the funding for a number of teachers from each county to participate in the process for National Board Certification. The Montgomery County Public Schools (MCPS) will provide the remaining third of the funding. Ongoing support groups for candidates are provided by the MCPS/MCEA Joint Support Program.

The Maryland State Department of Education (MSDE) requirements that must be met to receive the scholarship are as follows:

- Successful application through the local system (see back of this paper for more details)
- Three years of successful teaching or counseling at one or more Maryland early childhood, elementary, middle, or secondary public schools
- A valid Maryland professional certificate and satisfactory evaluations
- Voluntary participation in the NBPTS certification process including compliance with the submission deadlines as specified by the NBPTS

Note: A teacher who does not complete the National Board Certification process may be required to reimburse the state of Maryland the assessment fee.

The filing deadline for the scholarship is Friday, **May 2, 2014**. You will be notified no later than **May 31, 2014** of your status. Should you be one of the scholarship recipients, you will be given directions for registering online with the National Board. Should you NOT receive the scholarship, you may still complete the National Board process, but you will need to pay or seek other funding options for the program. You are still able to take advantage of the MCPS/MCEA Joint Support Program.

Application packets are available online at <http://mceanea.org/teaching-and-learning/national-board-program/>. If you have questions about the application packet, contact Kiwana Hall at MCEA at 301-294-6232 or emailing her at KHall@mceanea.org.

Completed application packets, including ALL materials below, should be sent to Kiwana Hall at MCEA (you may send through the Pony, or 12 Taft Court, Rockville, MD 20850 for US mail).

1. Applicant Screening Form

- a. Please fill out in its entirety.
- b. This requires that you know your NBPTS Certificate area – this is usually NOT exactly the same as your state certification.

2. An essay

- a. This should not exceed two, single-spaced pages.
- b. Your response should address the following prompt: “Explain each of the five core propositions of the NBPTS and give several examples of how you demonstrate each one in your current practice. Give specific examples.”
- c. In composing your response, it is HIGHLY recommended that you go to the NBPTS website for more information about the Five Core Propositions.
- d. Please also refer to the Scoring Rubric that assessors will use in scoring your response.

3. Two confidential references

- a. Write your name and other information in the spaces provided on the envelope & on the “Confidential Reference Rating Sheet”, then distribute as follows:
 - i. One should be given to an administrator or supervisor (preferably your current principal).
 - ii. The second should be given to someone familiar with your teaching.
- b. Confidential envelopes are provided or must be obtained if you access the packet electronically) so your principal/supervisor and other individual can return their recommendations to you in a **signed, sealed** envelope.
- c. Both confidential references must be returned with your other materials.

4. Signed and notarized MSDE Memorandum of Understanding

- a. Fill in all information **EXCEPT** the Superintendent’s signature and date.
- b. This form must be notarized before we can accept it. Most banks have notaries as well as many schools and libraries.

These materials will be evaluated by a Selection Committee that will include NBCTs (including elementary, secondary, and non-classroom based), the MCEA president or designee, and the Office of Human Resources & Development designee.

Questions about the certification process? Contact Lesley Johnson at 301-217-5146 or Lesley_c_johnson@mcpsmd.org

Questions about the scholarship process? Contact Ellen Holmes at MCEA at 301-294-6232 or eholmes@mceanea.org