

SC NBC Loan Guidelines
For Application Valid January 1 – April 1, 2009
FY 2008 Proviso 1A.28
Standard Conditions for Loan Forgiveness

1. The candidate has up to **three years** to become National Board Certified after submitting an initial application (the initial application year and two years of banked scores). The entire amount of the loan (up to \$2,500) and interest will be forgiven if the candidate is currently employed as a classroom teacher in the South Carolina at the time of achieving National Board Certification (and has achieved within the three-year period). The National Board Certified Teacher (NBCT) will receive notification from CERRA that the loan obligations (up to \$2,500) and interest have been satisfied.
2. In the event that the candidate does not achieve certification in the initial year of application, he/she must submit to CERRA, within ninety (90) days of score notification, a copy of the official score report from NBPTS to verify that the required ten (10) entries (complete and scorable) were submitted. This portfolio verification will qualify for forgiveness of one-half of the loan (up to \$1,250) and interest. In addition, the candidate remains eligible for forgiveness of the second half of the loan for a two-year retake period, as described in other sections of this agreement (please refer to the Proviso and section 1 above).
3. CERRA will forward an official list of the National Board Certified Teachers to the State Department of Education, Office of Finance and the Division of Educator Quality and Leadership (Teacher Certification), to confirm eligibility for the incentives provided by the State of South Carolina (e.g., \$7,500 salary supplement and recertification exemption).
4. These statements are summaries, only and do not supercede or change the applicable law or the terms of the Promissory Note and National Board Loan Agreement from the State of South Carolina.

Conditions for Loan Forgiveness for Candidates Applying from Schools with Absolute Rating of Below Average or Unsatisfactory

Conditions 1, 3, 4 listed above apply and in addition:

1. Teachers who begin the National Board process after July 1, 2007, and who teach in schools which have an absolute rating of Below Average or Unsatisfactory and wish to seek forgiveness of the SC NBC Loan must remain in a Below Average or Unsatisfactory school throughout the entire certification process. Candidates who leave a school with an absolute rating of Below Average or Unsatisfactory before certification is achieved or the entire certification process is completed will NOT be eligible for the forgiveness conditions stated in Proviso 1A.28., FY08. If the school becomes Average or above after the completed loan application is submitted, the candidate will remain eligible for forgiveness under the current Proviso provided the candidate remains in that school.
2. Candidates are required to submit the required ten (10) entries (completed and scorable) in the initial year of application to remain eligible for this loan forgiveness.
3. In the event that the candidate teaching in a school with an absolute rating Below Average or Unsatisfactory does not achieve certification in the initial year of application, he/she must submit to CERRA, within 90 days of score notification, a copy of the official score report for NBPTS to verify that the required ten (10) entries (completed and scorable) were submitted. In addition, he/she must submit a completed Request for Loan Forgiveness form (www.cerra.org). All documents must be received at CERRA within 90 days of score notification each year certification is sought or until the initial three-year cycle is ended. In the event that a candidate does not retake in year two or three, the candidate is still required to submit the completed Loan Forgiveness form to CERRA within 90 days of National Board's score release. The loan is forgiven in the amount of one-half the loan amount plus 33% of remaining balance (\$1,250 + \$416) in year one, 33% (\$417) in year two and 33% (\$417) in year three.

A step by step process...

Becoming a National Board Certification® Candidate in South Carolina

Spring 2009 SC NBC Loan Window: January 1 - April 1, 2009

Are you eligible to apply?

To find out, CERRA encourages all teachers to:

- ❑ Visit the National Board for Professional Teaching Standards Web site (www.nbpts.org) and research not only the process for applying, but also the certificates available, the assessment calendar, the portfolio instructions and the assessment center information.
- ❑ Visit the Center for Educator Recruitment, Retention and Advancement – South Carolina Web site (www.cerra.org) to learn about the SC NBC Loan Application process and guidelines for submitting an application.
- ❑ Contact your School District Liaison (list available at www.cerra.org) to obtain a copy of the SC NBC Loan application and to inquire about district support and incentives.
- ❑ Determine whether you meet all eligibility requirements for the certification process and the SC NBC Loan.
- ❑ Take time to carefully review and understand all guidelines for repayment in cases of withdrawal or failure to achieve National Board Certification within the three-year window of initial candidacy.

Once you have determined eligibility and readiness to become a National Board Certification candidate, you must follow the steps outlined below if you choose to take advantage of support in the form of the NBC Loan through the State of South Carolina.

Note: This process is voluntary! Teachers can pursue this certification without any support from the State or any other third party payer by paying the assessment fee directly to NBPTS. However, any funds sent directly to NBPTS will be the responsibility of the teacher and NBPTS. The State of South Carolina does not reimburse funds to any entity for any reason.

If you are eligible...

- ❑ Complete an application with NBPTS (available online only). You can apply online with NBPTS by visiting their Web site at www.nbpts.org. Portfolio due dates and assessment center test windows are determined by the date your fee is paid to NBPTS by your third party payer (State of South Carolina via CERRA).
- ❑ When completing the National Board application, be mindful that **in order to be eligible for the SC NBC Loan, you will need to give permission to release your name to Third party payers** (i.e.CERRA – South Carolina) on the NBPTS online application. Otherwise, your loan application cannot be processed by CERRA!
- ❑ You are required to pay an application fee (\$65) directly to NBPTS upon application. Candidates should follow instructions on the NBPTS Web site to submit this payment. This fee is not covered by the SC NBC Loan Program.
- ❑ Once you apply online with NBPTS, complete the SC NBC Loan Application that you received from your school district's NBC Liaison. **These applications cannot be obtained online or faxed; only paper applications that are notarized will be accepted.**

- ❑ Copies A and B of your complete and notarized loan application **MUST** be sent to CERRA (**Retain the cover page and copy C for your personal files.**)

Mail Completed Loan Application to: CERRA

Attn: NBC Loan Program

Stewart House at Winthrop University

Rock Hill, SC 29733

- ❑ Keep in mind that your candidate application status with NBPTS must be confirmed on the database that CERRA downloads directly from NBPTS before we can process a loan for you. Both your NBPTS online application and your SC NBC Loan must be complete and information must match before funds can be sent to NBPTS on your behalf. Please allow time for this information to be processed with both NBPTS and CERRA and avoid waiting until the last minute to submit applications.
- ❑ **The completed SC NBC Loan MUST BE POSTMARKED NO LATER THAN 5:00 PM ON APRIL 1, 2009.** When your completed Loan is received at CERRA and your name is verified on National Board's list of "official candidates," the funding for the assessment fee will be processed and sent to NBPTS. Completed loan applications are processed and submitted weekly to NBPTS by the office of CERRA. You will receive notification from CERRA via US mail once loan application has been processed and fees have been submitted to NBPTS on your behalf.
- ❑ You are responsible for checking www.nbpts.org for the status of your NBPTS application and payment. Once you apply online with NBPTS, you will be directed to create a personal account in the "My Profile" system used by NBPTS. All candidates are required to notify CERRA and NBPTS of any changes with candidacy status, employment and/or contact information.

**WE WISH YOU WELL AS YOU BEGIN THIS JOURNEY
TO EXPLORE AND ASSESS YOUR ACCOMPLISHED TEACHING!**

**SPRING 2009 NATIONAL BOARD CERTIFICATION™
ASSESSMENT CALENDAR
FOR SOUTH CAROLINA CANDIDATES
ELIGIBLE FOR THE SC NBC LOAN PROGRAM**

Note: SC deadlines are earlier than the deadlines set forth by NBPTS® to allow for processing the application and assessment fees.

APPLY January 1 - April 1, 2009				
Application and \$65 processing fee received by NBPTS and promissory note mailed to CERRA	All eligibility forms must be received at NBPTS by	Assessment Center Testing Window	Portfolio due at NBPTS on or before	Results received no later than
April 1, 2009	January 31, 2010	January 1, 2009- June 15, 2010	March 31, 2010	December 31, 2010

IMPORTANT:

South Carolina candidates choosing to pursue National Board Certification are required to maintain an active candidate status and to submit all portfolio entries and complete all assessment center entries in order to remain eligible for the SC NBC Loan. Please read guidelines on the Spring 2009 South Carolina NBC Loan Application for more details regarding candidate responsibilities.