

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

**Date Submitted:**  
September 20, 2011

**Date Reviewed:**  
September 20, 2011

**Number:**  
**700-55**

**Subject:**  
  
National Board  
Certification  
Assessment Incentive  
Fee and  
Reimbursement

**Date Approved:**  
September 20, 2011

**Date Revised:**

**Effective Date:**  
September 20, 2011

## 1. PURPOSE

To establish procedures and guidelines for the compensation of staff for courses taken during their professional development and the obligations of the Board and of the individual educator in seeking National Board Certification.

## 2. PROCEDURE-MSDE NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS FEE INCENTIVE AND REIMBURSEMENT

- A. The Human Resources Office will notify all teachers about this program to ensure all educators have an equal opportunity to participate. It will be advertised on the website, by way of email and on school bulletin boards.
- B. Each teacher selected by the state Board to receive aid for the related assessment process leading to National Certification shall receive from the state an amount equal to the certification fee charged by the National Board for Professional Teaching Standards.
- C. Each county shall pay to the state one-third of the cost of certification for each county teacher who participates in the program. The Board of Education will not pay any additional monies for expenses. Administrative leave will not be granted for any cohort work days.
- D. A teacher who does not complete all the requirements for assessment by the National Board for Professional Teaching Standards within one assessment cycle shall reimburse the state the full amount of the aid received.
- E. The state shall reimburse the county the amount received under paragraph B of this subsection on receipt of the reimbursement of aid from a participating teacher.
- F. Any teacher who desires to participate in the program must sign a Fee Incentive Program Memorandum of Understanding. This MOU must be notarized and signed by the Superintendent of Schools.

- G. The Director of Human Resources must verify that all participants have three years of successful teaching at one or more early childhood, elementary, middle, or secondary public schools; possess a valid Maryland professional certificate; participate in the program voluntarily, comply with deadlines; and demonstrate teaching practice in designated fields of teaching as identified by the National Board for Professional Teaching Standards.
- H. A total weighted scaled score that equals or exceeds 275 points is required to achieve National Board Certification. Letter grades are not given.

Reference: Negotiated Agreement  
Annotated Code –Education Article -6-112