



Guilford County Schools
 National Board Certification Reimbursement Request
 Frequently Asked Questions

<p>Q: What happens if my reimbursement request is not approved?</p>	<p>A: Your reimbursement request may not be approved if: (1) You do not work at a participating school, (2) You do not meet the requirements to be eligible for NBPTS certification, (3) You do not submit the appropriate documentation confirming payment, (4) There are no remaining funds.</p> <p>If you are denied, you will be notified.</p>
<p>Q: Will I only be reimbursed if I pass each component or obtain NBPTS certification?</p>	<p>A: You will be reimbursed regardless of pass/fail results. Reimbursement will not be held until certification is obtained. <u>You should submit your reimbursement request as soon as you have the receipt for payment and confirmation from NBPTS.</u></p>
<p>Q: If I register on time, is reimbursement guaranteed?</p>	<p>A: Reimbursement is granted on a first come-first served basis.</p>
<p>Q: If I was certified last year, do I qualify for reimbursement?</p>	<p>A: Yes. If eligible, reimbursement can be granted for payments made June 2020 through June 2024. You must submit all required documentation confirming payment to be considered.</p>
<p>Q: Where do I obtain reimbursement forms?</p>	<p>A: The National Board Certification Reimbursement form can be obtained on the GCS website under <i>Human Resources -> National Board Certification -> How do I request reimbursement?</i> or by using the following links: Finance Reimbursement Form NBPTS Reimbursement Request Form</p>
<p>Q: How soon can a form be submitted?</p>	<p>A: Reimbursement forms can be submitted as soon as you have the required documentation.</p>
<p>Q: Do all four components need to be completed by the 2024 deadline to be reimbursed?</p>	<p>A: All requests for reimbursement must be submitted by June 30, 2024. There will be no further reimbursements after this date.</p>
<p>Q: What if I registered and then decide that I do not want to complete the components to obtain a National Board Certification?</p>	<p>A: You will be reimbursed for the costs based on the documentation you submit and available funding.</p>

<p>Q: Is this just for classroom teachers?</p>	<p>A: Employees that meet the following criteria are eligible for reimbursement:</p> <ul style="list-style-type: none">• Must be a classroom teacher or counselor• Be employed at the designated schools• Bachelor's degree• Three years of classroom or school counselor experience• A valid state license (initial or continuing North Carolina Department of Instruction issued license) <p>A new policy allows teachers to begin the process before completing three years of teaching. To complete the process, however, teachers must have completed three years of teaching.</p>
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