



#256-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #256-21**

DATE: September 10, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **Data Collection for FY 2022 National Board Certification Incentive Awards**

The 2021 Special Session I General Assembly appropriated state funding to incentivize teachers to pursue National Board Certification. The Virginia Department of Education (VDOE) is requesting school divisions to submit data for those teachers who meet the criteria established by the Virginia Board of Education (VBOE) for the National Board Certification Incentive Award (NBCIA). This data collection requires verification of teachers employed by Virginia school divisions who are eligible for the NBCIA.

On June 28, 2012, the VBOE approved the [Guidelines for Distributing National Board Certification Incentive Awards](#), which describes the eligibility criteria and the procedures for distributing the incentive awards.

Initial awards, not to exceed \$5,000, and continuing awards, not to exceed \$2,500, will be awarded to eligible teachers subject to available funding. An individual will not receive an initial award and a continuing award in the same year. For those individuals who receive notification that they achieved National Board Certification while teaching in another state, no initial award will be granted. These individuals will be eligible for the continuing award, contingent upon available funding, for the life of the active certificate provided the individual continues to meet the eligibility criteria described above.

In accordance with the VBOE guidelines, the procedure for disbursement of state funds if the appropriated funding is not sufficient to cover the cost of the approved incentive awards shall be based on a 2:1 ratio. (The initial award would be twice that of the continuing award.)

The NBCIA application, accessible from the Virginia Department of Education's [Single Sign-on for Web Systems \(SSWS\) portal](#), will be used to collect information on teachers from Virginia public school divisions who meet the eligibility requirements for a NBCIA. Each school division has an SSWS account manager who can provide your designated National Board program coordinator or human resources staff access to this application. Instructions for entering and submitting the data are available online as part of the SSWS-NBCIA application. Individual teachers should not submit employment verification forms to the VDOE.

Please submit only the names of teachers who possess an active National Board Certificate. A teacher must possess an active initial National Board Certificate or a renewed National Board Certificate to be eligible for the incentive award. The certification status of National Board Certified Teachers can be determined by checking the [NBCT Directory](#) on the National Board for Professional Teaching Standards website. In addition, please ensure that teachers hired from outside Virginia submit a copy of their National Board Certified Teacher certificate to Mr. Scott Bowser, Coordinator for National Board Certification, Department of Teacher Education and Licensure, by email at Scott.Bowser@doe.virginia.gov. Teachers must have achieved National Board Certification while employed by a public school in Virginia to be eligible for the initial \$5,000 award.

For the 2021-2022 data collection, data must be submitted electronically by the school division via the SSWS-NBCIA application by Friday, October 15, 2021. Note that all school divisions need to submit a verification report to the VDOE even if they do not employ any teachers eligible to receive the incentive award. In this case, indicate on the verification report that "No eligible teachers are employed; therefore, none are reported for this collection cycle."

Meeting the established submission timelines and ensuring that all teacher information is complete and accurate are critically important. The calculation and distribution of incentive awards will be based on the information collected through this process. All National Board Certified Teachers eligible for the incentive award must be identified through this process.

Funds may not be available to grant awards to individuals who are identified after the collection window has closed.

Funds for payment of teacher incentive awards will be electronically transferred from VDOE to school divisions on or before Thursday, December 30, 2021, for distribution to eligible teachers. School divisions will be responsible for making the incentive award payments to their National Board Certified Teachers. The awards are taxable to the recipient, and the school division assumes responsibility for ensuring all taxes are remitted.

For more information

Questions regarding National Board Certification incentives may be directed to Scott Bowser at Scott.Bowser@doe.virginia.gov or (804) 786-1145 or Maggie M. Clemmons, Director of Licensure and School Leadership, at Maggie.Clemmons@doe.virginia.gov or (804) 371-2471.

JFL/MMC/sb