

## Memorandum

TO: All Certified Educators

FROM: J. Randall Reece, Ed. D.  
Chief Human Resources Officer

DATE: September 15, 2006

SUBJECT: **Official Notice: Major Changes in the Georgia Department of Education's National Board Certification Eligibility Requirements for Professional Teaching Standards Certification 10% Salary Supplement**

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### **Change #1: Procedures Used To Identify Eligible Georgia Educators**

Beginning in the 2006-07 school year, educators must be identified as having National Board Certification on the Georgia Professional Standards Commission (PSC) Certification File to be eligible for the 10 percent salary supplement. All National Board Certified educators should verify eligibility on the PSC Certification File prior to October 2006. The contact at PSC is Gail Sherer (404-232-2598 or e-mail at [Gail.Sherer@gapsc.com](mailto:Gail.Sherer@gapsc.com)). Directions for NBCT verification provided by the Georgia Professional Standards Commission can be found on the last page of this document.

### **Change #2: School Assignment Criteria Affects Eligibility**

#### **National Board Certification prior to July 1, 2006**

Georgia educators who received National Board Certification prior to July 1, 2006 will receive a 10 percent salary supplement based on their state salary regardless of school assignment if they meet the following criteria:

- received National Board Certification **prior to July 1, 2006**, as documented by the Georgia Professional Standards Commission's Certification File;
- were employed full time in a Georgia public school in a position requiring certification as verified by the Georgia Department of Education's Certified Classified Personnel Information File (CPI);
- received a valid Georgia teaching certificate from the Georgia Professional Standards Commission; and

- followed required renewal procedures for National Board Certification prior to expiration by completing additional requirements of the National Board for Professional Teaching Standards at the end of the 10 year National Board Certification period.

**The CCSD Connection:**

For SY 2006-07, ALL CCSD NBCT who earned their NBC prior to July 1, 2006 will receive the locally-funded \$1,000 NBCT bonus in December 2006.

**National Board Certification on or after July 1, 2006**

Georgia educators who receive National Board Certification **on or after July 1, 2006, must teach full time in a State-defined Needs Improvement School to be eligible for the 10 percent salary supplement.** They must also meet the following criteria:

- received National Board Certification on and after July 1, 2006, as documented by the Georgia Professional Standards Commission's Certification file;
- were employed full time in a Georgia public school in a position requiring certification as verified by the Georgia Department of Education's CPI employment file;
- received a valid Georgia teaching certificate from the Georgia Professional Standards Commission; and
- followed required renewal procedures for National Board Certification prior to expiration by completing additional requirements of the National Board for Professional Teaching Standards at the end of the 10 year National Board Certification period.

Educators who are employed by a State-defined Needs Improvement School at the time of receipt of National Board Certification will receive the stipend beginning on the date National Board Certification is received. Those educators will continue to receive the stipend in subsequent years, even if the school is no longer classified by the State as a Needs Improvement School. Educators who move to a school that is not on the State-defined Needs Improvement list will no longer receive the stipend, based on the date of the move.

Educators who transfer to a State-defined Needs Improvement School after receiving National Board Certification will receive the stipend beginning on the effective date of transfer. Those educators will continue to receive the stipend in subsequent years, even if the school is no longer classified by the State as a Needs Improvement School. Educators who move to a school that is not on the State-defined Needs Improvement list will no longer receive the stipend, based on the date of the move.

**The CCSD Connection:**

For SY2006-07, CCSD will continue to pay the locally-funded \$1,000 NBCT bonus to NBCT without regard to location of the teaching assignment or State-Defined Needs Improvement status of the local school.

### **Change #3: Accepted As a Candidate for National Board Certification on or Before March 1, 2005**

Georgia public school educators who enrolled in and were accepted as certification candidates by the National Board for Professional Teaching Standards who were in the process of obtaining National Board Certification on or before **March 1, 2005, and who obtain initial National Board Certification after July 1, 2006**, will be eligible for the 10 percent salary supplement if they meet the following criteria:

- enrolled in and were accepted by the National Board for Professional Teaching Standards and were in the process of obtaining National Board Certification prior to July 1, 2006, as documented by the Georgia Professional Standards Commission;
- received National Board Certification, as documented by the Georgia Professional Standards Commission's Certification File;
- were employed full time in a Georgia public school in a position requiring certification as verified by the Georgia Department of Education's CPI employment file;
- received a valid Georgia teaching certificate from the Georgia Professional Standards Commission; and
- followed required renewal procedures for National Board Certification prior to expiration by completing additional requirements of the National Board for Professional Teaching Standards at the end of the 10 year National Board Certification period.

#### **Identifying State-Defined Needs Improvement Schools:**

A school shall be identified by the State as a Needs Improvement School if the school has not met Adequate Yearly Progress (AYP) in the same subject for two consecutive years, based on data released annually from the Governor's Office of Student Achievement (OSA). Note that school status can change from one year to the next. A list of the 21 CCSD State-defined Needs Improvement Schools for the 2006-07 year has been published on the OSA website: <http://public.doe.k12.ga.us/ayp2006/633/0000/overview.html>. **All schools with a red "N" in any of the four categories is a State-defined Needs Improvement School.**

#### **The CCSD Connection:**

The State-defined criteria for a Needs Improvement School are NOT the same as the CCSD criteria for the District's High Priority Schools. The two lists are different; a school may be on one list and not on the other.

#### **Teachers Must Check Verification of National Board Certification Status on the PSC Certification File:**

The designation of National Board Certified Teacher (NBCT) is displayed at the bottom of the Georgia certificate for every educator who has provided sufficient documentation of attainment of NBCT to the Professional Standards Commission. Therefore, the process to verify whether or not an educator is on the "PSC Eligibility File" is simple. Refer to the bottom of the Georgia certificate to see if the designation is displayed. A view of the certificate information is also available electronically at <https://www.gapsc.com/certification/lookup.asp> by entering the social security

number of the educator. Scroll to the bottom of the page for National Board Certified Teacher and date of attainment.

### **Updating Your Certificate if Your NBCT Designation Is Missing from Your Certificate:**

If the designation of National Board Certified Teacher is missing from the Georgia certificate, the educator is NOT on the "PSC Eligibility File." The NBCT whose certificate is missing National Board Certified Teacher designation on the Georgia certificate may update their certificate by providing [Gail.Sherer@gapsc.com](mailto:Gail.Sherer@gapsc.com) with 1) social security number, 2) full legal name, 3) NBPTS candidate identification number, 4) date of achievement, and 5) current mailing address for verification by NBPTS that the educator is an NBCT. Once the documentation is complete, a certificate update will be requested and a corrected Georgia certificate mailed to the NBCT at the address provided.

### **Rules That Apply to ALL Georgia Educators Eligible for the 10 Percent Stipend, Regardless of Date of Receipt of National Board Certification:**

For all National Board Certified educators who meet eligibility requirements, the 10 percent stipend is computed based on the state salary for such individual when National Board Certification is received. The stipend amount is recomputed each subsequent year based on the individual's state salary for that school year. Recipients will also be reimbursed 9.24% for Retirement and 1.45% for FICA. Teachers receiving National Board Certification in November are eligible for seven-twelfths of the 10 percent salary supplement, prorated for the remaining days of their current year.

Only educators with National Board Certification through the National Board for Professional Teaching Standards will be eligible for the stipend. These procedures are subject to appropriation of funds by the Georgia General Assembly and approval by the State Board of Education, as specified in O.C.G.A. § 20-2-212.2.

### **The CCSD Connection:**

The CCSD NBCT locally-funded \$1000 bonus is budgeted annually and is subject to availability of funds.

### **Questions?**

If you have questions about the Department of Education's changes to the NBCT eligibility requirements, please contact Dr. Marion Dabney at [mdabney@doe.k12.ga.us](mailto:mdabney@doe.k12.ga.us). If you have CCSD certification questions, please contact Cathy Connell, Certification Specialist, at [cathy.connell@cobbk12.org](mailto:cathy.connell@cobbk12.org). If you have questions related to the District's NBC \$1,000 bonus, please contact Judy Claybrook, Compensation Coordinator, @ [judy.claybrook@cobbk12.org](mailto:judy.claybrook@cobbk12.org).