



**TEACHER LETTER OF AGREEMENT
2022-2023**

The Northshore Schools Foundation is providing the Northshore School District with a grant to support Northshore Education Association (NSEA) certificated staff that are choosing to pursue or renew their National Board Certified Teacher (NBCT) certification during the 2022-2023 school year. This funding is available for new and returning candidates who enroll and participate in the Seattle University Program in Support of National Board Candidates or the WEA National Board Jump Start Seminar. And provide new, returning, and renewal candidates with release time. The intent of this generous contribution by the Northshore Schools Foundation is to support NSEA certificated staff in becoming a National Board Certified Teacher and maintaining their certification.

NSEA certificated staff applying for support agrees to and understands the following guidelines:

1. The NSF grant will be disbursed among eligible NSEA certificated staff who complete and submit this form to Human Resources by the August 31, 2022 deadline. The amount of reimbursement and release time will not be determined until after August 31 when the number of participants in the program is known.
2. Once the employee receives notification of the amount of reimbursement available, the employee must submit a Travel and Expense Reimbursement Claim form to Human Resources for processing.
3. Once approved by Human Resources and processed by Accounts Payable, the amount of the reimbursement will be direct deposited to the employee's designated bank account of record as identified in the Payroll Department.
4. Candidates will be notified of the amount of release time available, the employee may then schedule to use their release time in Frontline.
5. Northshore Schools Foundation and the Northshore School District agree that reimbursements will be repaid if certification is not obtained within three academic years and/or the employee terminates employment with Northshore School District within one academic year (180 days) of NSD service from the date of certification.
6. If the NSEA certificated employee fails to achieve National Board Certification within the three year period, leaves the district before achieving National Board certification, or leaves the district within one academic year of achieving National Board certification, the employee authorizes the district to deduct the reimbursed portion of tuition from their paycheck or arrange a prepayment plan with Human Resources.

Name _____ Position _____ Location _____

I have read the above guidelines for applying for reimbursement of program costs associated with the program and hereby agree to the terms as outlined.

Signature

Date

Human Resources Administrator

Date