

## NATIONAL BOARD CERTIFICATION VERIFICATION FORM

Please submit this form ONLY if you have successfully completed or will have completed the National Board Teacher Certificate process by August 31<sup>st</sup>. In order to be considered for the \$3,000 stipend, this form must be submitted and issued to Human Resources by May 15<sup>th</sup> of the preceding school year.

**Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Building:** \_\_\_\_\_

**Date NBCT Received:** \_\_\_\_\_

**A copy of your certificate has been attached?** \_\_\_ Yes \_\_\_ No, please submit by August 31<sup>st</sup>.

I understand that in order to initiate and continue receiving the \$3,000 annual stipend, the following must take place:

- 1) In order to initiate the \$3,000 stipend, submit the National Board Certification Verification Form to the Assistant Superintendent of Human Resources by May 15<sup>th</sup>.
- 2) Forward a copy of a valid National Board Certificate by August 31<sup>st</sup> to the Human Resources Office.
- 3) Resubmit a valid certification every five (5) years to the Human Resources office with the National Board Certification Verification Form.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

### For Completion by the Human Resources Department

Date Received: \_\_\_\_\_

Did the employee attach a valid NBCT certificate? \_\_\_ Yes \_\_\_ No

\$3,000 Stipend: \_\_\_ Approved \_\_\_ Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_