



Data Collection for FY 2024 National Board Certification Incentive Awards

The 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 initial National Board Certificate or a renewed National Board Certificate. 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 Mrs. Chelsea Bell, Coordinator for National Board Certification, Department of Teacher Education and Licensure, by email at Chelsea.Bell@doe.virginia.gov.

For the 2023-2024 data collection, data must be submitted electronically by the school division via the SSWS-NBCIA application by **Friday, October 13, 2023**. 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. 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 Friday, December 29, 2023, 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:

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