



#199-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #199-22**

DATE: September 9, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **Data Collection for FY 2023 National Board Certification Incentive Awards**

The 2022 Special Session I General Assembly appropriated fiscal year 2023 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.

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.

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.

For the 2022-2023 data collection, data must be submitted and verified by the school division's Superintendent or Superintendent's Designee by **Friday, October 7, 2022**. 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."

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 30, 2022, 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 Shawna LeBlond, Grants Specialist at Shawna.LeBlond@doe.virginia.gov or (804) 692-0172.

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