

Albert Shanker Grant Funding Frequently Asked Questions

New Candidates:

How do I start?

1. **Apply to become a candidate at the [National Board website](#)** and register as a candidate (a \$75 dollar fee).
 - a. **REQUIREMENT:**
 - b. Select permission for **Third party release** on your National Board application. This is necessary in order for NYSED to confirm application and process.
2. Select one of the components you wish to complete during this school year. Pay for this component (\$475).
 - a. **You will receive two emails with the receipts for these transaction from NBPTS.**
3. **Complete the on-line [NYSED Albert Shanker Grant](#).**
 - a. Please include personal email in the [online application](#).

Do I need to currently hold tenure to apply?

- Yes. Eligibility requirements state a teacher must hold tenure in their **current position** in order to apply for the grant. The tenure cannot be something they are waiting to receive at the time of Shanker application, even if they have been previously tenured in another district in NYS.

How will I know if Albert Shanker funds are still available this year?

- Funds are available, unless **noted in bold on the webpage**, until the close of the application period, **January 31, 2017**.

Do I have to pay for all four components?

- Candidates are required to pay for their first component. The remaining three components are funded by the grant.

When will I be reimbursed for the first component I paid for?

- Once a candidate has achieved or completed the NB certification process, the candidate will be reimbursed for the first component. Please see the webpage for detailed information regarding the reimbursement requirements upon completion of certification.

Once my online Albert Shanker grant application is complete:

What documentation do I need to submit to NYSED?

You will receive two emails with the receipts for these transactions from NBPTS. Submit the copies of the **two** receipts from NBPTS (Payment of one component \$475 and registration fee \$75) as indicated in the [submission requirements](#).

How do I submit these documents?

The **preferred method** of submission is by [email](#).

- Scan, attach, or forward the two receipts to your email. Please include your full name and contact information in the body of the email.
- Please note: it is more reliable to email copies of receipts versus FAX.

You may also submit via fax or mail.

- Fax number: (518) 474-7468, Attn: Albert Shanker Grant Program
- Or Mail:

NYS Education Department
Office of Post Secondary Access, Support and Success
Attn: Albert Shanker Grant Program
89 Washington Avenue
Albany, NY 12234

What email should I use on my application?

- Please include your personal email in the [online application](#).

Will I be notified once I submit the required documents to NYSED?

- Yes, you will receive an email notifying you that your documents have been received and your application is being processed.
- If the submission is incomplete, you will receive an email detailing the issue(s) with the submission.

How will I be notified if I have received the grant?

- You will receive an email from NYSED awarding you the grant.

What is the “third party release” and how do I complete the release?

- The Third party release is a statement which allows other parties (in this case NYSED) to view your National Board information. This is a **REQUIREMENT** to receive grant funding. It must be selected with NB in order for NYSED to confirm your application and process.

The screenshot shows the National Board Candidate Management System interface. At the top, there is a navigation bar with the National Board logo and the text "National Board Candidate Management System". Below this, a user profile for "H. MerryCandidate" is visible. A progress bar indicates the current step in the registration process: Introduction, Step 1: Personal Information, Step 2: Employment Information, Step 3: Eligibility, Step 4: Agreement, Step 5: Certificate Selection, Step 6: Registration Review, Step 7: Payment, and Step 8: Confirmation. A yellow arrow points to Step 4: Agreement, with a callout box stating "Step 4 Agreement found here. Includes Third Party release." Below the progress bar, a "Welcome to National Board Certification Registration" message is displayed, followed by four numbered instructions. A "Next" button is located at the bottom right of the message box.

- The Guide to National Board Certification reads: *The Agreement tab also allows you to elect to have your name released to third-party agencies that may provide incentives, support and rewards for teachers seeking National Board Certification. **This election is necessary if you wish to request funding from a third party. Note: You MUST select 'yes' to all policies in order to continue with the registration process.***

What happens if I have received the Shanker grant and I cannot continue the National Board process?

- You can withdraw.
- **First, you must contact National Board and officially withdraw.**
- **Then, you must notify NYSED** at the shankergrant@nysed.gov email address.
- Please note: if you withdraw, you will not receive Shanker funding to reimburse the initial \$475 component purchase. You are also required to repay any Shanker funding spent.
- Please note: the regulations state: *An eligible teacher for whom the state pays a participation fee shall be liable for repayment of the grant to the department if such eligible teacher:*
 - (a) does not complete the process; or
 - (b) completes the process, but does not teach in a New York state public school for at least one full year after achieving National Board for Professional Teaching Standards certification.

If I withdraw from the National Board process and received the Shanker grant, am I eligible to apply for the Shanker grant again?

- Yes, only if you withdrew prior to using grant funding to purchase any additional components.
- No, if you have used the Shanker funding to purchase any additional components, beyond the first component.

Can I apply and receive the Shanker Grant a second time to cover retakes, renewal, Maintenance of Certification, or a second certification?

- No. Current regulation language reads:
*“The New York State Education Department through the Albert Shanker Grant makes funding available to support eligible New York State public school teachers seeking their **first** National Board Certification.”*

Candidates continuing in the process who received the Albert Shanker Grant in a previous cycle:

Do I need to pay a National Board registration fee every year?

- Yes, you need to register with NBPTS annually every year of candidacy. This \$75 fee is not covered by the NYSED Shanker grant and is REQUIRED prior to purchasing any component.

How do I “purchase” the component(s) I want to do this year using my Shanker award?

- First, as referred to in the Guide to National Board Certification, page 25, you must have allowed third party release in Step 4.

All applicants/candidates, including returning candidates, are required to select and purchase each component they plan to complete in the current assessment year. **If an applicant/candidate is receiving third-party financial support, they are still required to complete these steps through Step 3: Order Review in the Purchase Component section of their National Board account.**

To begin the component registration process, applicants/candidates should select *Purchase Component* from the left-hand menu. If an applicant or returning candidate has not yet paid the annual \$75 registration fee, they will be prompted to do so before they're able to select and purchase a component.

Step 1: **Next:**

Component Name	Price	Balance Due	Status	Action
C1: Content Knowledge Assessment	\$475.00		Not Purchased	Purchase
C2: Differentiation in Instruction	\$475.00		Not Purchased	Purchase
C3: Teaching Practice and Learning Environment	\$475.00		Not Purchased	Purchase
C4: Effective and Reflective Practitioner	\$475.00		Not Purchased	Purchase

Available components will be displayed in the *Purchase Component* tab. **All applicants/candidates must select and purchase each component individually** that they plan to take in the current assessment year. To select a component and begin the registration process, the applicant/candidate should click “Purchase” in the *Action* column for the desired component to proceed.

Note: Although payment is not required at the time of component selection, applicants/candidates must complete the process through Step 3: Order Review and click “Submit Order” for the component to be reflected in their account.

Step 2:

Required

The *Agreement* tab requires applicants/candidates to select 'yes' or 'no' to the following policies:

- I agree that my assessment materials, once submitted, are the property of the National Board and may be used at the sole discretion of the National Board for assessment, professional development, research, and any other purposes the National Board deems appropriate to further the mission of the organization.
- I understand the deadline for withdrawing and receiving a partial refund as outlined in the Guide to National Board Certification.

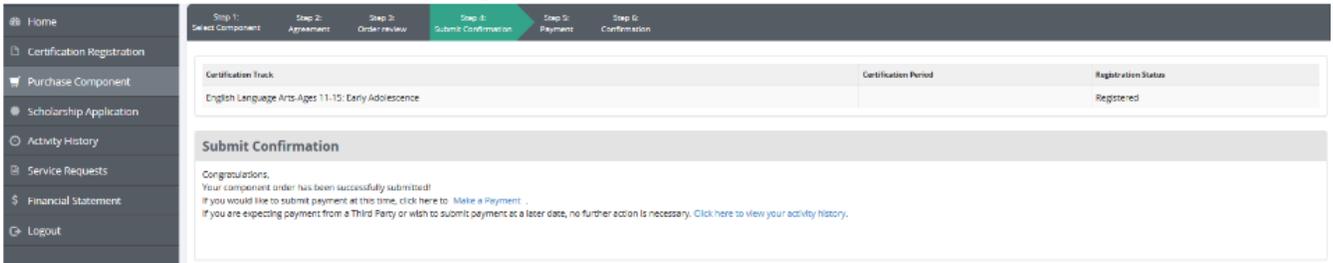
Step 3:

Required

Order Review provides an overview of the component registration and applicants/candidates will have an opportunity to review and edit their component selection before proceeding to payment.

Note: Although payment is not required at the time of component selection, the applicant/candidate must click "Submit Order" for the component to be reflected in their account and for payments – including any potential third-party payments – to be applied.

Step 4: ↓



The screenshot shows a web interface for a registration process. A progress bar at the top indicates six steps: Step 1: Select Component, Step 2: Agreement, Step 3: Order review, Step 4: Submit Confirmation (highlighted in green), Step 5: Payment, and Step 6: Confirmation. A yellow arrow points down to Step 4. Below the progress bar is a table with three columns: Certification Track, Certification Period, and Registration Status. The table contains one row with the following data:

Certification Track	Certification Period	Registration Status
English Language Arts-Ages 11-15: Early Adolescence		Registered

Below the table is a section titled "Submit Confirmation" with the following text:

Congratulations,
Your component order has been successfully submitted!
If you would like to submit payment at this time, click here to [Make a Payment](#) .
If you are expecting payment from a Third Party or wish to submit payment at a later date, no further action is necessary. [Click here to view your activity history.](#)

Congratulations, you have completed the process and now the Component(s) you have selected will show on your account for Shanker payment.