



GUIDELINES FOR DISTRIBUTING NATIONAL BOARD CERTIFICATION INCENTIVE AWARDS

Approved by the Board of Education on February 27, 2025

Eligibility Criteria for the National Board Certification Incentive Awards

1. An individual seeking a National Board Certification Incentive Award must:
 - a. hold an active National Board Certificate issued by the National Board for Professional Teaching Standards and be employed in a public school in Virginia on September 30 of the current school year; **and**
 - b. be a public-school employee holding an active ten-year renewable license issued by the Virginia Board of Education; **or**
 - c. be a candidate working in a Title 1 school or a school eligible for participation in the Community Eligibility Provision pursuant to § 22.1-207.4:1 and who is pursuing initial national certification from the National Board for Professional Teaching Standards; **or**
 - d. be a candidate working in a Title 1 school or a school eligible for participation in the Community Eligibility Provision pursuant to § 22.1-207.4:1 who is pursuing Maintenance of Certification (MOC) from the National Board for Professional Teaching.

Procedures to fill all awards

1. After funding active National Board Certified teachers, the first priority for funding will continue to be for existing classroom teachers new to NBCTIA. If there are remaining funds, the next funded group would be Title 1 and CEP teachers who are candidates for National Board Certification. If there are still remaining funds, the last category would be other public-school employees who meet the eligibility criteria as of September 30 of each year and whose names are reported to the Virginia Department of Education.
2. Funds will be distributed to employing school divisions on or before December 31 of the same school year for distribution to their eligible classroom teachers, candidates, and/or staff, where applicable. The incentive payment is taxable to the recipient, and the school division assumes responsibility for ensuring all taxes are remitted.

3. The procedure for disbursement of incentive awards following a year when no funds are appropriated or available, but funding is added later shall be as follows:
 - a. A classroom teacher who meets the criteria for an initial award would be granted such an award once funds are available; and
 - b. An individual who meets the criteria for a continuing award would be granted such an award once funds are available with classroom teachers and then Title 1 and CEP teachers who are candidates for National Board Certification. Last to be awarded would be all other public-school employees who meet the eligibility criteria as of September 30 of each year and whose names are reported to the Virginia Department of Education.
 - c. Awards for previous fiscal years when funds were not available would not be granted.