

# 2018-19 Stipend Distribution Process



## Overview: who qualifies for a stipend?

Stipends for National Board for Professional Teaching Standards-certified educators are subject to annual appropriation by the Colorado General Assembly. The legislature also determines any restrictions regarding the distribution of these funds.

Stipends may be awarded only to those teachers, counselors and principals who meet the criteria set forth in legislation and who are actively employed *“in a school district, a program operated by a board of cooperative services, a charter school authorized by a school district, per part 1 of article 30.5, CRS, or a charter school authorized by the state charter school institute, per part 5 of article 30.5 CRS,”* and who are:

- Nationally certified by the National Board for Professional Teaching Standards (NBPTS) and hold a valid NBPTS certificate
- Not on unpaid leave from a school, district or charter school

## Specifics for 2018-2019 school year

For the 2018-2019 school year, all NBPTS-certified educators employed as a teacher, counselor or principal in a Colorado public school, BOCES or charter school from Oct. 1, 2018 to May 1, 2019 – and who hold current, valid NBPTS-certification for this entire time (Oct. 1 to, 2018 to May 1, 2019) – are eligible for a stipend up to \$1,600. Individuals who submitted materials to NBPTS in 2018 and did not receive a certificate do not qualify for a stipend at this time and may be eligible during the fall 2019 application window.

Teachers, counselors and principals with NBPTS-certification employed in a school designated by the Colorado State Board of Education (SBE) as “turnaround” or “priority improvement” (SBE to finalize school ratings in December 2018) and who meet all other requirements, will be eligible for an additional stipend of up to \$3,200. *(All stipends will be pro-rated based on percentage of FTE.)*

## How NBPTS-certified educators request a stipend

Teachers, counselors and principals with NBPTS-certification have only one responsibility: to log in to their eLicensing accounts during October 2018 and complete and submit an application to request a stipend.

**Note:** This application will be available only between Oct. 1, 2018 and Oct. 31, 2018. Candidates logging in to complete this application on or after Nov. 1, 2018 will **not** be able to do so and will **not** be eligible for a stipend in May.

## Process Overview & Timeline

### Oct. 1, 2018

Stipend request application opens for all NBPTS-certified teachers, counselors and principals.

### Oct. 31, 2018

Application closes—**No exceptions!**

### Nov. 1 – 30, 2018

Application review: CDE ensures initial qualifications (valid NBPTS certification, employment in a district, et al.)

### Dec. 3 – 31, 2018

Colorado State Board of Education finalizes “turnaround” and “priority improvement” school ratings.

### Jan. 2 – 31, 2019

CDE verifies applicants’ employment, placement(s) and FTE percentage and determines individual stipend amounts in based on final school ratings.

### Feb. 8, 2019

HR officials finalize information

### Feb. 11 – 22, 2019

CDE licensing office prepares and provides distribution report to CDE’s accounting office.

### Feb. 25 – March 1, 2019

CDE transfers funds to districts for May 1 distribution to qualifying educators.



National Board for Professional Teaching Standards-certified educators are required to include the following information in the stipend application:

- a copy of their current, valid NBPTS certificate(s)
- a copy of their valid government-issued photo id
- employment in a district, including school/s, BOCES or charter school
- FTE percentage at each location
  - If a teacher serves in multiple districts as a member of a BOCES, that individual will identify that he/she works for the BOCES.
  - If a teacher serves in multiple schools in a single district, or in multiple districts as an employee of each district, he/she will need to complete a separate application for each school/district.

### **The role of district/BOCES/charter school human resources officials**

Human resources officials in districts/BOCES/charter schools or their designated staff members will need eLicensing verification access to CDE's eLicensing system. To receive verification access, visit the [Information for School Districts](#) webpage and select the ***eLicensing Verification Access for School Districts*** link for more information and guidelines and to complete the "user access" application.

With this access, HR officials will be able to view and download a report that lists the teachers who have identified their district, BOCES or charter school as their employer and who have requested a stipend. Once downloaded, the HR officials or designees will be able to verify the employment and make any necessary corrections. (Additional information and guidance about process specifics will be available at that time.)

### **The role of the Colorado Department of Education**

In addition to overseeing the application, state board, legislative and accounting processes every step of the way, CDE will work with HR officials and designated staff members to verify the employment, placement and FTE of qualifying NBPTS-certified applicants to ensure appropriate funds are provided to the district so that these teachers, counselors and principals may receive their stipends in May 2019.

## **Where can I learn more?**

- For more information, please visit <http://www.cde.state.co.us/cdeprof/nbct>
- [View all CDE fact sheets: www.cde.state.co.us/communications/factsheetsandfaqs](http://www.cde.state.co.us/communications/factsheetsandfaqs)