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National Board Reimbursements and Stipends

Process Fees

First Year Candidates — GO TO THE JPS FINANCE OFFICE

To receive reimbursement for the \$2,300 process fee, submit a copy of the score report indicating that you completed the process plus any receipts or cancelled checks showing the amount of money you paid to go through the process. Only the amount of money you expended "out-of-pocket" is eligible for reimbursement. If you received federal grant money, this cannot be reimbursed by the state. The Finance Office will request reimbursement from the State Department of Education and JPS (as the vendor) will cut you a check.

Do not bring paperwork from the bank indicating withdrawals from savings or personal loans obtained by the candidate. These are private transactions and it does not matter how money was obtained to pay the fees, as long as it was an expense paid for by the candidate.

First year candidates must submit a complete portfolio and set of assessment center entries in order to be reimbursed for the process fee. **A candidate can ONLY be reimbursed one time, whether they complete passage or not during this process.**

Second and third year candidates are not eligible to have any process fees reimbursed (as their initial fee was already reimbursed by the state during their first year of candidacy). They should go to the Finance Office ONLY IF THEY CERTIFY.

Salary Stipend

For any candidates who DO certify (1st, 2nd or 3rd year)

GO TO THE OFFICE OF HUMAN RESOURCES — Submit a copy of your score report.

The Office of Human Resources will complete the necessary paperwork to amend your contract so you can begin receiving your stipend from the state. For information on the new law affecting your stipend, go to <http://www.mde.k12.ms.us/public/gbx.htm>. Please make sure that you understand how this process works as it is different this year.

When you receive the actual certificate from NBPTS (probably in January or February), you will need to provide a copy of it to the Office of Human Resources for the State Department of Education.

For any candidate who does NOT certify, the Office of Human Resources does not need to copy the score report, as there will be no salary amendment.

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