



PERSONNEL OFFICE MEMORANDUM

To: Licensure Advisors, NBC Teachers & Candidates
From: Russell L. Holladay, Director of Personnel Services
Date: July 21, 2010
Re: License Renewal Points for National Board Certification

Teachers who complete the National Board Certification (NBC) application process are eligible to receive 180 license renewal points for one renewal cycle. A passing score is not required for points to be earned, however proper documentation must be presented to validate that the teacher has completed the process. Please note the options listed below for receiving these points.

- 1) A review of NBC done by the American Council on Education (ACE) has resulted in the decision that candidates for NBC will be eligible to receive graduate credit through ACE. Those teachers who complete the NBC process (have ten scorable entries) are eligible for three graduate credits and those teachers who achieve NBC are eligible for an additional three graduate credits for a total of six credits. ACE will issue a transcript reflecting the number of graduate credit hours it is recommending to the teacher's college or university for consideration. The decision on whether the school division grants licensure renewal points under this option is dependent upon the college recognizing these graduate credit hours. There is a \$100 fee charged to process the ACE transcript request. A copy of the college transcript should be presented to the licensure advisor and the original transcript will be placed in the teacher's central office personnel file
 - Teachers receiving three graduate credits should list 90 points under Option 1 – College Credit and the remaining 90 points under Option 7 – Educational Project.
 - Teachers receiving six graduate credits may list all 180 points under Option 1 – College Credit
- 2) Teachers completing the NBC process, who choose not to pursue graduate credits as explained above, are also eligible to receive 180 license renewal points. Teachers must list 90 points under Option 7 – Educational Project and 90 points under Option 8 – Professional Development Activities.

Verification of achieving NBC and/or completion of the application process should be presented to licensure advisors and can be documented by any of the following ways.

- Transcripts (**original transcript to be placed in central office personnel file**)
- Copy of their NBC certificate (**NBC teachers should provide a copy of their NBC certificate to be placed in their central office personnel file**)
- Copy of their NBC Full Score Profile (verifying submission of portfolio and participation in the assessment center)

Questions about information contained in this memorandum or about National Board Certification should be directed to the personnel office.