

# 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).
  1. **REQUIREMENT:**
  2. 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).
1. **You will receive two emails with the receipts for these transaction from NBPTS.**
3. **Complete the on-line [NYSED Albert Shanker Grant](#).**
  1. 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.
- It is required to submit the Tenure Attestation Form with the application for the grant.

### 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.

### Do I have to pay for all four components?

- Candidates are required to pay for their first component out of pocket. Once awarded, the remaining three components are funded by the grant. Upon completion of the NB certification process candidates awarded the grant will be eligible for reimbursement of the first component they paid for out of pocket. Further information under **Candidate Reimbursement**.
- Due to NBPTS' changes in purchasing components, please note the important following information.
- When you are notified you have been awarded the grant, the Shanker grant funds will be in your account with NBPTS. The funds will be available when NBPTS issues a coupon code specific to you and **ONLY** you to purchase components. This coupon may take up to **10 days** to appear in your account with NBPTS. Once the coupon appears in your account, **you MUST then take action to activate the code when you want to purchase components**. If you do not take action to activate the coupon code, you will not be able to purchase components.

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

- When you have completed the certification process of all four National Board components **and NYSED has received official notification of completion**, you will be eligible to receive the \$475 reimbursement for your first "out of pocket" purchased

component. The Albert Shanker webpage will indicate when NYSED opens the Candidate Reimbursement period.

- After NYSED has received official notification from NB at the end of a cycle that a candidate has **achieved or completed** the NB certification process, the candidate will be eligible for reimbursement for the first component. The candidate **must** submit a written request for reimbursement to NYSED ([shankergrant@nysed.gov](mailto:shankergrant@nysed.gov)) and will receive a voucher to be completed and returned **via mail**. A check will then be issued from NYSED after the submission has been processed.

## Once my online Albert Shanker grant application is complete:

### What documentation do I need to submit to NYSED?

- Copy of Registration fee paid
- Copy of first component purchased
- Tenure Attestation Form

**The copies of the above documents are to be emailed to:**

[shankergrant@nysed.gov](mailto:shankergrant@nysed.gov)

Submit the copies of the **two** receipts from NBPTS (Payment of one component \$475 and registration fee \$75) and the Tenure Attestation Form as indicated in the [submission requirements](#)

### How do I submit these documents?

By [email](#).

[Shankergrant@nysed.gov](mailto:shankergrant@nysed.gov)

- Scan, attach, or forward the two receipts or financial statement and the Tenure Attestation Form to your email. Please include your full name and contact information in the body of the email.

### 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 when your application is reviewed for processing.
- If the submission is **incomplete**, you will receive an email detailing the issue(s) with the submission.

### 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 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.*

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

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

### 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 [shankergant@nysed.gov](mailto:shankergant@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.
- **Important note: Should you officially withdraw before the National Board deadline, this is the ONLY circumstance in which the National Board for Professional Teaching Standards (NBPTS) will reimburse you directly.**

### 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 you must have allowed third party release.

- Due to NBPTS' changes in purchasing components, please note the important following information.
- When you are awarded the Shanker grant funds are placed in your account with NBPTS. **The funds will be available when NBPTS issues a coupon code specific to you and ONLY you to purchase components. This coupon may take up to 10 days to appear in your account with NBPTS. Once the coupon appears in your account, you MUST then take action to activate the code when you want to purchase components.** If you do not take action to activate the coupon code, you will not be able to purchase components.
- If coupons are not available at the time you wish to purchase a component, the component(s) may still be downloaded and worked on. Once NB reissues coupons, the component(s) worked on may be submitted for scoring.
- Note that NB purchasing system will be updated over time. Always check the NB website for updated information on purchasing components. [National Board](#)

**National Board Component Purchasing tutorials. Click on link for purchasing instructions.**

**<https://www.nbpts.org/tutorials-for-registration-and-candidate-system/>**