

# NYS Albert Shanker Grant Funding Candidate Frequently Asked Questions

\*New York State Education Department: NYSED

\*National Board for Professional Teaching Standards: NBPTS

The NYS Albert Shanker grant for National Board Certification from NBPTS fully funds candidates seeking their first certification. The grant does not support Maintenance of Certification from NBPTS.

## 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 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).
3. You will receive confirmation on screen for these transaction from NBPTS.
4. **In Candidate Application Process:**
  1. **Complete the on-line application [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** 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 National Board (NBPTS) 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 by NYSED you have been awarded the grant, the Shanker grant funds will be posted in your account with NBPTS within 10 days. National Board has changed the payment process for third party funded candidates awarded the NYS Albert Shanker Grant. Two important resources from NBPTS with candidate information:
  - [NBPTS Third - Party Payer Funding FAQs for Candidates](#)
  - [NBPTS Applying for Third-Party Payer Funds](#)

- Only complete the section for “Full Funding” on NBPTS’

### 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 from National Board at the end of a cycle**, 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 NBPTS at the end of a cycle that a candidate has **achieved or completed** the NBPTS 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 [shankergrant@nySED.gov](mailto:shankergrant@nySED.gov) email. Please include your full name and contact information in the body of the email. Note that only the format listed above is accepted for application.

### 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 NBPTS 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 with notification of the grant award.

### 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 [shankergrant@nysed.gov](mailto:shankergrant@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 on purchasing components can be found in the following resources (also found on page 1 of this FAQ):
  - [NBPTS Applying for Third - Party Payer Funds](#)
  - [NBPTS Third- Party Payer Funding FAQs for Candidates](#)
- Note that NBPTS purchasing system is subject to change. Always check the NBPTS website for updated information on purchasing components. [National Board](#)

### What if I have a question or issue with purchasing components with NBPTS?

- **Contact NBPTS:** [NBPTS Candidate Support](#)

### What if I have a question about the NYS Albert Shanker grant?

- **Contact:** [shankergrant@nysed.gov](mailto:shankergrant@nysed.gov)

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