



Albert Shanker Grant Funding Frequently Asked Questions

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How do I start?

1. **Apply to become a candidate at the [National Board website](#)** and register as a candidate (a \$75 dollar fee).
 - a. **REQUIREMENT:**
 - b. **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).
3. Complete the on-line [NYSED Albert Shanker Grant](#).
4. Print out the Tenure Attestation form and have it signed by the Superintendent or their designee.
5. Download your financial statement from your National Board account, which will verify your registration and component payments.
6. Email to shankergrant@nysed.gov

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
- Please print the Tenure Attestation form, complete, have the superintendent (or their designee) sign and submit

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 the component of their choice they would like to complete first. Once awarded, the remaining three components are paid to NBPTS directly from NYSED, as per the award letter.
- **IMPORTANT NOTE:** Pay for ONLY ONE of the components. Purchase of additional components will make you **INELIGIBLE** for the grant.

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

- Candidates will be eligible for reimbursement for their first component AFTER NYSED receives notification from National Board at the end of the certification cycle that a candidate has achieved or completed the NB Certification process.



- Anticipated notification from NBPTS will occur on or about the end of December. Candidates will be eligible to submit for reimbursement AFTER this date.
- Check the webpage for updated information.
- Once the submission period for reimbursement is open, the candidate must submit a written request for reimbursement from NYSED (shankergrant@nysed.gov). The candidate will receive a voucher to be completed and returned. A check will then be issued from NYSED.

IMPORTANT NOTICE TO CANDIDATES: When you have **completed all four** National Board components, you will be eligible to receive the \$475 reimbursement for your first “out of pocket” purchased component.

PLEASE NOTE:

- **This reimbursement will be issued by the New York State Education Department (NYSED).**
- **You should **NOT** receive **ANY** reimbursement or payment from the National Board for Professional Teaching Standards.**
- **If you receive a reimbursement, via your credit card, please notify NYSED immediately.**

What documentation do I need to submit to NYSED?

You will need to submit:

- ✓ Online Application
- ✓ **Copies of either the email receipts or the downloaded financial statement from NBPTS verifying payment for BOTH the registration fee (\$75) and the purchase of one component (\$475) as indicated in the [submission requirements](#)**
- ✓ Signed Tenure Attestation form

How do I submit these documents?

The **preferred method** of submission is by [email](#).

- Scan, attach, or forward the receipts or financial statement.
- Please include your full name and contact information in the body of the email.
- Please note: Email is the preferred method.

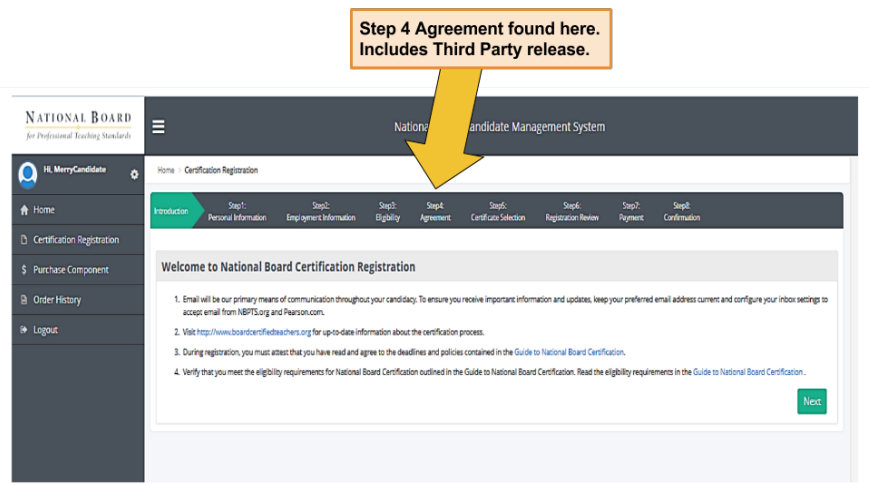
You may also submit via mail.

- Mail:
NYS Education Department
Office of Post Secondary Access, Support and Success
Attn: Albert Shanker Grant Program EB 5N
89 Washington Avenue
Albany, NY 12234



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 and your application is being processed.
- Please note processing may take 4-6 weeks.
- 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 **REQUIREMENT** to receive grant funding. It is a statement, which allows other parties (in this case NYSED) to view your National Board information. This is a 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 award letter 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 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.**

What happens if I purchased a component and change my mind, wanting a different component? Check out [that answer here](#).

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."*

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 additional component(s) using my Shanker award?



- First, as referred to in the Guide to National Board Certification, page 25, **you must have allowed third party release** in Step 4.

All applicants/candidates, including returning candidates, are **REQUIRED** to select and purchase each component they plan to complete in the current assessment year.

IMPORTANT NOTE: Applicants/candidates receiving third-party financial support (Shanker grant), are REQUIRED to complete these steps through Step 3: Order Review in the Purchase Component section of their National Board account.

- In addition, in a new cycle, candidates must reregister each year.
- To begin the component registration process, applicants/candidates should select *Purchase Component* from the left-hand menu. If an applicant or returning candidate has not yet paid the annual \$75 registration fee, they will be prompted to do so before they're able to select and purchase a component.

Step 1:

Next:

Component Name	Price	Balance Due	Status	Action
C1: Content Knowledge Assessment	\$475.00		Not Purchased	Purchase
C2: Differentiation in Instruction	\$475.00		Not Purchased	Purchase
C3: Teaching Practice and Learning Environment	\$475.00		Not Purchased	Purchase
C4: Effective and Reflective Practitioner	\$475.00		Not Purchased	Purchase

- Available components will be displayed in the *Purchase Component* tab.
- **All applicants/candidates must select and purchase each component individually** that they plan to take in the current assessment year.
- To select a component and begin the registration process, the applicant/candidate should click “Purchase” in the *Action* column for the desired component to proceed.

Note: Although payment is not required at the time of component selection, applicants/candidates must complete the process through Step 3: Order Review and click “Submit Order” for the component to be reflected in their account.



Step 2:

Required

The

Agreement tab requires applicants/candidates to select 'yes' or 'no' to the following policies:

- I agree that my assessment materials, once submitted, are the property of the National Board and may be used at the sole discretion of the National Board for assessment, professional development, research, and any other purposes the National Board deems appropriate to further the mission of the organization.
- I understand the deadline for withdrawing and receiving a partial refund as outlined in the Guide to National Board Certification.

Step 3:

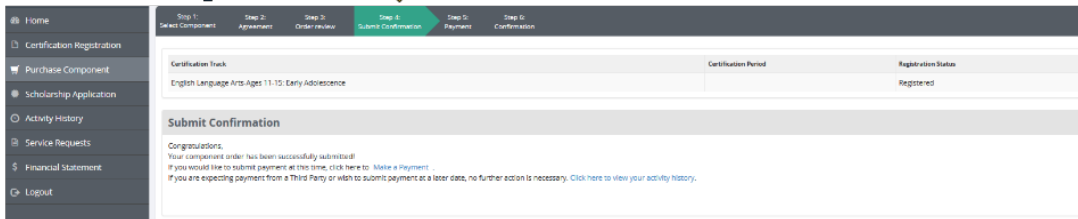
Required

Order Review provides an overview of the component registration and applicants/candidates will have an opportunity to review and edit their component selection before proceeding to payment.



Note: Although payment is not required at the time of component selection, the applicant/candidate must click “Submit Order” for the component to be reflected in their account and for payments – including any potential third-party payments – to be applied.

Step 4: ↓



Congratulations, you have completed the process and now the Component(s) you have selected will show on your account for Shanker payment.

I am a recipient of the Albert Shanker grant and I have completed the process to purchase my next component(s), but my account is still showing an outstanding balance. When will the Shanker Grant money be applied?

- Once awarded, NYSED transmits your Shanker grant monies to NBPTS for the remaining three components and they have them on account. NBPTS updates accounts on a regular basis. **Please allow up to 10 business days for any payments to post to accounts.** Candidates may check their payment status at any time.
- **IMPORTANT INFORMATION:** As soon as you SUBMIT ORDER you can access ALL the materials, directions, etc you will need to begin your work on the Component. You do NOT need to wait to see that the payment has been posted to your account.

IMPORTANT NOTICE TO CANDIDATES: When you have completed all four (4) National Board components and NYSED has been notified by NBPTS, you will be eligible to receive the \$475 reimbursement for your first “out of pocket” purchased component.

PLEASE NOTE: This reimbursement will be issued by the New York State Education Department (NYSED).

- You should **NOT** receive **ANY** reimbursement or payment from the National Board for Professional Teaching Standards (NBPTS).
- If you receive a reimbursement, via your credit card, **please notify NYSED immediately** at shankergrant@nysed.gov