



**Canutillo ISD**

**National Board Certification Handbook**

## Letter from NBCT Task Force Members

---

Since 2016, Canutillo ISD has seen the benefit of teachers becoming National Board Certified. The Canutillo School Board was one of the first, if not the first, school board to reward this prestigious recognition with a stipend in the state of Texas. The National Board Certification (NBC) program is one of the most beneficial Professional Development programs in the nation.

This program has teachers complete 4 components that range from content based exams to student performance and best teaching practices. This program can range from 1 to 5 years to complete with the average teacher completing in 2-3 years.

Recently, the state of Texas has recognized this Professional Development with a generous 'Recognized' status in the Teacher Initiative Allotment (TIA). This recognition can generate around five thousand dollars per year with 90% being paid directly to the teacher of recognition.

Canutillo ISD and the state of Texas has recognized this as being one the most beneficial professional development programs in the nation by rewarding teachers with this certification with a large monetary benefit.

As a NBC teacher I can attest to the giant benefit this program has made on my teaching career. Because of this Canutillo has created one of the first Texas programs to help teachers become National Board Certified. Which includes all your NBC components being paid for and being provided a NBC teacher mentor to help guide you through the process successfully.

Sincerely,

National Board Program Mentors

# National Board Program Team

---

## National Board Coordinators

### Elementary Education Coordinator:

Camila “Milly” Pena; Garcia Elementary School

Email: [cramospena@canutillo-isd.org](mailto:cramospena@canutillo-isd.org)

### Secondary Education Coordinator:

Clifford Campbell; Northwest Early College High School

Email: [acampbell@canutillo-isd.org](mailto:acampbell@canutillo-isd.org)

## National Board Mentors

Dr. Alisia Muir; Northwest Early College High School

Rudy Medina; Canutillo High School

Isaac Oliva; Bill Childress Elementary School

# National Board Certification Overview

---

The Canutillo National Board Certification program is dedicated to recruiting, supporting and retaining highly effective teachers in all schools, with particular emphasis on high-needs (schools with a large number of low socio-economic students) and rural schools. This program provides a pathway to financially reward our most effective teachers and serves as a chance to honor the hard work and proven success of our Canutillo teaching staff.

Those who earn the National Board Certification designation will be awarded with a district stipend and an **additional state stipend** completely separate from the current Canutillo pay structure. In addition, this stipend is credited in the Teacher Retirement System and will be used in retirement benefit calculations. The state stipend will be funded by the TIA program under a recognized teacher status, described below.

## *Recognized Teacher*

Recognized level teacher designation indicates that the identified teacher has achieved a level of teacher appraisal and student growth performance that places them in a level commensurate with the **top 33%** of teachers statewide.

An alternate path to a TIA recognized designation is through **National Board Certification**. All teachers are encouraged to pursue National Board Certification. Those that are interested are encouraged to consult the [National Board for Professional Teaching Standards site](#) for more information or email the associate superintendent.

## Eligibility for Canutillo NBC program

---

- Must have taught 3 complete school years before submitting any NBC components (you may begin process beforehand)
- Must be a teacher in the Canutillo ISD

## The Canutillo NBC program

---

As stated above the Canutillo NBC program is one of the first National Board programs created by a district to aid their teachers in completing the prestigious National Board Certification. Canutillo has worked to provide certain accommodations while enrolled in our program to aid you in success. Enrolling in the Canutillo ISD National Board Certification Program provides you with the following benefits.

- Payment for the first attempt to each component.
- Assigned to a current NBC teacher as a mentor to help guide you through the process.
- Assigned to a cohort of teachers that are pursuing the NBC also.
- Enrolled to a Google Classroom with access to all Canutillo ISD NBC teachers and candidates pursuing their National Board Certification.
- PD time to work with fellow candidates and individually to provide some time to plan and write your components.

Notice, the district provides many benefits to help a candidate succeed in the program but the National Board Certification is very complex. This certification will require much more time outside of the classroom to complete thoroughly.

Not all teachers that apply for this program will be accepted. The acceptance of teachers into the program will be based on how many NBC mentor teachers we have to aid candidates and the candidates skills and interest in actually pursuing the certification seriously.

## National Board Components and Timeframe

---

The National Board Certification process is composed of 4 components. The components can be completed in any order you choose. An NBC candidate has 3 years to complete all 4 components then has an additional 2 years to resubmit any components the candidate did not demonstrate proficiency on or chooses to resubmit. Below is a small description of each component with a link to a video explaining them in more detail.

- **[COMPONENT 1: Content Knowledge](#)**. A computer-based assessment asks you to demonstrate your understanding of content knowledge and pedagogical practices for teaching your content area. You must demonstrate knowledge of developmentally appropriate content, which is necessary for teaching across the full age range and ability level of your chosen certificate area. This is assessed through the completion of three constructed response exercises and 45 selected response items.
- **[COMPONENT 2: Differentiation in Instruction](#)**. This classroom-based portfolio entry requires that candidates gather and analyze information about individual students' strengths and needs and use that information to design and implement instruction to advance student learning and achievement. You will submit selected work samples that demonstrate the students' growth over time and a written commentary that analyzes your instructional choices.
- **[COMPONENT 3: Teaching Practice and Learning Environment](#)**. This is a classroom-based portfolio entry that requires video recordings of interactions between you and your students. You will also submit a written commentary in which you describe, analyze and reflect on your teaching and interactions with students. Both the video and the written commentary should demonstrate how you engage students and impact their learning.
- **[COMPONENT 4: Effective and Reflective Practitioner](#)**. This portfolio entry requires you to demonstrate evidence of your abilities as an effective and reflective practitioner in developing and applying knowledge of your students; your use of assessments to effectively plan for and positively impact your students' learning; and your collaboration to advance students' learning and growth.

All components signed up for are typically due in mid-May.

## National Board Certification Scoring

---

The official scoring rubric for the National Board Certification can be found on the National Board Website on the [Scoring Guide link](#). The official calculator to help aid in understanding if you have passed or what scores are needed to pass can be found at the [NBC Calculator link](#).

A brief outline of how the scoring is completed is placed below.

There are 3 requirements to complete your National Board Certification.

1. A minimum of a 1.75 on the assessment (Component 1)
2. A minimum of a 1.75 on all portfolios (Component 2, 3 and 4)
3. A total score of 110 for all components.

The goal for each component is a 2.75 because that is the minimum score the National Board considers clear and concise; however a 1.75 is acceptable as long as you do better on the other components to balance out your score to be a 110 at the end. I highly recommend playing around with the National Board calculator to fully understand what score would be needed to pass.

Each component is weighted a different percentage for the overall total.

- Component 2 and 4 are both 15% each of the overall total weight.
- Component 3 is worth 30% of the overall total weight.
- Component 1 is worth 40% of the overall total weight.

I would suggest speaking to your mentor to help you determine what order the components should be done. For example, I am an NBC Math Mentor for young adults. Component 1 is based on math content; if one of my candidates feels comfortable with their math abilities, then I would suggest completing Component 1 first because it is worth 40% of your overall grade and you could start off strong. I also always suggest doing at least 2 components each year. So I might suggest completing component 2 in the first year since it is only worth 15% and you can get a gauge at how to write your components the first year then attack the larger Component 3 the next year. Also, Component 4 is lengthy and must be planned at the beginning of the year to fully complete successfully. So I always suggest completing that one in the second year. But different subjects and grade levels might be more successful following a different plan.

## **How to Apply for the CISD NBPTS Program?**

---

Fill out the [Google Form](#) by August 15th in order to apply for the Canutillo National Board Program. If you miss the deadline or are having issues then you may email the appropriate National Board Program coordinator listed at the top of the Handbook.

## How do I start?

---

After you have applied and been accepted, you might wonder how to start. After you have been accepted into the Canutillo NBC program there will be a meeting held with everyone in your cohort. In this meeting you will be assigned a mentor and asked to join our Canutillo NBC Google Classroom. This meeting will occur at the start of the school year so that you will have time to prepare a plan and execute that plan throughout the year with your mentor and fellow NBC cohort.

## National Board Registration Process

---

The registration process for third-party payment is a bit involved, and this section seeks to clarify the process as candidates have had problems with the process in the past. Below are step-by-step instructions to help you.

**1. As mentioned in a previous section, the participating teacher must review all guidelines to ensure eligibility prior to beginning the NBC process.** Please review the following link to ensure your readiness and eligibility for the National Board Certification: [NBC Readiness Roadmap](#)

**2. Candidates Login to or [Create a New NB Account](#) . You will click "yes" to the following:**

- Do you elect to have your name released to Third-Party agencies that may provide incentives, support, and rewards for teachers seeking NationalBoard Certification? **YES**
- Specify if you will receive funding from a third-party - **YES**
- **FIRST-TIME CANDIDATES** - Make sure to complete the **attestation** at this time. Failure to complete the attestation will result in an incomplete registration, and you will be unable to submit component work.



**Candidates are responsible for paying the initial \$75 fee and for any component retake fees.**

Make a note of your National Board Candidate ID account for future reference.

**3. Select only** the components you plan to complete during this assessment cycle. Note: **You must purchase a component to be considered an active candidate and to prevent your registration from being withdrawn. Deadline for this is late February.**

**4.** CISD will provide a link to a Google form which will come in an email some time in or before February. Central Office will use the information entered to initiate a purchase order (PO) to the National Board for Professional Teaching Standards, \$475 for each component in which the candidate is registered. After the National Board receives payment, the National Board will allocate funds to the candidate's National Board account in the form of a coupon. **You will need to log in to your account to see if your payment coupons have been issued.**

**5.** Once NB has issued your payment coupon, the candidate can then purchase component(s) by logging into their National Board account, clicking the link for the component(s) that will be attempted, and continue following the prompts. The coupon will appear as a payment voucher allowing you to purchase the component **The deadline is in late February.**

**6.** When prompted to submit payment, enter the appropriate coupon code.

#### **COMMON MISCONCEPTIONS:**

1. Many candidates think that the NBPTS will send them a “welcome” packet with information. NBPTS is paperless, and all component instructions and guides are available for download on the website. You do not need to have registered and paid before accessing the materials and beginning your work. You should not wait until the registration

deadline to begin your work or you will struggle to complete components at the level of proficiency required by the NBPTS.

2. You MUST apply the coupon as payment or your account will not get paid-- just because you have the funds in your account does not mean they are APPLIED to your component

<https://www.nbpts.org/certification/paying-for-certification/>

## Helpful Resources

---

[National Board official website](#)

[National Board Readiness Roadmap](#)

[National Board Scoring Calculator](#)

[National Board Paying for your Certification](#)

[National Board Important Dates](#)

[National Board Offered Content](#)