

National Board Candidate Support Providers 2021-22 Process and Guidelines

Overview

To support aspiring National Board candidates in their pursuit of certification, the department will offer candidates who teach in Tennessee public schools access to a qualified National Board Certified Teacher (NBCT) to serve as a candidate support provider (CSP). First-time and continuing candidates may request support services.

Process

1. National Board Certified Teachers (NBCTs) who provide approved assistance to National Board candidates may be paid for their services by the department. NBCTs who want to serve as candidate support providers (CSPs) must be approved by the department and are required to participate in CSP training before being assigned to potential candidates.
2. CSPs must follow guidelines established by the National Board for Professional Teaching Standards (NBPTS) regarding allowable candidate support procedures. NBPTS ethical support guidelines can be found [here](#).
3. Support activities must occur outside of the normal school day, planning time, and scheduled in-service.
4. Funds are limited; therefore, CSPs who submit the NBCSP 2021-22 application and meet certification and training criteria will be selected and matched based on candidate needs and certification areas, as long as funds allow.
5. The department will pay \$25 per hour for a maximum of 30 hours for time spent supporting an NBCT candidate. This rate will include travel time, time on the telephone, and preparation time. CSPs may be assigned a maximum dollar amount per candidate for the 2021-22 school year. **Please note that travel expenses will not be reimbursed.**
6. CSPs must complete a time log and submit the log sheet as an official invoice for payment. The designated department liaison will establish the criteria for the frequency of submission of the time log. Services recorded on the attached log sheet should be rounded to the nearest quarter hour (see page 2 and attached log sheet from initial email from TDOE.)
7. A fee for service contract or purchase order will be prepared for each approved CSP. The service description will read: "Provide support services for [candidate name(s)] in support of NBPTS certification process during the period from (start date in time log) to (end date in time log) as described on the attached time log."
8. CSPs will not be compensated for any services that take place outside the dates of the fee for service contract or purchase order.
9. CSPs are encouraged to determine the proper format of meetings (in-person or virtual) with the respective candidates they are supporting.
10. Whether the National Board candidate achieves board certification shall have no bearing on the CSP's right to be paid for his/her time and service. CSPs may support both first-time and continuing candidates.

CANDIDATE SUPPORT PROVIDER TIME LOG

Name of Candidate Support Provider:			Log Dates (Period of Contact)		
Street Address:			TO:	FROM:	
City:	State:	Zip:	PAGE:	OF	TOTAL PAGES:
Edison Contract Number:	Edison Vendor Number:				

Date	Location	Activity Description (include name of Candidate(s))	Hours (to nearest quarter hour)
Total Hours This Log Page			

Duplicate this page if additional space is needed.

Submit this log to Miles Woodhull at Miles.Woodhull@tn.gov