



Mohammed Choudhury  
State Superintendent of Schools

**2022-2023 Reimbursement of National Board for Professional Teaching Standards Fees  
Memorandum of Understanding - Initial Candidate**

- I, \_\_\_\_\_, have read Education Article §6-1012, a copy of which is attached, that describes the State and local fee incentive program to support teachers who wish to pursue certification by the National Board for Professional Teaching Standards (NBPTS).
- I understand that funding is always contingent on the appropriations of the Maryland General Assembly. I understand that to qualify for the funding, I must complete the requirements as stipulated by the NBPTS and the Maryland State Department of Education for initial certification. Those requirements include:

Initial Certification	
Components (1-4)	Computer-based assessment (Component 1) and Portfolio entries (Components 2,3,4)
Total cost for my participation	\$1900 (\$475 per Component)
<b>Nonrefundable portion of funding if I withdraw</b>	Minimum \$475 up to maximum \$1900 (plus the cost of retake, if applicable)

I also understand that the fee incentive program provides funding for the components only and that any other expenditure (e.g., registration fees) that I may incur is my sole responsibility.

- I understand that I have five years to complete the NBPTS certification program. I understand that I must attempt each of the four components within the first three years of my candidacy or I will be withdrawn from the program and must repay the cost of all components taken (up to \$1900).
- Should I fail to pass any of the four components in the first three years, I will have the opportunity to retake components. The cost of any additional retakes is my sole responsibility. Subject to annual appropriation by the Maryland General Assembly, funding may be available to pursue the retake of components not achieved. **If I pursue funding to retake a component, I must complete a separate Memorandum of Understanding.**
- If at any time I withdraw from the NBPTS certification program, I must notify the State Subsidy Coordinator and repay the full amount of funding issued by the Maryland State Department of Education (up to \$1900 for components, plus the cost of retake, if applicable).
- I understand that if I do not submit all four components within the first three years of my candidacy, I am hereby required and agree to reimburse the Maryland State Board of Education the full amount of funding (maximum \$1,900, plus cost of retake, if applicable).** I further understand that if reimbursement is necessary, the full amount of funding shall be repaid to the Maryland State Department of Education within one calendar year from the date such reimbursement is requested. Failure to repay in a timely fashion will result in the matter being referred to the State Central Collection Unit for handling, and a collection fee not to exceed 17% of the principal will be assessed consistent with COMAR 17.01.01.07.
- This Agreement, and the rights and remedies arising hereunder, shall be interpreted, governed, construed, and enforced under the laws of the State of Maryland. I consent to the jurisdiction of the courts of the State of Maryland and to the jurisdiction of the United States District Court for the District of Maryland.
- I acknowledge that all correspondence will be addressed to the Maryland State Department of Education, Division of Educator Certification, 200 W. Baltimore Street, Baltimore MD 21201-2595, and will reference any applicable invoice number. I have read this Agreement and with full understanding execute this Agreement this \_\_\_ day of \_\_\_\_\_, 202\_\_

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
 Notary \_\_\_\_\_ Date \_\_\_\_\_  
 Superintendent of Schools \_\_\_\_\_ Local School System \_\_\_\_\_ Date \_\_\_\_\_

Attachment: Education Article §6-1012