

2023-2024 Reimbursement of National Board for Professional Teaching Standards Fees
Memorandum of Understanding- Maintenance of Certification Candidate

1. I, _____, have read [§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).
2. 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 Maintenance of Certification. Those requirements include:

	Maintenance of Certification
Components	Portfolio
Total cost for my participation	\$495
Nonrefundable portion of funding, if I withdraw	\$495

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

3. I understand that if I withdraw from the NBPTS certification program before the MOC process is complete for any reason aside from military reassignment of myself or my spouse, I must notify the Maryland State Department of Education. I also understand I am obligated to repay the MOC assessment fee, listed above, to the Maryland State Department of Education within one calendar year from the date the assessment fee funding was issued.
4. **I understand that if I do not complete all the requirements for the maintenance of my certification by the NBPTS within one assessment cycle, I am hereby required and agree to reimburse the Maryland State Board of Education the full amount of funding (maximum \$495).** I further understand that if reimbursement is necessary, the full amount of funding (maximum \$495) 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.
5. 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.

6. 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__

Printed Name _____

Signature _____ Date _____

NBPTS Candidate code _____

Notary _____ Date _____

Superintendent of Schools _____

Local School System _____

Attachment: Education Article [§6-1012](#)