

2023-2024 Reimbursement of National Board for Professional Teaching Standards Fees
Memorandum of Understanding- Retake 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 for retakes is subject to annual appropriation by 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, and the retake of Components. Those requirements include:

	<u>One Retake</u>
<input type="checkbox"/> Component 2, 3, or 4	\$475
<input type="checkbox"/> Component 1 (4 parts)	\$500 (\$125 per Exercise)
Total cost for my participation	\$475-\$1925

3. To qualify for funding for retakes, I must have submitted a scorable response for the component(s) for which I am seeking funding. I understand that the fee incentive program allows funding for only one retake of each component. I also understand that the fee incentive program provides funding for the retake process only and that any other expenditure (e.g., registration fee) that I may incur is my sole responsibility.
4. If at any time I withdraw from the NBPTS certification program for any reason aside from military reassignment of myself or my spouse, I must notify the State Subsidy Coordinator and repay the non-refundable retake fee in addition to the full amount of the funding of Components issued by the Maryland State Department of Education within one calendar year from the date the funding was issued.
5. **I understand that if I do not complete all the requirements for retake 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 for each retake.** 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.
6. 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.

7. 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 _____

Superintendent of Schools _____

Local School System _____

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