



**Policy 420[C] – Employment Policy  
Learning and Development Procedures  
420.40B National Board Certification**

- A. Overview
- B. Eligibility
- C. NBCT Eligibility Requirements
- D. KS Support and Stipend
- E. Continued Eligibility for Stipend
- F. Employee's Obligation to KS
- G. Approval Procedures
- H. Reporting and Recording Completion
- I. Forms

A. Overview	<ol style="list-style-type: none"> <li>1. Kamehameha Schools (KS) encourages and supports educators in achieving certification for their ongoing educational and professional growth.</li> <li>2. This procedure describes the National Board Certification for Teachers (NBCT) impact on employees' professional growth in alignment with Ka Pi'ina: Education Workforce Capacity Building efforts.</li> </ol>
B. Eligibility	<p>Regular full-time and regular part-time educators who meet the requirements of the NBCT are eligible to participate in the KS program described below. Employees with a limited term date may be eligible for partial benefits. Interested employees should check with their supervisors or Human Resources representatives.</p>
C. NBCT Eligibility Requirements	<p>A current list of requirements may be obtained from the National Board for Professional Teaching Standards (NBPTS) at 1-800-22-TEACH or by visiting its <a href="#">website</a>. Employees must meet NBPTS requirements prior to applying for National Board Certification. Refer to the National Board Certification website for current eligibility requirements.</p>
D. KS Support and Stipend	<ol style="list-style-type: none"> <li>1. KS will either reimburse the employee 50% of the application fee or pay this amount directly to the NBPTS. KS will reimburse the remaining 50% of the application fee upon achievement of National Board Certification. Application fees may include the following:             <ol style="list-style-type: none"> <li>1. Full initial certification</li> <li>2. Costs of two (2) retake applications when certain entries and/or assessment center exercises are required.</li> <li>3. Take One! application fee</li> <li>4. Renewal certification fee</li> </ol> </li> <li>2. Employees may seek reimbursement for reasonable out-of-pocket expenses for travel-related and other expenses associated with the assessment center in accordance with <a href="#">KS Procedure 520.30A Travel and Travel Related Expenses</a>. To apply for course reimbursement, see <a href="#">Request for Partial Tuition Reimbursement and/or Professional Advancement Credit (PERS-5)</a> or submit a PERS-25 via MyLearningPlan (see <a href="#">Procedure 420.40C Partial Tuition Reimbursement</a>)</li> <li>3. KS will provide paid release time and reimbursement for the expense of travel to assessment centers within the State of Hawaii:             <ol style="list-style-type: none"> <li>(a) up to two days of paid release time for each employee in the program to prepare for certification and</li> </ol> </li> </ol>



**Policy 420[C] – Employment Policy  
Learning and Development Procedures  
420.40B National Board Certification**

	<p>(b) reimbursement to employees for reasonable travel expenses to an assessment center (within the State of Hawai'i and as indicated in existing KS procurement guidelines) in accordance with <u>KS Procedure 520.30A Travel and Travel Related Expenses</u>.</p> <p>4. KS will provide a completion award upon receipt of confirmation by Human Resources of an employee's achievement of National Board Certification. The certified employee will also be eligible for a stipend, subject to satisfactory annual performance evaluations. Employees may contact their HR representatives with questions on eligibility requirements.</p> <p>(a) The annual stipend mentioned above is available only to educators in non-managerial positions (e.g., teachers, librarians, counselors, program specialists, etc.). Administrator/management positions (e.g., principals, vice-principals, directors, supervisors/managers, education coordinators, etc.) are eligible for the advancement and reimbursement of fees related to the National Board Certification process but not for the annual stipend.</p> <p>(b) As NBPTS certificate areas are developed, KS will reassess eligibility requirements for stipends.</p>
<p>E. Continued Eligibility for Stipend</p>	<p>If an employee moves into a position that is ineligible for the stipend, the stipend will be discontinued. Certification must be current in order for employees to receive the annual stipend.</p>
<p>F. Employee's Obligation to KS</p>	<ol style="list-style-type: none"> <li>1. Employees who have successfully completed National Board Certification are encouraged to seek leadership roles in the organization such as: participating in school-wide or organization-wide projects or providing mentoring services to those at KS who are trying to obtain certification (i.e., the professional learning community) and/or to Department of Education faculty working in schools with a large percentage of Native Hawaiian children and are seeking certification.</li> <li>2. Each employee shall discuss educator leadership roles and mentoring services with his or her supervisor/manager and help identify employees and/or DOE faculty to whom the mentoring services will be provided.</li> <li>3. If an employee does not successfully achieve certification within three years as set forth by NBPTS, the employee will be responsible for reimbursing KS the amount of the application fee that was either reimbursed to the employee or paid directly to the NBPTS on behalf of the employee.</li> <li>4. If an employee terminates employment with KS within 2 years of achievement of the certification, the employee will be responsible for reimbursing KS any amount of money advanced or reimbursed to or on behalf of the employee for the NBCT certification process as well as for a reimbursing a prorated amount of the stipend received.</li> <li>5. For example: Teacher A leaves his or her job (voluntarily or involuntarily) with KS six months after receiving a \$2,500 advance and reimbursement. 6 months divided by 24 months (the 2-year obligation in months) is 25%. Because Teacher A has completed only 25% of his or her obligation to KS, he or she must repay 75% of the \$2,500, or \$1875.</li> </ol>



**Policy 420[C] – Employment Policy  
Learning and Development Procedures  
420.40B National Board Certification**

<p>G. Approval Procedures</p>	<ol style="list-style-type: none"> <li>1. PRIOR to submitting an application, employees should work with their supervisors/managers (with notice to the head of school or vice-president) to obtain approval for application cost support and the NBCT stipend.</li> <li>2. Employees may request this support by submitting a <u>Request for Partial Tuition Reimbursement and/or Professional Advancement Credit (PERS-5)</u> or submitting a PERS-25 via MyLearningPlan (no link – available to departments utilizing the MyLearningPlan system).</li> </ol>
<p>H. Reporting and Recording Completion</p>	<p>After achieving National Board Certification, employees are to provide verification of same by submitting a copy of the certificate to their supervisors/managers (head of school or vice president) and another copy to their Human Resources client services representatives for inclusion in their employee files.</p>
<p>I. Forms</p>	<ol style="list-style-type: none"> <li>1. <u>Request for Partial Tuition Reimbursement and/or Professional Advancement Credit (PERS-5)</u></li> <li>2. Request for Professional Development Activity (PERS-25) on MyLearningPlan (no link – available to departments utilizing the MyLearningPlan system).</li> </ol>

Procedure Owner: HR Director  
 Procedure Contact: Client Services - Education Group Manager, 534-8040  
 Date Revised: 10/01/2012  
 History:

ALU LIKE, Inc. is a nonprofit organization for Native Hawaiians; a Native Hawaiian serving institution. ALU LIKE, Inc. has assisted Native Hawaiians in their efforts to achieve social and economic self-sufficiency for over 30 years through our numerous services. Among these services are scholarships for keiki, adult students and now educators. Currently, ALU LIKE, Inc. is offering scholarships for DOE/public charter school teachers and educators seeking National Board Certification through the National Board for Professional Teaching Standards. ALU LIKE, Inc. understands that by helping teachers reach their goals we are ultimately helping our keiki become successful lifelong learners.

The ideal applicant meets **one or more** of the following (1) a Native Hawaiian educator and/or (2) teaching in a school with a high percentage of Native Hawaiian students and/or (3) has completed candidate preparation coursework. Additionally, we are seeking applicants that plan to teach in DOE/public charter school for at least a year after completing their National Board Certification.

National Board Certification Scholarship Application checklist:

1) Application (form fill application online then print and submit original hardcopy)

2) Required Documents:

Copy of Bachelor's Degree or Transcripts

Copy of Valid Teaching License

3) Principal/Supervisor Endorsement Letter (returned separate from application)

4) Native Hawaiian Preference (provide one of the following for consideration):

Birth Certificate verifying Hawaiian Ancestry

Office of Hawaiian Affairs Registry Card

Kamehameha Schools Ho'oulu Data Center Verification Letter

Completed applications should be mailed or hand delivered to the following address:

ALU LIKE, Inc.

458 Keawe St.

Honolulu, HI 96813

Attn: Keone Kamauoha

Hand delivered applications must be submitted during normal business hours

Documents submitted separately may delay the eligibility process

Mailed applications with inadequate postage will be returned to sender

E-mail or fax applications will not be accepted