

Frequently Asked Questions



The District continues to implement guidelines to protect health and safety as the schedule for re-establishing instruction where teachers and students are physically in the same space rolls out. NBC Guidelines that are impacted by new protocols and policies put in place will adapt accordingly. Please be sure to read all NBC updates.

BECOMING CERTIFIED

1. What if I am not yet National Board Certified but want to be?

If you wish to receive assistance with the certification or re-certification process contact mdelatorre@thesupportnetwork.net for assistance.

ELIGIBILITY

2. How do I become eligible for the NBC Differential?

- a. You need to become National Board Certified (NBPTS) and send the email from the NBPTS confirming your certification to the LAUSD NBC office, peggy.presley@lausd.net, cc carla.givens@lausd.net, axg4664@lausd.net.
- b. The Principal Assignment Certification (PAC) and Commitment Form must be submitted upon initial certification and each subsequent year after July 1st and before the deadline.
- c. You must be in an eligible assignment
 - i. The position must be on the Teacher Preparation Salary Table (T Table).
 - ii. The position must be one where you are in the classroom providing instruction to students at least 50% of the day. This must be listed in the job description/on flyer and confirmed by the principal/supervisor signature on the PAC. Resource and itinerant teachers are considered to in the classroom positions.
 - If part/all of your job is in a position that is not a full-time classroom teacher position you must submit the official job description and a sample monthly calendar to the NBC office in order to have it assessed for eligibility. Upload to the NBC Out-of-Classroom Schoology Course. The access code is on the forms page of the NBC website. The Schoology grade page showing percentage eligibility must be included with the PAC form. The PAC from should not show a higher percentage of eligibility than that approved in the Schoology Course.
 - If found to be NBC eligible you will need to submit a calendar each month showing the number of hours spent working with students in the classroom daily. Random checks may be made to confirm calendar entries.
 - With few exceptions, the maximum eligibility for part or full time out-of-classroom positions is 50%. To be eligible for 100% the description/flyer must indicate 60% or more time in the classroom providing direct instruction to students and it must be reasonable to be able to complete the other listed responsibilities in the remaining time.

3. What do I need to do when I certify or recertify?

- a. Send verification of recertification to the NBC office as soon as you receive it (forward the email you receive confirming recertification).
- b. If you wish to receive assistance with the certification or re-certification process, contact mdelatorre@thesupportnetwork.net for assistance.
- c. NBC Teachers are considered to be in 'Newly Certified' status up until the end of June of the first year that they certify or enter Los Angeles Unified School District as an NBC Teacher. Beginning July 1st of the next year they are considered to be continuing NBC Teachers.

INFORMATION AND FORMS

4. Where can I obtain additional NBC forms and information regarding the NBC Program within LA Unified?

You may find a program overview, forms and additional resources on our NBC website. Just go to the achieve.lausd.net and click on offices. Scroll down to National Board Certified Teacher Program and click. **Be sure to refresh your browser regularly to be sure you are accessing updated information.**

LEGAL DOCUMENTS

5. Once eligible for the differential, what forms must I submit each year to maintain active NBC status?

- a. These must be completed by the deadline annually ***even if hours will not be submitted:***
 - i. NBC Commitment Form (online)—ALL NBCTs
 - ii. Principal Assignment Certification Form (PAC) The PAC is to be submitted at the beginning of each year and any time you change assignments to a new school or different class code.
- b. If your previous certification has expired send in evidence of renewal as soon as you receive it. There will be a gap in eligibility, leading to ineligibility for the incentive, if there is a lapse in your certification between the expiration date and renewal date.
- c. Information Update form when you change your name, address, assignment, status, go on leave, return from leave or have other changes in personal information or assignment. Emailing NBC staff or verbally sharing the information may be helpful but is not a substitute for completing the form.

6. Why must I be careful to fully comply with all guidelines for NBC Documents?

These are legal documents, subject to review, audit and follow-up. Consequences for incorrect documents or failure to notify the NBC office of changes of status can range from a simple request for corrections through dismissal from Los Angeles Unified. A common consequence is ineligibility to receive all or part of your NBC differential or the need to repay differential amounts paid while ineligible.

REQUIRED DOCUMENTS and SUBMISSIONS PAYROLL

7. What is the amount of the NBC Differential?

- a. 100% Eligibility (in an eligible position, in the classroom providing direct instruction to students a minimum of 60% of the day or 4 periods for secondary): up to 15% of base salary--7.5% base pay, up to 7.5% for completing up to 92 hours of eligible service and reporting the hours according to the guidelines.
- b. 50% Eligibility (in an eligible position, in the classroom providing direct instruction to students a minimum of 50% of the day or 3 periods for secondary): up to 7.5% of base salary--3.75% base pay, up to 3.75% for completing up to 46 hours of eligible service and reporting the hours according to the guidelines.

8. What is the amount of the NBC Differential for part time or out of the classroom teachers?

The maximum differential available is 50%. It must still be a position with a teacher class code. You must submit a copy of the official job description and a monthly schedule demonstrating 50% of the day in a classroom to peggy.presley@lausd.net to verify if the position is eligible.

9. How does the NBC Differential impact my retirement?

- a. The base 7.5% goes directly towards your base pay retirement;
- b. The 7.5% for hours goes into your "supplemental" account

- c. If you have further questions related to the impact on your personal retirement you should consult your financial advisor.

10. Rollover Hours

Rollover hours only applied to the 20-21 school year. The maximum number of hours for 21-22 is 92 for 100% positions and 46 for 50% positions. Actual hours up to the maximum will be determined by eligible hours submitted.

11. How do I get paid?

- a. Once your initial eligibility has been processed, the automatic 7.5% will show up on your monthly pay check as long as you serve in an eligible position per the LAUSD/UTLA agreement for NBC teachers **AND submit the required forms (Principal Assignment Certification and Commitment Form) by the due date.**
- b. Payment for up to 92 hours of service will be made in February and/or July based on the time frame of your submission of hours (following the guidelines) to the NBC Office (or half for 50% eligibility). Logs are generally due in Early November and Early May each year.
- If you have questions about payments for the base 7.5% (3.75%) email carla.givens@lausd.net, cc peggy.presley@lausd.net.
 - If you have questions about payments for hours, initially contact aleeta.powers@lausd.net.

12. How does pay work if I am in a position with 50% eligibility.

- a. Once initial eligibility has been processed, the automatic 7.5% will show up on your monthly paycheck **EVERY OTHER MONTH** as long as you serve in an eligible position per the LAUSD/UTLA agreement for NBC teachers **AND submit the required forms (Principal Assignment Certification and Commitment Form) by the due date as indicated in #2.**
- b. Following the first year of differential payments will not be made in the new year until the PAC and Commitment Form are submitted and processed.
- c. Be sure to file the new PAC and Information Update Form as soon as possible in order to avoid receiving payments that will impact your pay for the rest of the year or cause a repayment. You must also submit the Information Update form for changes in assignment.
- d. If you have questions about your payments for the base 7.5% (3.75%) email carla.givens@lausd.net, cc peggy.presley@lausd.net.

13. What if I was in an ineligible position last year but am now in an eligible position?

Submit your PAC and Commitment Form with the new information. Complete the Information Update Form (the link is near the bottom of the forms page of the NBC website.)

14. What if I go on leave or return from leave during the school year?

- a. Complete the Information Update Form (the link is near the bottom of the forms page of the NBC website.) You will not be eligible to receive the 7 ½% monthly stipend or to log hours while on a leave of absence.
- b. It is the responsibility of the NBC Teacher to complete the form for leaves of absence to ensure that NBC pay is paused during that time so that you will not need to repay it later. Be sure to complete it again when you return so that NBC eligibility can be re-activated.

15. What if I change positions after I have already submitted my PAC (new school, or different class code)?

- a. Submit a new PAC on the Schoology platform. Complete the Information Update Form (the link is near the bottom of the forms page of the NBC website.) If you are moving from ineligible to eligible status, you will not receive the 7 ½% monthly stipend or be eligible to log hours until the NBC office has received and processed these documents.

- b. It is the responsibility of the NBC Teacher to complete the Change of Information form to alert the NBC office of any change of status.

16. How will the Principal Assignment Certification, Commitment Form and Task Activity Logs be submitted for 21-22?

- a. We will continue to use the Schoology platform for submission of the PAC, Commitment Form, and NBC Logs.
- b. Information on submission guidelines as well as needed links or access codes can be found on the Forms page of the NBC Website. Be sure to refresh your browser if you are not seeing 21-22 information.
- c. Be sure to read all of the guidelines and submit clear, complete, authentic, full page documents which include all required evidence.
- d. If you are new to scanning and/or online submissions, there is a video on how to create a pdf using a smart phone on the Forms page of the NBC website. Once teachers are on campus, most schools have a copy machine that can create single and multi-page scanned copies.

PROCEDURES FOR 92 HOURS

17. As an eligible NBC Teacher in active status what forms must I submit to get paid for the 92 hours?

- a. NBC Logs (online) – original, legible, authentic, word-processed or ink, submitted with appropriate documentation as described in the guidelines for each task
- b. Fall/Spring Online Overview of Hours—online submission of what hours you actually logged to be submitted each time you submit your logs (NBC Teachers not submitting logs do not need to submit this)
- c. You may submit in November and/or May

18. What is the focus of NBC Hours?

The primary focus of NBC hours is for National Board Certified Teachers to share their expertise with other teachers through New Teacher Support and/or providing professional development to LAUSD teachers. Other activities may be available as determined each year.

- Serving as a mentor teacher for those in District programs requiring a mentor is the first priority. Additional information on steps to become a mentor are outlined on the NBC Mentor page, <https://achieve.lausd.net/Page/7691>. We are expecting a greater need for mentors in the 21-22 school year due to planned increases in hiring.

19. Why must I submit my logs on a predetermined schedule?

The NBC Office is committed to providing support and reporting hours for compensation in a timely manner. Our payroll system is set up to accept NBC time reports for payroll purposes twice a year. We wish to be certain that NBCTs are paid on time. Money allocated for payments does not carry over to the new year. Help us to assist you by following the submission timeline. NBC Logs submitted after the deadline are not guaranteed to be processed for payment.

20. Will there be an extension to turn in logs in the 21-22 school year?

No, all logs, along with required evidence, must be submitted following the guidelines by the posted deadlines. Be sure that you are gathering evidence and storing it in a safe place as Tasks are completed.

21. Can I complete hours after the spring log due date?

Please see the Early Start information on the guidelines page of the website. Early Start will allow some hours to be accrued after the log submission due date before the start of the new semester.

They will count toward the following year's hours. You must be in an NBC eligible position when students return to school for early start hours to be eligible for pay. See posted guidelines.

22. What signatures will be accepted for NBC documents?

- a. Physical, 'wet' signatures, added to a printed form with a pen.
- b. Digital signatures that have visible authentication
- c. No other types of signatures will be accepted.

23. What signatures will be accepted for mentees?

When possible, have mentees physically sign the log page. When that is not possible you will need to send them the log to have them sign and return it.

- a. Physical, 'wet' signatures, added to a printed form with a pen.
- b. Digital signatures that have visible authentication
- c. Email message with a table showing how many hours for each month with the header of the email showing (to, from, date, subject)

24. How do I know what activities are approved and what evidence is required?

The approved activities, including the required evidence for each, are posted on the NBC website and in the log submission Schoology course.

25. What if the evidence that the task lists as required is not available?

If the evidence is not available, the activity may not be reported for NBC hours.

26. What if I have questions on whether something is eligible for NBC hours or if a teacher is eligible to be my mentee for NBC hours?

- a. First review the guidelines that are posted on the NBC website.
- b. If you are unable to determine the activity's eligibility from reading the guidelines contact your NBC Liaison, be ready to indicate which specific part of the guidelines you read you need clarification for.
- c. Activities that fall under Article IX. of the contract (normal teacher responsibilities) are not eligible.
- d. If the activity is in any way related to your regular responsibilities as a teacher, a member of the school staff or a school committee you are on, the activity is ineligible for NBC hours. This includes any activities related to committees, clubs you sponsor or special leadership roles that you have been assigned such as grade level/department chair, lead teacher for _____, head of the _____ academy, paid coordinators, etc. For instance, if you are the testing coordinator or part of the assessment committee you may not report hours for presenting to teachers or parents on that topic or for duties related to that assignment. If you are the teacher of the robotics class or sponsor of the robotics club you can't report hours related to that activity.
- e. Coordinating programs for which there is no pay, is not an assigned leadership role, or related to other committees and is not on the ineligible for NBC hours list, may be eligible. Examples include coordinating the wellness fair or coordinating the afterschool intervention program.

27. My Local District or Central Office or UTLA is asking me to work on a project for NBC Hours.

The person coordinating the event needs to contact aleeta.powers@lausd.net to get the special opportunity approved. There is a template to be completed. Although we ask for 3 weeks processing time most opportunities requested are approved within a week. Once approved, a log page for the special opportunity will be provided to the coordinator of the program. Only that signed log page may be submitted for hours.

28. Can we provide virtual professional development and salary point classes?

- a. The Joint Salary Point Credit Committee has already agreed that all salary point classes that have already been approved may be presented online.
- b. NBC Teachers reformatting salary point classes to be presented virtually may claim the 10 hours for Task 4b if they present it in the same academic school year.
- c. Workshops and classes not in a salary point class may also be presented virtually.
- d. In order to report them for NBC hours you will need a way to verify attendance. For instance, if a session is on zoom take a screen shot while the class is in session showing the number of participants and have them sign in on a form using a bit.ly link or a google form. Include that as well as a copy of the zoom course invitation. If it is longer, with multiple sessions, include verification from MyPLN, Schoology etc. or a copy of the salary point class forms you are submitting. Valid evidence of attendees will be required, evidence of registration is not accepted as evidence of attendance. Unfortunately, hours will not be able to be approved if the evidence was not gathered when the course was offered.
- e. The numbers of participants and other guidelines, including the need for an agenda, remain the same as stated in the posted Task 3, 4 and 9 guidelines
- f. For more information on creating a salary point class contact Jennifer Villaryo, (jjv4481@lausd.net) or Ingrid Gunnell (img2162@lausd.net)

29. Can we have more hours for Task ___ ?

Maximum hours for each task are listed in the guidelines and must be followed. There will not be additional hours beyond those posted for any task.

30. How will the Task Activity Logs be submitted for 21-22?

- a. We will continue to use the Schoology platform. We suggest you use Chrome as your browser as Safari or Firefox does not always work with District platforms.
- b. Information on submission guidelines as well as needed links or access codes can be found on the Forms page of the NBC Website. Be sure to refresh your browser if you are not seeing 21-22 information.
- c. Be sure to read all of the guidelines and submit clear, complete, authentic, full page logs which include all required evidence.
- d. If you are new to scanning and/or online submissions, we recommend you start practicing creating multi-page pdf documents well in advance of the submission deadline. A video with directions is posted on the forms page of the NBC website.
- e. Once the log submission course has been opened you may begin submitting Task Activity Logs and evidence. However, once a submission has been uploaded and reviewed you may not add additional hours to that task for that semester. Be sure you don't upload until all hours for that task are complete (i.e., if you have completed all 10 hours for Task 5 you may upload the logs and evidence even if the rest of your log is not ready, but don't upload until that task is finished or it is time for the deadline) If it is the spring submission that will be your final submission for the task for the 21-22 school year.
- f. You will need to complete the tutorial for each task prior to uploading logs for that task.
- g. Please do not post or share evidence. The evidence should be obtained from the person who can verify the task was completed.

31. Revisions for NBC log submissions.

- a. Once the log has been submitted for review there will be one opportunity to make revisions to each task as needed. Once the second submission has been reviewed there will not be an opportunity for further revision on that task for that semester.

- b. Be sure to check regularly between the time you submit the log and the time it is reviewed. If you have questions about the number of approved hours contact your NBC liaison right away. If a comment has been left, respond to the person who left the comment.
- c. There will generally be a one-week window to make requested revisions once the task log has been reviewed.
- d. There will be specified deadlines each year to indicate the final date for log submissions, for revisions, for checking your Schoology hours to confirm accuracy and to notify the NBC office of discrepancies in hours for either the Schoology report or on your paycheck. NBC Teachers must follow these guidelines to be sure that they receive accurate pay for all eligible hours.

32. How do I check to see what has been reviewed, how many hours are approved or if I have comments/requests for revision?

- a. Open the Schoology course. Click on 'GRADES' at the left of the screen.
- b. Supporting submissions, that are not the Task Activity Logs should have a 0 to indicate completion.
- c. Task activity logs and evidence submissions, should have the number of hours you submitted, or, if some hours were ineligible, the number of approved hours.
- d. If there are no hours there, check to see if there is a comment asking for revisions. If there is no comment, and no score it has not yet been reviewed.
- e. Thank you for your patience as we work through all of the log submissions. Please note that we are reviewing task by task rather than by log for an individual. You may see approved hours for some tasks before others are completed. Likewise, some NBC Teachers may have a particular task reviewed before others as we are usually not able to review all entries for a Task in a single day.
- f. An email message will be sent out at the end of the review process asking you to check your hours for the log submission and contact your NBC Liaison if you have questions. Be sure to do so at the time the message is sent. Revisions need to be requested before the hours are submitted for the February or July pay period.

33. Do I have to complete all 92 hours each year?

- a. Under current guidelines you may complete anywhere between 0-92 hours each year you are eligible (46 if you are eligible for 50% compensation).
- b. It is the responsibility of each NBC Teacher to determine how they will earn the hours within the parameters of the approved Task guidelines.
- c. Please remember that the 92 hours are not a gift to be awarded, but rather are an opportunity to earn additional income by using your expertise to provide needed services to the Los Angeles Unified School District.

ACTIVITIES INELIGIBLE FOR NBC HOURS

34. Activities that are always ineligible for NBC Hours

- a. Activities that fall under Article IX. of the contract (normal teacher responsibilities) are not eligible.
- b. Activities where the NBC Teacher is receiving compensation from another program or organization for all or part of the work or for an outside vender. There can be no 'double dipping'.
- c. Preparation or dissemination of materials, textbooks, test materials, classrooms etc.
- d. Work with or supervision of students or para-educators, or development and/or implementation of curriculum for students or para-educators. (Work with these groups is acceptable only when they are in attendance as part of a school-wide community event as described in Task 2)
- e. Activities that are the responsibility of another staff member such as the Principal, Assistant Principal or Coordinator
- f. Curriculum development (for teacher PD) without implementation in the same school year

- g. Projects that consist primarily of research
- h. Support for educators not contracted by Los Angeles Unified (i.e., Student Teachers or Residency Candidates)
- i. Activities within the scope of NBCTs regular duties (not for personal classroom or NBCTs regular grade/dept. level planning, individually or in collaboration, including curriculum for new adoptions or standards, data analysis, participation in school site committees or adjunct assignments or implementation or other activities covered under Article IX of the contract)

CONTACT INFORMATION

35. I have more questions. Who should I contact?

- a. Please communicate via email. NBC staff is working remotely, and the office is not staffed. We have people monitoring the phones remotely, however, there may be delayed responses. The Beaudry Building is closed to visitors until further notice.
- b. We urge you to review posted guidelines and updates on the NBC website as well as any NBC Newsletters sent prior to emailing staff members.
- c. Each of us receives a large volume of email messages daily, please have patience if it takes a little longer to respond.
- d. However, please remember we are always happy to help our NBC Teachers. Contact us when you need clarifications or have a question you don't find the answer to.

NBC Team

Peggy Taylor Presley Administrator

Although Peggy has a policy of remaining available to NBC Teachers, she currently has many additional responsibilities as Los Angeles Unified responds to the many changes and needs during this time. Please contact Aleeta, Esmerelda, Barbara or Tony with NBC questions

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