Frequently Asked Questions

The District continues to follow state ‘safer at home’ guidelines. At this time the schedule for re-establishing instruction where teachers and students are physically in the same space for at least part of the instructional week remains uncertain. The following accommodations will be in place until further information is available. Please keep this email available for reference.

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?
   You need to become National Board Certified (NBPTS) and advise the LAUSD NBC office of your status. The Principal Assignment Certification (PAC) and Commitment Form/Action Plan must be submitted each year after July 1st and before the deadline. You must be in an eligible classroom assignment. This is determined by the job description and principal’s signature on the PAC.

3. What do I need to do when I certify or recertify?
   Send verification of recertification to the NBC office as soon as you receive it (forward the email you receive confirming recertification). If you wish to receive assistance with the certification or re-certification process contact mdelatorre@thesupportnetwork.net for assistance.

INFORMATION AND FORMS
4. Where can I obtain additional NBC forms and information regarding the NBC Program within LAUSD?
   You may find a program overview, forms and additional resources on our NBC website. Just go to the homepage of lausd.net and click on offices. Scroll down to National Board Certified Teacher Program and click. Be sure to refresh your browser 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. Evidence of renewal when your previous certification has expired

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 can range from a simple request for corrections through dismissal from the District. A common consequence is ineligibility to receive all or part of your NBC differential.
REQUIREDDOCUMENTS and SUBMISSIONS PAYROLL

7. **What is the amount of the NBC Differential?**
100% Eligibility (in an eligible position, in the classroom 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 92 hours of eligible service and reporting the hours according to the guidelines.
50% Eligibility (in an eligible position, in the classroom a minimum of 50% of the day or 3 periods for secondary): up to 15% of base salary--3.25% base pay, up to 3.25% for completing 92 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. **Rollover Hours**
UTLA and the District have negotiated an agreement that any part of the 92 hours not completed during the 19-20 academic school year may roll over and be added to the total for the 20-21 school year. Please note that all hours must be used by the May log due date. All task guidelines, including the maximum hours indicated for each activity remain in effect. Be sure to look at all activities under Tasks 1-9 as you are considering how to use your hours.

10. **How do I get paid?**
   a. 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 timeframe of your submission of hours (following the guidelines) to the NBC Office (or half for 50% eligibility).

11. **How does pay work if I am in a position with 50% eligibility.**
   a. The automatic 7.5% will show up on your monthly pay check 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**. No differential payments will be made in the new year until the PAC and Commitment Form are submitted and processed.

12. **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 Change of Information Form (the link is near the bottom of the forms page of the NBC website.)

13. **What if I change positions after I have already submitted my PAC (new school, or different class code)?**
Submit a new PAC on the Schoology platform. Complete the Change of Information 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.
14. How will the Principal Assignment Certification, Commitment Form and Task Activity Logs be submitted for 20-21?
   a. To protect the health and safety of our NBC community submissions for the 20-21 school year will be submitted online. We will continue to use the Schoology platform.
   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 20-21 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 on using a smart phone on the Forms page of the NBC website.

PROCEDURES FOR 92 HOURS

15. As an eligible NBC Teacher in active status what forms must I submit to get paid for the 92 hours?
   i. NBC Logs (online) – original, legible, authentic, word-processed or ink, submitted with appropriate documentation as described in the guidelines for each task
   ii. 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)
   iii. You may submit in November and/or May

16. 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.

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

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

19. 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. See posted guidelines.

20. What about signatures for the work we have done during the ‘work from home’ dates?
   a. We are hopeful that opportunities to return to the school site on at least a limited basis will occur before logs are due. Plan to make arrangements with your principal to sign your logs.
   b. If an opportunity to meet in the same physical space as your principal, or other person designated to sign logs, such as a PD presenter is not available plan to send all logs to them with
enough time for them to receive them, print and sign them, scan them and return them to you. These guidelines apply everywhere a signature is required in your NBC documents.

i. The Toshiba printers at school sites have the capacity to scan documents in a single or multiple page pdf.

ii. Principals could also use smart phone apps to create scanned documents

iii. The only digital signatures that will be accepted are those with a visible validation from a trusted Certificate Authority. ‘Typed’ signatures without validation will not be accepted.

District Offices

a. The signed log and an email from the sponsoring office will be accepted.

b. If a MyPLN certificate or transcript is available that will constitute the evidence needed, if it contains your name, the date of the class, a designated amount of time for the class. If that information is missing you will need an email from the presenter or other evidence as described in Task 5.

Mentors

a. 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. send them an email copy with the information completed except for the signatures, they will print it, sign it and then either scan and email it to you or send it to you via mail

b. if you meet in person have them sign the logs

c. digital signatures will be accepted only if authenticated as described above

All other required evidence for the activity as indicated in the guidelines must still be included.

21. 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.

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

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

23. 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?

b. First review the guidelines that are posted on the NBC website.

c. 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.

d. If the activity is in any way related to your regular responsibilities as a teacher or member of the school staff 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 coordinatorships, 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, coordinating the afterschool intervention program.

24. 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.
25. 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 bitly 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. 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. The 37.5 hours Virtual Salary Point Classes method is the only available option for salary point classes for the duration of the safer at home guidelines period.
   g. For more information on creating a salary point class contact Jennifer Villaryo, (jjv4481@lausd.net) or Ingrid Gunnell (img2162@lausd.net)—Starting January 1, 2021 for Ingrid

26. Can we have more hours for Task 1f?
   a. Yes, you may report up to 10 hours for each teacher you assist under Task 1f for the 20-21 school year. The maximum limit on Task 1f hours has been removed for this school year. This is an accommodation from the 3 hours and maximum of 30 hours that is standard for this task and is non-precedent setting.

27. How will the Task Activity Logs be submitted for 20-21?
   a. To protect the health and safety of our NBC community submissions for the 20-21 school year will be submitted online. We will continue to use the Schoology platform.
   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 20-21 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 20-21 school year.
   f. You will need to complete the tutorial for each task prior to uploading logs for that task. We will notify all NBC Teachers when the tutorials are ready.
   g. Please do not post or share evidence. The evidence should be obtained from the person who can verify the task was completed.
28. Do I have to complete all 92 hours each year?
   Under current guidelines you may complete anywhere between 0-92 hours each year you are eligible (46 if you are eligible for 50% compensation). It is the responsibility of each NBC Teacher to determine how they will earn the hours within the parameters of the approved Task guidelines. 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 District.

ACTIVITIES INELIGIBLE FOR NBC HOURS
29. Activities that are always ineligible for NBC Hours
   a. Preparation or dissemination of materials, textbooks, test materials, classrooms etc.
   b. Work with or supervision of students or para-educators, or development and/or implementation of curriculum for students or para-educators
   c. Activities that are the responsibility of another staff member such as the Principal, Assistant Principal or Coordinator
   d. Curriculum development (for teacher PD) without implementation in the same school year
   e. Projects that consist primarily of research
   f. 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
   g. Support for educators not contracted by LAUSD (i.e. Student Teachers or Residency Candidates)
   h. 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
30. I have more questions. Who should I contact?
   a. Please communicate via email. NBC staff is also 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.
   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 the District responds to the many changes and needs during this time. Please contact Aleeta, Esmerelda or Barbara with NBC questions

Aleeta Powers Coordinator aleeta.powers@lausd.net
Esmerelda Khoury Specialist epk9958@lausd.net
Barbara Scott Specialist barbara.scott@lausd.net

Please take care of both your physical and emotional well-being during these challenging times.