**NBCT seeking fee reimbursement but not employed as a teacher for the 2020-2021 school year:**

Dear <district administrator>,

My name is <NBCT First and Last Name>, and I am a National Board Certified teacher (NBCT) working at <name of campus>.

Under House Bill 3, the Teacher Incentive Allotment (TIA) allows districts to request reimbursement of fees paid to the National Board for Professional Teaching Standards for NBCTs who achieved certification or renewal in 2019 or later. I achieved <certification/renewal> in <year of certification or renewal> and am eligible for $<eligible out of pocket fees> in fee reimbursement.

Please let me know the best point of contact for requesting reimbursement through TIA on my behalf. To preview the reimbursement application and accompanying webinar, please visit the [TIA National Board Fees & Reimbursement webpage](https://tiatexas.org/national-board-certification/national-board-fees-and-reimbursement/).

TEA will host live Q&A sessions for NBCTs and district leaders on January 21 and February 22 from 3:00-5:00 PM. I would like the opportunity to attend one of these sessions with a district representative. [National Board and TIA Q&A Registration](https://forms.office.com/Pages/ResponsePage.aspx?id=w7PWZTZyGEiWEySNvXE6b4_hzJObApZIp_LKsseja5BUMEM4MkZFTEtTWEJUVlo2MUlKM0hNNUVNQS4u)

<Closing and email signature>

**Additional TEA Resources:**

[TIA National Board Fee Reimbursement Webinar](https://youtu.be/hVKLl0HyifU)

[TIA Spending/Funding Overview Webinar](https://tiatexas.org/general-info-and-program-requirements/tia-spending-funding-overview-webinar/)

[National Board in Texas Flyer](https://tiatexas.org/wp-content/uploads/2020/09/National-Board-Certified-Teachers-in-Texas-TIA-Fact-Sheet-PDF_091020_vF.pdf)

[National Board Certification in Texas Webinar](https://youtu.be/wgpuWH6LIkQ)

Questions? Contact [TIA@tea.texas.gov](mailto:TIA@tea.texas.gov)

**NBCT employed as a teacher for the 2020-2021 school year:**

Dear <district administrator>,

My name is <NBCT First and Last Name>, and I am a National Board Certified teacher (NBCT) working at <name of campus>. Under House Bill 3, National Board Certified teachers in Texas can earn an automatic Recognized designation and funding through the Teacher Incentive Allotment.

I wanted to notify you that I am scheduled to receive a Recognized designation this April and will generate an allotment between $3,000 and $9,000 for <district name>. The exact allotment will be calculated based on my campus of employment at the time of Class Roster Winter Submission in February 2021.

In April, TEA will notify <district name> of any designated teachers it employs and the corresponding allotment funds generated for the 2020-2021 school year. Statute requires that districts create a local spending plan for allotment funds, and that 90% or more of the funding is spent on teacher compensation on the campus where the designated teacher(s) work.

***Optional Language requesting fee reimbursement for NBCTs who certified or renewed in 2019 or later:*** *The Teacher Incentive Allotment (TIA) allows districts to request reimbursement of fees paid to the National Board for Professional Teaching Standards for NBCTs who achieved certification or renewal in 2019 or later. I achieved <certification/renewal> in <year of certification or renewal> and am eligible for $<eligible out of pocket fees> in fee reimbursement.*

*Please let me know the best point of contact for requesting reimbursement through TIA on my behalf. To preview the reimbursement application and accompanying webinar, please visit the* [*TIA National Board Fees & Reimbursement webpage*](https://tiatexas.org/national-board-certification/national-board-fees-and-reimbursement/)*.*

At your earliest convenience, I would like to discuss <district name>’s compensation plan for designated teachers. If a spending plan has not yet been finalized, I would appreciate the opportunity to provide input.

TEA will host live Q&A sessions for NBCTs and district leaders on January 21 and February 22 from 3:00-5:00 PM. I would like the opportunity to attend one of these sessions with a district representative. [National Board and TIA Q&A Registration](https://forms.office.com/Pages/ResponsePage.aspx?id=w7PWZTZyGEiWEySNvXE6b4_hzJObApZIp_LKsseja5BUMEM4MkZFTEtTWEJUVlo2MUlKM0hNNUVNQS4u)

<Closing and email signature>

**Additional TEA Resources:**

[TIA National Board Fee Reimbursement Webinar](https://youtu.be/hVKLl0HyifU)

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