***Sample Email from New NBCT to District Administrator***

Dear Ms. Chandler,

My name is Rose Herman, and I am a newly certified National Board Certified Teacher (NBCT) working at Harrison Elementary. I currently teach 5th grade math and science. Under House Bill 3, eligible National Board Certified Teachers can earn a Recognized designation and generate additional funding through the Teacher Incentive Allotment (TIA).

I wanted to notify you that I am scheduled to receive a Recognized designation in spring of 2024 and may generate an allotment [between $3,000 and $9,000](https://tiatexas.org/about-teacher-incentive-allotment/funding-allocations-map/) for Harrison ISD. The exact allotment will be calculated based on my campus of employment at the time of Class Roster Winter Submission in February 2024. A local designation system is not required to receive this allotment.

In the spring, TEA will notify Harrison ISD of any designated teachers it employs, and the corresponding allotment funds generated for school year 2023-2024. 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.

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

TIA also 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 in 2022 and am eligible for $1,900 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 [[Teacher Incentive Allotment Webpage](https://tiatexas.org/)](https://tiatexas.org/national-board-certification/national-board-fees-and-reimbursement/).

Sincerely,

*Rose Herman, NBCT*

5th grade teacher, Harrison Elementary

(555) 444-3333

Questions about TIA and National Board Certified Teachers? Contact [TIA@tea.texas.gov](mailto:TIA@tea.texas.gov)