**NBCT seeking fee reimbursement but not employed as a teacher for the 2023-2024 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, renewal, or maintenance of certification in 2019 or later. I achieved <certification/renewal/maintenance of certification> 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 request form and accompanying webinar, please visit the [TIA National Board Fees & Reimbursement webpage](https://tiatexas.org/national-board-certification/national-board-fees-and-reimbursement/).

<Closing and email signature>

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

**Newly Certified NBCT employed as a teacher for the 2023-2024 school year:**

Dear <district administrator>,

My name is <NBCT First and Last Name>, and I am a newly certified National Board Certified Teacher (NBCT) teaching at <name of campus>. I currently teach <teaching assignment>. Under House Bill 3, eligible National Board Certified Teachers in Texas can earn a Recognized designation and generate additional funding through the Teacher Incentive Allotment.

I wanted to notify you that I am scheduled to receive a Recognized designation this April and may 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 2024. A local designation system is not required to receive this allotment.

In April, TEA will notify <district name> of any designated teachers it employs, and the corresponding allotment funds generated for the 2023-2024 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.

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.

***Optional Language requesting fee reimbursement for NBCTs who certified, renewed, or maintained certification in 2019 or later, and paid fees out of pocket:***

*The Teacher Incentive Allotment (TIA) also allows districts to request reimbursement of fees paid to the National Board for Professional Teaching Standards for NBCTs who achieved certification, renewed, or maintained their certification in 2019 or later. I achieved <certification/renewal/maintenance of certification> 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/)*.*

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