**2023-2024 Administrator Checklist**

**To become a National Board Professional Development School or District for the 2023-2024 school year:**

1. Recruit teachers and/or counselors for a professional development cohort centered on completing National Board Component 1: ***Content Knowledge*** and Component 3: ***Teaching Practice and Learning Environment*** during the 2023-2024 school year.

2. Instruct **new** cohort members to apply for the [Illinois National Board First Time Candidate Fee Subsidy.](https://nbrc.illinoisstate.edu/firsttime/index.php) This subsidy enables the payment of fees for all eligible teachers and counselors for the National Board process. *If you are a returning NBPD School, returning cohort members from the previous school year are already approved and do not need to reapply for the state subsidy.*

3. Complete and submit the Registration form and return it to the National Board Resource Center by April 14, 2023.

4. Assure all cohort members sign an individual Teacher Agreement so there is an understanding of cohort member responsibilities. Keep a copy of each for your records.

Invoicing: The National Board Resource Center will invoice your district $6,765 per cohort. $3,300 is due by June 30, 2023. The remaining balance of $3,465 is due by August 31, 2023.

***Reminder: If your district has schools categorized as ESSA Tier 3 (Targeted supported) or ESSA Tier 4 (comprehensive support), funds allocated may be used for the purpose of payment for the National Board Professional Development School/District program.***