



Withdrawal from the National Board process and the Albert Shanker Grant Funding Frequently Asked Questions

Staying in the process but need to withdraw from a purchased component.

What happens if I purchased a component and change my mind, wanting a different component?

- First you must be within the National Board withdrawal or change timeframe (please refer to the National Board [Guide to National Board Certification](#)) for dates,
- Next you must contact National Board and officially withdraw from the purchased component **ONLY**.
- You will be refunded on the method of payment used to purchase the original component from National Board.

PLEASE NOTE: This is NOT the Shanker Reimbursement from NYSED. The NYSED reimbursement comes after all components have been completed. Please see <http://www.highered.nysed.gov/kiap/ashanker/albertshanker.html>

- Then you **MUST** purchase the alternate component you have chosen to replace your original purchase. **Without this purchase you will be ineligible to continue with the Shanker Grant.**

What happens if I purchase a component and can't complete it, but do not want to withdraw from the certification process? Follow the process above.

HOW TO CHANGE MY PURCHASED COMPONENT

I AM SO EXCITED I DECIDED TO DO THE NATIONAL BOARD PROCESS AND SO I PURCHASED MY FIRST COMPONENT SO I COULD APPLY FOR THE SHANKER GRANT.

Then in talking with colleagues the teacher realizes they really want to start with a different component.

DON'T WORRY, YOU CAN CALL NATIONAL BOARD AND CHANGE.

OK, GREAT!

I WANT TO CHANGE THE COMPONENT I PURCHASED.

NO PROBLEM, IT IS BEFORE THE DEADLINE, LET ME TAKE YOUR INFORMATION AND I WILL REFUND YOUR PURCHASE TO YOUR ORIGINAL METHOD OF PAYMENT DIRECTLY.

As a shanker grant recipient you **MUST** purchase one component. **THIS MEANS**, at this time, you must purchase the component you want to do in place of the cancelled component.

OK, HERE GOES,

* purchase the component You decided to do instead and * then the Shanker grant will pay for the other three

YOU HAVE SUCCESSFULLY CHANGED COMPONENTS.

CONGRATULATIONS!

Since national board will refund your original purchase DIRECTLY, you will now need to sign up and pay for the alternate component you would like to COMPLETE INSTEAD. this is not the Nysed reimbursement. that does not come until you finish the ENTIRE process. to remain eligible for the shanker you must always have a \$475 investment in the process.



Withdrawing from the National Board process completely

What happens if I have received the Shanker grant and I cannot continue the National Board process?

- You can withdraw.
- **First, you must contact National Board and officially withdraw.**
- If you withdraw prior to the National Board deadline (please refer to the National Board [Guide to National Board Certification](#) document), you will be refunded on the method of payment used to purchase the original component from National Board.
- **Then, you must notify NYSED** at the shankergrant@nysed.gov email address.
- Please note: if you withdraw, you will not receive Shanker funding to reimburse the initial \$475 component purchase. You are also required to repay any Shanker funding spent.
- Please note: the regulations state: *An eligible teacher for whom the state pays a participation fee shall be liable for repayment of the grant to the department if such eligible teacher:*
 - (a) does not complete the process; or
 - (b) completes the process, but does not teach in a New York state public school for at least one full year after achieving National Board for Professional Teaching Standards certification.

If I withdraw from the National Board process and received the Shanker grant, am I eligible to apply for the Shanker grant again?

- Yes, only if you withdrew prior to using grant funding to purchase any additional components.
- No, if you have used the Shanker funding to purchase any additional components, beyond the first component.
- **Important note: Should you officially withdraw before the National Board deadline, this is the ONLY circumstance in which the National Board for Professional Teaching Standards (NBPTS) will reimburse you directly.**

IMPORTANT NOTICE TO CANDIDATES: When you have **completed all four** National Board components, you will be eligible to receive the \$475 reimbursement for your first “out of pocket” purchased component.

PLEASE NOTE:

- **This reimbursement will be issued by the New York State Education Department (NYSED).**
- **You should NOT receive ANY reimbursement or payment from the National Board for Professional Teaching Standards.**
- **If you receive a reimbursement, via your credit card, please notify NYSED immediately.**