



Professional Learning & Licensure
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www.ccssoh.us/ProfessionalLearningLicensure.aspx

National Board Certified Teacher 2018-2019 Presentation Stipend Information

The following information is for the National Board Certified Teacher (NBCT) \$1,500 stipend from the Columbus Board of Education for presentations as established in the Columbus Education Association Master Agreement (Article 908). In order to receive the stipend, NBCTs must complete all presentation requirements outlined below. Follow up documentation must be submitted by 4:30 p.m. on **March 29, 2019**.

National Board Certified Teacher Presentation Requirements

1. Submit a NBCT proposal for your activities and have it pre-approved by Professional Learning and Licensure. *Proposals must be submitted 21 WORK days prior to your presentation(s)*. Use the following link to submit your proposal: [NBCT Stipend Proposal Form](#). *Presentations must be on or after August 20, 2018 and on or prior to March 22, 2019.*



Upon receipt of your proposal, you will receive an email regarding the status of your proposal.

2. Once your NBCT proposal is approved, propose a course in PDS (Professional Development System) so attendees can register and receive CEUs. This is **not** the same proposal in Step #1 above.
 - To submit a course proposal in PDS - you must be an approved PDS Course Requester. If you were a CIMS Trained Facilitator, please contact Greg Mild regarding the refresher module to become an approved PDS Course Requester. If you were not a CIMS Trained Facilitator, please register for and attend a PDS Course Requestor PD session in PDS. Log into PDS at <https://ccsoh.truenorthlogic.com>.
 - Directions on how to submit a course request may be found here: [PDS Course Request](#).
 - If you are presenting on a PD Day, you will not need to submit a course request in PDS as long as your building has entered the event. Be sure your name and presentation title are on the school/department agenda.
 - In an effort to increase attendance at NBCT presentations, NBCT proposals must be submitted and approved no later than two weeks prior to the presentation(s) date(s).
 - Your presentation will be advertised to all CCS teachers.
3. Presentations that are required as part of your position or a position in which you are receiving a stipend **do not qualify** (ex. TBT, Instructional Coach, PAR CTs, etc.).

After Your Presentation

Send the following to **Karmen McCaslin** @ PL&L located at 17th Avenue (Route 4):

1. Copies of the NBCT Attendance Form. Record the attendance for your presentation in PDS and notify Greg Mild that attendance for your workshop has been saved.
2. Final Evaluations should be completed by participants. **The presenter will create an evaluation and distribute it to participants. Submit a copy of all completed evaluations.**
3. A copy of the agenda **and** handouts/presentation materials.
4. A written reflection of your presentation. The reflection should include a summary of the presentation and the impact it has on teaching and learning in Columbus City Schools. The reflection should be no less than one page and no greater than three pages.

NBCT Workshop FAQ

What types of workshops are "valid" to meet NBCT stipend requirements?

The presentations should focus on National Board Standards, Ohio's Learning Standards, and/or Ohio Standards for Teachers. The NBCT determines the content based on their expertise. The workshops are to be outside your normal job description. Presenting at a TBT in which you are a participant does not meet the requirement. Other presentations that are required as part of your position or a position in which you are receiving a stipend do not qualify (ex. TBT, Instructional Coach, PAR CTs, etc.).

When and where can workshops take place?

The NBCTs determine the dates and arrange a location of their presentations. The presentations can be scheduled either during the contract day (a conference period or lunch period) or outside of the contract day (before or after school or a Saturday workshop).

Who attends the workshops?

The NBCTs determine and solicit the audience for their presentations. Such groups might include the teachers in one's building, the teachers in a particular department or Professional Learning Community, or a group of teachers throughout the district working on professional development in a specific area. Your presentation will be advertised to all CCS teachers. It is expected that Columbus City Schools' educators attend in order for you to qualify for the stipend.

How long do workshops need to be?

The LPDC has determined that one NBCT presentation must be at least sixty minutes in length; NBCTs are required to complete two presentations to receive the stipend. However, the NBCT can select a format that encompasses two hours to meet the total presentation requirement. The Ohio Standard for Professional Development #1 states that high quality professional development is a purposeful, structured and continuous process that occurs over time. The LPDC encourages NBCTs to model this standard in their presentations. Ideally, four thirty minute presentations would be provided to the same audience. If two NBCTs would like to present together, the total presentation time must be doubled. For example, two NBCTs might design a series of PD for a group of teachers that will meet a total of four hours divided up throughout the semester or year.

How should the content of the workshop be provided?

The NBCTs determine the format of the presentations based on their expertise and the needs of their target audience. The LPDC encourages the NBCTs to refer to the Ohio Standards for Professional Development to inform the design of their presentations. The presentations should provide tools for teachers that will improve the participants' professional skills as educators and positively impact student learning. For example, a series of presentations could provide training in the use of reflective practices to promote thoughtful consideration of instructional strategies ultimately leading to better teaching. NBCTs may wish to consider the use of technology such as Adobe Connect, establishing a website, or other 21st century collaborative tools! In planning the presentation agenda, please include a variety of interactive activities that will engage participants and provide a model for effective teaching practices.



In-Service Attendance Form Sign-In and Sign-Out Sheet

School/Building: _____

Program Date: _____

Title of Program: _____

Number of Hours: _____

FUND: _____

Facilitator: _____

By signing this sheet, I certify that I was in attendance at the meeting during the times I listed.

<u>Participant's Name</u>	<u>School</u>	<u>Time In</u>	<u>Signature</u>	<u>Time out</u>	<u>Signature</u>

In accordance with the Office of Management and Budget (OMB) Circular A-87, I certify that the hours worked represent the time spent performing duties associated with the account code listed on this time sheet.

Facilitator Signature: _____

Facilitator: Please submit completed form to the Department of Staff Development within 10 days of the activity.