MEMORANDUM

**TO:** David Craig, Director, School Budget and Finance Analysis Bureau

 Public Education Department

**FROM:**

**DATE:**

**SUBJECT: NATIONAL BOARD for PROFESSIONAL TEACHING STANDARDS**

In accordance with Statute 22-8-23.4 National Board for Professional Teaching Standards (NBPTS), please list the teachers who have obtained an NBPTS certificate on or before the 40th-day of the current school year. At this time we will not be collecting copies of certificates, however; in the event of a PED audit, you may be required to provide copies of the certificate(s). Please note, if we can not verify the certificates, either by the name(s) listed below or by hard copy, your State Equalization Guarantee (SEG) may be adjusted.

|  |  |
| --- | --- |
| 1. | 7. |
| 2. | 8. |
| 3. | 9. |
| 4. | 10. |
| 5 | 11. |
| 6. | 12. |

By signing this form officially certifies the school district or charter school complies with Statute 22-8-23.4 NBPTS.

If your school district or charter school does not have teacher(s) that have obtained a NBPTS by the current year 40th day, please check the N/A box below, sign and return to your assigned budget analyst.

N/A

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Superintendent/Charter School Administrator Date District/Charter School