

ILLINOIS STATE BOARD OF EDUCATION
 Educator Preparation and Recertification Division
 100 North First Street, E-310
 Springfield, Illinois 62777-0001

DOCUMENTATION OF 2007-2008 ASSISTANCE/MENTORING TO NBPTS CANDIDATES
 (This form should be used by master teachers requesting compensation at the rate of \$1000 for 60 hours of service.)

INSTRUCTIONS: Please print legibly or type.

MAIL OR FAX TO:
 I-KAN Regional Office of Education
 Attn: Vicki Hensley/Michelle ZumMallen
 189 East Court Street, Suite 600
 Kankakee, Illinois 60901 Fax: 815-937-3901

All Master Teachers must submit this form by June 30, 2008.

NAME OF MASTER TEACHER PROVIDING SERVICES	SOCIAL SECURITY NUMBER OR ILLINOIS EDUCATOR IDENTIFICATION NUMBER (IEIN) X X X - X X - _ _ _ _ _	ILLINOIS MASTER CERTIFICATE NUMBER
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ROE/ISC Regional Support Site Number: The Regional Support Site Number can be found at www.ilnbpts.org (Click on Regional Support Sites)

IMPORTANT – READ CAREFULLY BEFORE COMPLETING THIS FORM

PART I – WRITTEN LOG - Verification of eligibility for the applicable Illinois Teaching Excellence Program (ITEP) incentive payment requires the master teacher who assists others in preparing for certification by the National Board for Professional Teaching Standards to submit a written log of the assistance provided. The log should identify the activities performed and verify that the activities addressed are specific requirements candidates must meet for NBPTS certification.

PART II – EMPLOYMENT - Any master teacher providing assistance, professional development or mentoring must be employed by a school district or other entity providing early childhood, elementary, or secondary education including special education in a position whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students and must have worked for no less than the equivalent of half the school year as verified by the employer.

PART I – WRITTEN LOG (ALL DOCUMENTATION SUBJECT TO STATE AUDITS)

Date of Service	NBPTS Candidate	Identify Certificate Area http://www.nbpts.org Click on "The Standards"	Hours (Minimum 30 intervals)	Activities performed that address specific requirements candidates must meet for NBPTS Certification (Examples 1-11)
_ / _ / _	1. Name (please print) NBPTS Candidate Signature			
_ / _ / _	2. Name (please print) NBPTS Candidate Signature			
_ / _ / _	3. Name (please print) NBPTS Candidate Signature			
_ / _ / _	4. Name (please print) NBPTS Candidate Signature			
_ / _ / _	5. Name (please print) NBPTS Candidate Signature			
_ / _ / _	6. Name (please print) NBPTS Candidate Signature			

Examples of Assistance/Mentoring activities appropriate for compensation that also address specific requirements candidates must meet for NBPTS certification.

1. Assist in reading and interpreting portfolio directions	7. Conduct training of cohort meetings
2. Facilitate understanding and interpretation of NBPTS standards	8. Participate in cohort discussions
3. Assist in developing timelines for completing portfolio entries	9. Explain NB process and portfolio demands to administrators in candidates' schools
4. Assist candidates in choosing student work samples or units of study to be included in portfolio	10. Discuss NB Standards and certification with prospective candidates
5. Videotape classroom instruction	11. Other
6. Provide feedback on draft entries	

PART II – EMPLOYMENT - Any master teacher providing professional development or mentoring must be employed by a school district or other entity providing early childhood, elementary, or secondary education including special education in a position whose functions are specifically authorized by a teaching certificate and include the provision of instruction to students and must have worked for no less than the equivalent of half the school year as verified by the employer.

I verify that _____ has been employed by a school district or other public entity for no less than the equivalent of half the school year.
(Master Teacher's Name)

School District or Other Public Entity	RCDT Code http://www.isbe.net/research/htmls/directories.htm	District Administrator or Employer Name (Please print)

_____ District Administrator or Employer Signature _____ Date

Only one signature needed per 30 hours of service.

IMPORTANT NOTE: Master teachers are required to complete a total of 60 hours of service to be eligible for the applicable Illinois Teaching Excellence Program (ITEP) incentive. The school district shall distribute 50% of each annual incentive payment upon completion of 30 hours of the required mentoring and the remaining 50% of the incentive upon completion of the required 60 hours of mentoring.

All master teachers should submit ISBE 77-26 twice: once after completion of the first 30 hours of service and again after completion of the second 30 hours of service.

FINAL SUBMISSION June 30, 2008

The activities and times listed on Part I of this form accurately reflect mentoring and/or professional development services provided to NBPTS Candidates. I understand that I must complete a total of 60 hours of service or I will forfeit the entire \$1000 incentive which includes completion of the initial 30 hours of service.

_____ Signature of Master Teacher Providing Services _____ Date