**SD National Board Certified Teachers through National Board for Professional Teachers /**

**SD National Certified School Counselors through National Board for Certified Counselors**

**Fee Reimbursement Form**

**Fee payments**  
Upon obtaining National Board Certification or National Certified School Counselor certification, the Department of Education shall reimburse any fees personally paid by the teacher or counselor for initial, retake, and Take One applications. Reimbursement of fees is limited as follows:   
    (1) Does not include fees paid by a scholarship or outside source;  
    (2) Is available for public school teachers and counselors only; and  
    (3) Is paid only for those teachers obtaining National Board Certification or National Certified School

Counselor certification as a certified teacher or school counselor employed in South Dakota.

Name: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Original Certification Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Employer: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



By submitting this claim form, I declare and affirm under the penalties of perjury that this claim has been examined by me, and to the best of my knowledge and belief.



**Additional Required Documentation:**

1. **All claimants must submit a completed W-9.**
2. **All claimants must submit a copy of their certificate with the original certification date.**
3. **All claimants must submit payment receipts of all fees for which they are requesting reimbursement.**

**Please Remit to:**

**Kelly Royer**

**SDDOE**

**Division of Learning and Instruction**

**800 Governor’s Drive**

**Pierre, SD 57501**