



## Addendum to Employment Contract

### National Board Certification Fee Assistance Agreement

For Employees Seeking National Board Certification through the  
National Board of Professional Teaching Standards

This Tuition Assistance Agreement is made and entered into as of \_\_\_\_\_, 2022 by and between \_\_\_\_\_ (hereinafter "Employee") and the Christian County Public Schools (hereinafter "CCPS").

Employee is currently an employee of CCPS. Employee is voluntarily seeking National Board Certification through the National Board for Professional Teaching Standards. CCPS has agreed, on the terms set forth in this Agreement, to financially assist Employee in paying the fees required for the initial attempt by the Employee to complete and pass National Board Certification Components 1-4. In exchange for CCPS' financial assistance, Employee agrees to remain employed with CCPS for two (2) school calendar years from the date of receiving National Board Certification as set forth in this Agreement or by repayment of fees to CCPS if Employee voluntarily quits or is terminated "for cause" before completing the agreed upon service to Employer as provided in this Agreement.

In consideration of the mutual promises set forth in this Agreement, CCPS and Employee agree and understand as follows:

1. **Fee Assistance for Registration Fee, Components 1 and 2.** CCPS shall provide Employee a one time reimbursement to support Employee's first attempt to obtain National Board Certification. CCPS shall reimburse Employee for the \$75 Registration Fee and shall reimburse Employee up to \$475.00 for National Board Certification Component 1 and up to \$475.00 for National Board Certification Component 2. Receipts for payment of each component paid to the National Board for Professional Teaching Standards shall be submitted to CCPS within 15 days of the date of the receipt. There is no pass requirement for Components 1 or 2 for reimbursement; however, proof of completion of Components 1 and 2 will need to be provided as verification. It is further understood that the certification process shall run from January 1, 2022 until June 30, 2023.
2. **Fee Assistance for Components 3 and 4.** CCPS shall provide Employee a one time reimbursement to support Employee's first attempt to obtain National Board Certification.



**CHRISTIAN COUNTY**  
— PUBLIC SCHOOLS —  
A Community Committed to Phenomenal Schools

CCPS shall reimburse Employee up to \$475.00 for National Board Certification Component 3 and up to \$475.00 for National Board Certification Component 4. Employee shall be reimbursed once CCPS receives a copy of the pass notification and a copy of the receipt for payment of each component paid to the National Board for Professional Teaching Standards. Employee shall only be reimbursed for passing scores on Components 3 and 4. Employee is not eligible for reimbursement for Components 3 and 4 if Employee chooses to terminate participation in the National Board Certification process. It is further understood that the certification process shall run from January 1, 2022 until June 30, 2023.

3. **Employee Obligation.** Employee shall be responsible for payment of all registration fees and other component fees associated with National Board Certification payable to the National Board for Professional Teaching Standards. Employee agrees to participate in and pursue the requirements to the best of his/her ability and to use reasonable efforts to complete National Board Certification within the timeframe stated in Paragraphs 1 and 2.
4. **When Employee Obligation Satisfied.** Employee shall have no obligation to repay the fee assistance if, on the 2nd anniversary of the school calendar year the Employee received National Board Certification, Employee has not voluntarily quit or has been terminated "for cause." In the event Employee voluntarily quits his/her employment with CCPS or CCPS terminates employee "for cause" less than two (2) school calendar years, including the school calendar year Employee receives National Board Certification, Employee shall immediately pay CCPS the full amount of Component 3 and 4 (equal to \$950.00) based on the time of service provided to CCPS after National Board Certification was obtained.
5. **Set-off Against Final Paycheck.** To the extent allowed by law, CCPS may deduct the amount of any fee repayment obligation from any compensation due and owing to Employee at time of separation from employment.
6. **No Guarantee of Employment.** To the extent allowed by law, nothing in this Agreement constitutes a commitment or guarantee to Employee on the part of CCPS to provide employment to Employee for any specific period of time or duration.
7. This Agreement shall serve as an addendum to Employee's current employment contract.
8. This Agreement shall be governed by the laws of the Commonwealth of Kentucky.
9. CCPS shall not be responsible for any tax consequences incurred by Employee as a result of this Agreement. If the Employee has questions relating to taxes, he/she should consult an accountant.



**CHRISTIAN COUNTY**  
— PUBLIC SCHOOLS —  
A Community Committed to Phenomenal Schools

10. This Agreement (addendum) contains the entire agreement between Employee and CCPS relating to fee assistance for National Board Certification.

11. The Agreement may not be assigned.

By signing below, Employee and CCPS indicate that they understand and agree to the terms in this fee assistance agreement.

***CCPS Designee***

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Title

***Employee***

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Title School