

# Guide to National Board Certification

Version 1.3

For candidates who began the certification process in 2014-15 and later.

- Register online at [www.boardcertifiedteachers.org](http://www.boardcertifiedteachers.org)

*National Board Certification  
Promotes Better Teaching,  
Better Learning, Better Schools*

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# Table of Contents

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<b>Introduction</b> .....	<b>1</b>
What is the National Board .....	1
<b>Certification Revision</b> .....	<b>2</b>
<b>The Certification Process</b> .....	<b>3</b>
The Components .....	3
<b>How to Register and Select Components</b> .....	<b>4</b>
Important Dates and Deadlines.....	4
<b>Fields of Certification</b> .....	<b>5</b>
Rollout of Components by Year .....	6
<b>Eligibility Prerequisites</b> .....	<b>7</b>
Verifying Your Eligibility .....	7
<b>Fees</b> .....	<b>9</b>
Withdrawals and Refunds .....	9
<b>Scholarships and Rewards</b> .....	<b>10</b>
Scholarships .....	10
Incentives and Fee Support .....	10
<b>What Next?</b> .....	<b>11</b>
Communications .....	11
Portfolio Entry Submission .....	11
Assessment Center Testing .....	12
Scoring .....	12
<b>National Board Policies</b> .....	<b>14</b>
Candidates with Disabilities .....	14
Confidentiality Guidelines.....	14
Denial or Revocation of Certification .....	15
Maintenance of Certification.....	16
Reconsideration of Certification or Scoring Decisions .....	16
Language Accommodations.....	18
<b>National Board Candidate Management System</b> .....	<b>19</b>
Create an Account .....	19
Register for National Board Certification .....	20
Select Components.....	24
<b>Contact Us</b> .....	<b>26</b>

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# Introduction

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## What is the National Board?

The National Board for Professional Teaching Standards (National Board) is a not-for-profit professional organization, created and governed by practicing teachers and their advocates. The founding mission of the National Board is to advance the quality of teaching and learning by

- maintaining high and rigorous standards for what accomplished teachers should know and be able to do;
- providing a national voluntary system certifying teachers who meet these standards; and
- advocating related education reforms to integrate National Board Certification into American education and to capitalize on the expertise of National Board Certified Teachers.

Recognized as the “gold standard” in teacher certification, the National Board believes higher standards for teachers means better learning for students.

Founded in 1987, the National Board began by engaging teachers in the development of standards for accomplished teaching and in the building of an assessment – National Board Certification – that validly and reliably identifies when a teacher meets those standards. Today, there are 25 certificate areas that span 16 content areas and four student developmental levels. The essence of the National Board’s vision of accomplished teaching is captured in the enduring document “What Teachers Should Know and Be Able to Do,” at the heart of which are the Five Core Propositions:

1. Teachers are committed to students and their learning.
2. Teachers know the subjects they teach and how to teach those subjects to students.
3. Teachers are responsible for managing and monitoring student learning.
4. Teachers think systematically about their practice and learn from experience.
5. Teachers are members of learning communities.

# Certification Revision

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Over the last 25 years the National Board has advanced the teaching profession by establishing and maintaining the definitive standards of accomplished teaching and certifying more than 110,000 teachers across the country against those rigorous standards.

That number is significant but too small in a profession of more than 3 million practitioners. To make the dramatic improvements we all seek in education for every student, National Board Certification needs to be the norm, not the exception. It also must be what the profession expects and is designed to support. To meet this goal, the National Board is revising the certification process while maintaining the integrity and transformative nature of National Board Certification. *Revisions to the certification process began to roll out with new candidates beginning in 2014–15.*

## Why revise the process?

- **Incorporate the latest research.** Just as we ask teachers to be reflective in their practice, we are reflective to ensure the certification process mirrors the evolving nature of the profession and current research on best practices in teaching. The process was last revised in 2001.
- **Remove barriers.** We are working with National Board Certified Teachers (NBCTs) and other experts in the profession to remove barriers in the process that have nothing to do with whether a teacher is accomplished.

## What's changing in the process?

The National Board is providing options for educators. While teachers will be able to complete the entire certification process in one year\*, some may choose to do so over several years if that fits better with other demands on a teacher's time. While maintaining the same level of rigor, the assessment is now grouped into four components. The total cost of certification is now \$1,900, with each of the four components costing \$475. Candidates now have the option to pay for and submit each component separately.

\*Note: not all components are currently available. Please refer to page 6 for the component availability schedule.

The National Board also recently revised its policy for maintenance of certification, and will require Board-certified teachers to demonstrate their knowledge and skills every five years. This new policy is aligned with the movement of 40 state licensure systems to a five-year renewal period, but also reflects efforts to make certification more affordable and efficient for all teachers, so that that it can become the norm in the profession. Development of the maintenance of certification has not yet started, but the aim is to keep it similar in price and process to completion of a single component of the certification process every five years. This is in contrast to the current renewal process, which requires a "Profile of Professional Growth," with three interrelated components and a reflection. Visit our website at [boardcertifiedteachers.org/maintenance-of-certification](http://boardcertifiedteachers.org/maintenance-of-certification) for detailed information regarding the rollout of maintenance of certification.

## What's not changing?

Though the process is changing, our principles remain the same. This means the National Board Standards, the Five Core Propositions, and the Architecture of Accomplished Teaching will not change. National Board Certification remains performance-based and peer-reviewed, with the same emphasis on content knowledge and commitment to student learning.

# The Certification Process

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The certification process for National Board Certification is designed to collect standards-based evidence of accomplished practice. In all certificate areas, candidates for National Board Certification are required to complete four components: three portfolio entries, which you submit online, and a computer-based assessment, which is administered to you at a testing center.

- Computer-based assessment
  - Component 1: Content Knowledge
- Portfolio entries
  - Component 2: Differentiation in Instruction
  - Component 3: Teaching Practice and Learning Environment
  - Component 4: Effective and Reflective Practitioner

## The Components

A general description of each component follows. The specific instructions will vary by certificate area, as will the standards assessed by each component.

### Content Knowledge

In this computer-based assessment, you demonstrate knowledge of and pedagogical practices for teaching your content area. You must demonstrate knowledge of developmentally appropriate content, which is necessary for teaching across the full age range and ability level of your chosen certificate area. This is assessed through the completion of three constructed response exercises and 45 selected response items (SRIs) of which five are embedded field test items and do not contribute to your score. (Refer to the Scoring Guide for additional information). You will have up to 30 minutes to complete each of the three constructed response exercises. The time allotted for the selected response section varies by certificate area, but will be no fewer 60 minutes.

### Differentiation in Instruction

This classroom-based portfolio entry is primarily comprised of samples of student work and an accompanying written commentary. You will submit selected work samples that demonstrate the students' growth over time and a written commentary that analyzes your instructional choices.

### Teaching Practice and Learning Environment

This is a classroom-based portfolio entry that requires video recordings of interactions between you and your students. Two written commentaries, in which you describe, analyze and reflect on your teaching and interactions will also be submitted. Both the videos and the written commentaries should demonstrate how you engage students and impact their learning.

**Effective and Reflective Practitioner**—This component is currently under development.

## How to Register and Select Components

- ✓ Take time to read all of the information provided in this guide prior to registering. Pay close attention to the Eligibility Prerequisites on page 7 and the Important Dates and Deadlines chart below.
- ✓ Determine if your state or district offers [fee support](#). To ensure that you qualify for what is offered, you should begin this process as early as possible.
- ✓ Register online at [www.boardcertifiedteachers.org/sign-in](http://www.boardcertifiedteachers.org/sign-in). There is a \$75 nonrefundable and nontransferable registration fee that must be paid during each assessment cycle before you can select a component(s). Note that this does not cover the full cost of certification.
- ✓ Select the components you would like to complete. Refer to page 24 for instructions.
- ✓ Finally, submit payment in full by the payment deadline. Refer to the Fees chart on page 9 for associated costs.

### Important Dates and Deadlines

*All dates and deadlines are subject to change.*

The following chart is applicable to candidates submitting components for scoring during the 2014-15 assessment cycle.

2014-15 Important Dates and Deadlines	
Registration Window	March 1, 2014-February 28, 2015
Fee Payment Deadline	February 28, 2015
Change of Certificate and/or Specialty Area	March 31, 2015
Change of Component Selection	March 31, 2015
ePortfolio Submission Window	April 1–May 20, 2015
Withdrawal Deadline	March 31, 2015
Component 1: Content Knowledge Testing Window	March 26–June 15, 2015
Scores Released	On or before December 31, 2015

The following chart is applicable to candidates submitting components for scoring during the 2015-16 assessment cycle.

2015-16 Important Dates and Deadlines	
Registration Window	May 2015–January 31, 2016
Fee Payment Deadline	January 31, 2016
Change of Certificate and/or Specialty Area	January 31, 2016
Change of Component Selection	January 31, 2016
ePortfolio Submission Window	April 1–May 18, 2016
Withdrawal Deadline	January 31, 2016
Component 1: Content Knowledge Testing Window	March–June 15, 2016
Scores Released	On or before December 31, 2016



## Fields of Certification

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The National Board offers standards in 25 certificate areas based on its Five Core Propositions. A standards committee composed of a majority of classroom teachers is appointed for each certificate area. Other members of the committee may include experts in child development, teacher education and relevant disciplines. Standards committees recommend to the National Board the specific standards for each certificate area and advise those involved in developing the corresponding certification process.

The standards and the certificates are structured along two dimensions: the developmental level of students and the subject area(s). You may choose either a generalist or a subject-specific certificate. For a list of the available certificates and the links to the standards, please visit the National Board website at [boardcertifiedteachers.org/certificate-areas](http://boardcertifiedteachers.org/certificate-areas).

If you are a first-time candidate, you may change your certificate area prior to the established deadline through your National Board account by clicking "Service Requests" from the left-hand navigation menu. Simply log in to your National Board [account](#) and follow the online steps.

## Rollout of Components by Year

National Board Certification began to rollout with the 2014-15 cycle and will continue through the 2016-17 cycle.

2014–15	2015–16	2016–17
C1: Content Knowledge	C1: Content Knowledge*	C1: Content Knowledge
C2: Differentiation in Instruction	C2: Differentiation in Instruction**	C2: Differentiation in Instruction
	C3: Teaching Practice and Learning Environment**	C3: Teaching Practice and Learning Environment
		C4: Effective and Reflective Practitioner

\* The Content Knowledge component will be delayed for World Languages (WL) until 2016–17.

\*\* Due to the ongoing revision of the Career and Technical Education (CTE) certificate, the Differentiation in Instruction and Teaching Practice and Learning Environment components will be delayed for CTE until 2016–17.

Once all components are available, **completing National Board Certification may take anywhere from one to five years**, depending on the approach you take. The following rules apply:

- You must attempt each of the four components within the first three years of your candidacy.
- There is no minimum or maximum score requirement to retake a component.
- You have up to two retake attempts for each component and you can retake at any time during the five-year window; retake years do not have to be concurrent or consecutive.
- You can have a year when you take no components; however, it does not extend your five year window.
- The highest score received for an individual component will always be used for total score calculation.

For additional information on retaking refer to the Scoring Guide which will be located on the National Board website in Spring 2015.

## Eligibility Prerequisites

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To be eligible for National Board Certification, you must meet the education, employment and licensure requirements described below. You must meet all eligibility requirements prior to starting the certification process. The rules for meeting eligibility for candidacy are described in this guide, but teaching situations across the country vary widely, and the rules may not address your particular circumstances. Please contact us for assistance if you are not sure whether you meet the eligibility requirements.

### **Do you possess a bachelor's degree from an accredited institution?**

An accredited institution is defined as one that is authorized or accepted by a state as fulfilling the state's educational requirement for initial teaching licensure or school counseling licensure. A teacher or school counselor with a degree awarded by an institution outside the United States must submit proof that the degree is equivalent to a baccalaureate either by submitting transcripts to an organization that belongs to the National Association of Credential Evaluation Services (see [www.naces.org/members.htm](http://www.naces.org/members.htm)) or by submitting documentation to National Board confirming that the state in which you teach or serve as a school counselor has accepted the degree for licensure requirements.

*NOTE: Candidates registering for the Career and Technical Education certificate are required to hold a bachelor's degree only if their state required one for their current license.*

### **Have you completed three years of successful teaching in one or more early childhood, elementary, middle, or secondary schools? Applicants for ECYA/School Counseling must have completed three years of successfully serving as a school counselor.**

- The three years of employment experience must have been completed prior to starting the certification process.
- The employment must have occurred in one or more facilities located within the United States or at an institution accredited by one of 17 agencies recognized by the U.S. Secretary of Education. For a list of these agencies, access [www2.ed.gov/admins/finaid/accred/accreditation\\_pg6.html](http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html). You should check individual agency websites for the most current contact information.

The following activities do not count toward the teaching or counseling prerequisite:

- time spent in administrative positions
- student teaching or teaching internships (or student practice or school counseling internships)
- employment as a teacher's assistant
- employment under an intern or a similar teaching license
- teaching or school counseling done at the postsecondary level (e.g., community college or university/college); teachers or counselors with students who are over the age of 18 years must be teaching at the pre-K–12 level and in pre-K–12 settings (e.g., vocational classes in a high school setting), not in a community college or university/college. Teachers in administrative positions or those teaching in the adult learner community may pursue National Board Certification only if they are able to provide evidence of classroom teaching with pre-K–12 students within the timeframe specified in the component instructions.

### **Part-Time or Substitute Teaching**

Teachers who have taught part time are eligible, provided that they have teaching employment that is the equivalent of three years of full-time teaching. Substitute teachers may count teaching time spent in long-term assignments toward the three years; substitute teaching that consisted of short-term or on-call assignments does not accrue toward the three years.

### **Part-Time School Counseling**

If you serve as a school counselor part time, you are eligible to be an ECYA/School Counseling candidate, provided your counseling employment is equivalent to three years of full-time counseling.

**Have you held a valid state teaching license (or met the licensure requirements established by your state for a “school counselor” and held that valid license if you applied for the ECYA/School Counseling certificate) for each of the three years of employment you verify? Employment under an intern or a similar teaching license does not meet the licensure prerequisite.**

Your state teaching or school counseling license must have been unencumbered (e.g., not suspended or revoked) while you were employed as a teacher or school counselor. Teachers who are or were employed in a facility that requires a state-issued license must hold a valid license during their candidacy period. If part or all of the employment you are verifying was served at a facility in which a state teaching or school counseling license was not required (e.g., private school, parochial school, school outside the United States, or early childhood facility), you must submit proof of this information if requested.

### **Verifying Your Eligibility**

During the registration process, first-time candidates will be required to attest that all eligibility prerequisites will be met before starting the certification process. By attesting to meeting these requirements, you represent the information is true and understand that if misrepresented or falsified, you will be withdrawn from the National Board Certification process or if granted, National Board Certification will be revoked.

National Board will routinely audit first-time candidate records and request proof of meeting these requirements. If you are randomly selected for an audit, you will need to provide supporting documentation demonstrating you met the eligibility requirements. If you are deemed ineligible at any point, you will not receive a refund of the registration fee, any service fees, or the assessment fee for any completed components.

#### **Audit**

Candidates who are being audited for eligibility will be notified by the National Board via email within 30 days of registration. You will then have 30 days to return the appropriate verification forms located in the [Eligibility Verification Forms and Instructions](#). You will be notified of your eligibility status within 30 days of receipt of the completed verification forms. Candidates who do not return the appropriate forms and documentation within the specified time frame will be deemed ineligible and their application will be withdrawn.

*Note: Candidates who apply between May-August 1 may not be audited until September.*

## Fees

This table lists the various fees applicable to National Board Certification. You are responsible for confirming receipt by the National Board of any payments. After your application has been processed, you can view the fees posted to your individual account at [www.boardcertifiedteachers.org/sign-in](http://www.boardcertifiedteachers.org/sign-in).

Fee Type	Details	Amount	2014-15 Cycle Deadline	2015-16 Cycle Deadline
Registration Fee*	Charged once per assessment cycle. You will not be able to select a component without payment of this nonrefundable and nontransferable fee.	\$75	February 28, 2015	No later than January 31, 2016
Component 2–4 Fee (first attempt and retake)	Required for all portfolio components.	\$475, per component	February 28, 2015	January 31, 2016
Component 1 Fee (first attempt)	Required for the Content Knowledge assessment.	\$475	February 28, 2015	January 31, 2016
Component 1 Retake Fee	Required for each portion of Component 1 that you elect to retake.	\$125 per exercise and/or the Selected Response section	February 28, 2015	January 31, 2016
Returned Check Fee	This fee is assessed if your personal check is returned.	\$35	30 days after notification	30 days after notification

\*Note: The Registration Fee *must* be paid online via credit or debit card (Visa or MasterCard only), or via electronic check. This fee is required for each cycle in which you purchase a component(s).

### Withdrawals and Refunds

You are expected to complete all components for which you register during the assessment cycle in which the component is purchased. If you are unable to complete a component, you can withdraw the component through your National Board [account](#) prior to the withdrawal deadline by clicking “Service Requests” from the left-hand navigation menu. Note: The National Board does not offer a deferral service.

If you are a first-time candidate, you may withdraw your entire registration. Please note that if you intend to withdraw your entire registration, you will be required to withdraw all purchased components first. By withdrawing your registration, you are cancelling your candidacy and will be required to apply anew if you later wish to continue with your pursuit of certification.

If you withdraw prior to the withdrawal deadline, you will be eligible for a fee refund, less the nonrefundable and nontransferable \$75 registration fee and any service fees.

If the withdrawal deadline has passed, we recommend that you consider completing your selected component(s) by the established deadlines as the assessment fees are nontransferable and even if you do not complete the component(s), the assessment year will count toward your 5-year window to pursue certification. You are NOT eligible for a refund if the withdrawal deadline has passed.

## Scholarships and Rewards

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### Scholarships

Through the generosity of corporate and foundation partners, National Board is periodically able to offer a limited number of scholarships to help offset a portion of the fees for National Board Certification. Scholarships are allocated under the guidelines set by the donors. To apply for a scholarship, log in to your National Board account and click the link to the scholarship application from the left-hand navigation menu. To learn more about scholarship opportunities, access the National Board website.

### Incentives and Fee Support

Various states and local school districts have recognized the value of National Board Certification by offering salary increases, bonuses, or other incentives to educators who become NBCTs. There may also be some state, and/or local funds available to support National Board Certification fees.

Before you register, contact your state or local program administrator for information about fees and incentives available in your state, as well as for any special application requirements that may apply. Many states set candidate application deadlines that differ from those set by National Board, but the state application deadlines must be met for a candidate to be eligible for state fee support.

Learn more about how states and school districts support National Board Certification at [www.boardcertifiedteachers.org/in-your-state](http://www.boardcertifiedteachers.org/in-your-state).

# What Next?

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In our ongoing efforts to streamline the certification process, we've moved to a paperless delivery system. Standards and other assessment documents are available at [www.boardcertifiedteachers.org/for-candidates](http://www.boardcertifiedteachers.org/for-candidates). You'll need to check our website and your email regularly for updates and information.

While we continue our work to revise the certification process, some materials are still being developed. As more information about the components is available, this guide will be updated and the new materials will be posted to our website.

## Before registering

- Confirm you meet the eligibility prerequisites
- Review the National Board Standards and component instructions for your certificate area at [www.boardcertifiedteachers.org/certificate-areas](http://www.boardcertifiedteachers.org/certificate-areas)

## Register and begin the process

- Go to [www.boardcertifiedteachers.org/sign-in](http://www.boardcertifiedteachers.org/sign-in) to register and pay the \$75 nonrefundable and nontransferable registration fee
- Select the components you'd like to complete; fees must be paid prior to the payment deadline
- Prepare for portfolio submission and assessment center testing
  - Download the National Board Standards, component instructions, and scoring guide for your certificate area at [www.boardcertifiedteachers.org/certificate-areas](http://www.boardcertifiedteachers.org/certificate-areas).
  - Review the ePortfolio tips, tools, and tutorials at [www.boardcertifiedteachers.org/eportfolio](http://www.boardcertifiedteachers.org/eportfolio)
  - Review the assessment center policy documents, tutorials, and FAQs at [www.boardcertifiedteachers.org/assessment-center](http://www.boardcertifiedteachers.org/assessment-center)

Candidates who are eligible and fully paid will:

- Receive an email prior to the start of the testing window authorizing them to schedule their appointment to complete the computer-based assessment (Component 1)
- Receive an email prior to the ePortfolio submission window providing their voucher codes and login information to upload and submit their portfolio entry(s) (Components 2 and 3)

## Communications

Email will be our primary means of communication throughout your candidacy. Ensure you receive important updates and information by keeping your preferred email address updated in your account and adding NBPTS.org and Pearson.com to your safe senders list so our emails do not end up in your spam filter.

## Portfolio Entry Submission

The three components comprised of portfolio entries will be submitted electronically for scoring using our online submission system. You will receive information about using the ePortfolio system during your candidacy.

## Assessment Center Testing

Component 1: Content Knowledge is administered at computer-based testing centers across the United States. Once test centers are ready to accept appointments and your eligibility has been verified, you will receive an email with instructions for scheduling your appointment. Prior to scheduling your appointment, you should review *Assessment Center Policy and Guidelines* for important information about how Component 1: Content Knowledge is administered and how to prepare for a computer-administered assessment.

If you have a disability that necessitates an accommodation under the ADA for any component of the National Board Certification process, your request must be made using the form and instructions found in the [Request for Testing Accommodations Form and Instructions](#). You are urged to submit your request form as early as possible to allow 6–8 weeks for National Board to review your request for accommodation(s) and make all appropriate arrangements for you to be able to attend the assessment center on your preferred testing date.

## Scoring

National Board Certification is a standards-based assessment. Your score reflects the degree to which assessors were able to locate clear, consistent, and convincing evidence that you have met the National Board Standards specific to your certificate field. Scoring rubrics are available in the component instructions. Scores for 2015-16 candidates will be reported by December 31, 2016. When results are reported, you will receive a score for each component attempted, as well as information to assist you in making decisions on whether or not to retake.

The reliability of the scores assigned to the performance of candidates is contingent upon maintaining the standardized scoring protocols that National Board has developed and refined since the certification program was first offered. For this reason, all scoring events for portfolio entries and constructed response exercises occur under the direction of experienced trainers and content specialists who are tasked with ensuring that the integrity of the process is maintained.

One or more assessors score each of the National Board Certification responses for all certificate areas and all constructed response exercises are scored by two independent assessors. The selected response item section of Component 1: Content Knowledge is machine-scored.

You are required to demonstrate practice in your selected certificate area. Performances that demonstrate work with students who are not in the certificate areas (i.e., students who do not fit the content area or age parameters) will not be scored.

Candidates who work as members of a team of teachers or school counselors have an excellent opportunity to collaborate with their peers. However, there are guidelines provided in the portfolio instructions for candidates to submit appropriate original individual work to support evidence of meeting standards of accomplished teaching.

Before you submit your portfolio entries for scoring, assessors who have served at a scoring site for the National Board, especially NBCTs, may be willing to provide supportive and constructive feedback to you regarding your performance. It would be inappropriate, however, for any person who has served as a member of the National Board scoring staff to make a judgment about the score that a performance should be given if reviewed outside of a formal scoring session.



National Board assessors sign a statement agreeing that they will not give their opinions about the potential score that might be assigned to a performance when reviewing candidate performances outside of the scoring session.

## National Board Policies

The National Board makes every effort to ensure that the National Board Certification process is fair for all applicants. National Board is committed to examining and refining its policies continuously in ways that benefit all candidates and enhance its delivery of efficient and high-quality services. The following policies (in italics, below) have been adopted by the Board of Directors and are applicable to National Board Certification.

**The National Board reserves the right to make changes to these policies as deemed necessary for the betterment of the program.**

### Candidates with Disabilities

It is the policy of the National Board for Professional Teaching Standards to comply with the *Americans with Disabilities Act of 1990 (ADA)* regulations governing both facilities and administration. The National Board program is committed to serving candidates with disabilities by providing services and reasonable accommodations that are appropriate given the purpose of the assessments. If you have a disability that necessitates an accommodation under the ADA for either the portfolio or the assessment center component of the National Board Certification process, your request must be made using the form and instructions found in the [Request for Testing Accommodations Form and Instructions](#).

You are urged to submit your request form as early as possible to allow 6–8 weeks for National Board to review your request for accommodation(s). All requests for accommodations must be approved in accordance with National Board policies and procedures.

### Confidentiality Guidelines

1. *The National Board for Professional Teaching Standards will take precautions so that all information about a candidate's candidacy and performance is strictly confidential. The names, school districts, certificate areas, and certification expiration dates of National Board Certified Teachers will be published and NBCT mailing addresses will be shared with public officials representing NBCTs' jurisdictions. Candidate scores will not be published or released by National Board without prior written consent. National Board will release certification decision information only to the candidate seeking National Board Certification unless National Board receives written authorization from the candidate. Any candidate who accepts full or partial payment of the assessment fee by a third-party agency is deemed to have given permission to National Board for release of the certification decision to that third-party agency.*
2. *During the application process, National Board will collect information necessary to communicate with candidates, to verify that candidates have met eligibility requirements, and to conduct research projects.*
3. *On the application, the National Board offers potential candidates the option of having limited candidate information released to third-party agencies that may provide incentives, supports, and rewards for teachers/school counselors seeking National Board Certification. Such agencies may include national, state, and local professional and disciplinary associations whether or not the candidate is a member of such associations, state education agencies, county education agencies, local school districts, and community foundations. Candidates who do not wish to have their names released for this purpose can indicate this preference on the application form; however, doing so may result in missed opportunities for candidacy funding support. Candidates who accept full or partial funding from a third-party agency are deemed to have authorized permission*

for release of information to that third-party agency, regardless of the preference indicated on their application.

4. Upon full or partial payment of a candidate's assessment fee by a third-party agency, National Board will provide the candidate's completion and certification status to the third-party agency. Neither total scores nor individual exercise scores will be released to third parties.
5. National Board will establish procedures requiring that all employees, contractors, assessors, or administrators who have access to information about the identity or performance of candidates understand the strictly confidential nature of this information.
6. National Board will take precautions to assure that written and electronic confidential information is reasonably protected.
7. National Board will assure that when research data are shared, any information about the identity or performance of individual candidates will be concealed.

## Denial or Revocation of Certification

- I. Certification may be denied or revoked for any applicant or certificate holder who, in the sole judgment of the National Board for Professional Teaching Standards,
  - A) has knowingly misrepresented or falsified material information in connection with an application, credentials, assessment documentation, or other materials or information submitted to National Board or
  - B) has knowingly engaged in inappropriate conduct in connection with the certification process or renewal of the certification process, including but not limited to:
    - noncompliance with assessment procedures, regulations, or instructions;
    - violation of confidentiality agreements signed in accordance with the candidate application and/or assessment administration;
    - obtaining improper access to secure assessment materials or information prior to the administration of the assessment;
    - sharing, publishing, electronically posting, or otherwise reproducing secure assessment materials or information;
    - violation of the National Board guidelines that describe collaboration with others; or
    - any other form of cheating or misconduct that compromises the integrity of the certification process; or
- II. National Board shall establish a fair procedure for such denials or revocations that is based on a finding by the President that certification should be denied or revoked based on the criteria in the preceding section and imposition of appropriate sanctions, including but not limited to:
  - denial of certification and withholding of score report, with leave to retake one or more assessment exercise(s),
  - denial of certification and exclusion from future participation in the assessment program,
  - revocation of certification,
  - assessment of monetary sanctions to cover costs and/or damages (including the costs of investigation) associated with the misconduct found.
- III. In the interest of public protection and protecting the integrity of the teaching profession, for all teachers who have been denied certification and excluded from future participation in the assessment program or had a National Board Certificate revoked, National Board will
  - A) provide the following information to the agency responsible for state licensure, employers, as well as to any third-party payer who financially supported or supports

- the teacher involved: (1) teacher name; (2) teacher home address, city, and state; (3) teacher school; and (4) date of action taken by National Board;*
- B)** *remove the name of the teacher from any National Board official listing of National Board Certified Teachers; and*
  - C)** *make the following information available through online and print publications and press releases: (1) teacher name; (2) teacher city and state; and (3) date of action taken by National Board.*

## **Maintenance of Certification**

Beginning with certificates issued in 2017, maintenance of certification will be required every five years. This Guide will be updated with additional information as it becomes available.

## **Reconsideration of Certification or Scoring Decisions**

*Revised October 2004*

### **I. Background**

*Recognizing that the cost to file an appeal is significant, National Board feels it is important to disclose that history has shown that most candidates who file an appeal do not establish good cause as defined by policy, expending time and personal funds unnecessarily.*

### **II. Grounds for Reconsideration**

- A)** *Once a candidate has received a certification decision and/or a report of exercise scores relating to his or her performance on an assessment, it is the policy of the National Board for Professional Teaching Standards to reconsider those certification or scoring decisions only where the candidate has submitted to National Board a written request for reconsideration that demonstrates good cause as to why such reconsideration is necessary. To establish good cause to support a request of reconsideration of a certification or scoring decision, a candidate must identify some particular circumstance or condition that makes it fundamentally unfair for National Board to maintain the certification and/or scoring decisions previously released to the candidate.*
- B)** *Before National Board makes final and releases any certification or scoring decision, it carefully reviews the assessment materials, the scoring process, and the performance standard to be used in connection with those decisions and assures itself that they are valid and reasonably reliable means of arriving at those decisions. Accordingly, for purposes of this policy, a candidate will not establish good cause to support a request for reconsideration of a certification or scoring decision by stating, for example, that:*
  - 1)** *the candidate or others believe that the certification decision or one or more of the exercise scores received by the candidate do not accurately reflect the quality of the candidate's performance or teaching abilities; or*
  - 2)** *the candidate or others disagree with or seek an exception from or challenge the performance standard or some component of the performance standard that has been adopted by the board, the standards, the portfolio instructions, or scoring processes; or*

- 3) *the candidate failed to understand or follow National Board policy and procedures (as outlined in the Guide to National Board Certification and the online Assessment Center Policy and Guidelines), failed to understand or follow an instruction in the assessment materials, failed to submit documents, or failed to perform in a manner that best presented the candidate's qualifications for certification. Please note this includes, but is not limited to, the failure to report test center problems within seven days after a testing appointment.*

*This holds true regardless of how close a candidate comes to achieving certification. This also holds true regardless of personal circumstances endured while seeking certification. Furthermore, there are no circumstances under which mere disagreement with the score of a portfolio entry or assessment center exercise will result in the immediate award of additional "points."*

### **III. Procedure and Timeline for Filing an Appeal**

*Candidates who wish to submit a letter of appeal must follow these instructions:*

- *Submit your letter of appeal to:  
National Board  
1525 Wilson Blvd, Suite 700  
Arlington, VA 22209*
- *Include in the letter all pertinent details supporting the appeal. Be specific. Enclose only materials that are directly relevant to a show of "good cause."*
- *The letter of appeal must be received within 60 calendar days of the date that is printed on the score report.*
- *Appeals are only received for a period of 60 days after the date that scores are released. During that period, a candidate can only appeal a certification or scoring decision that was rendered during that specific score release. Appeals filed for certification or scoring decisions rendered in former score releases will not be considered. Once the appeal deadline has passed and a candidate has not submitted an appeal, scores will be final and not subject to appeal.*

### **VI. Annual Report**

*The President shall submit a report to the Board of Directors on the implementation of this policy.*

### **Ethics**

The National Board does not tolerate cheating or confidentiality breaches of any type. Help protect the integrity of National Board Certification. Immediately report breaches of security, misconduct, and/or unethical practice by calling National Board at 1-800-22TEACH (83224).

## Language Accommodations

We recognize that languages other than English are frequently used in the classroom; therefore, for the following circumstances, the accommodations described are allowed.

- **Student Work Samples and Video Evidence with Brief Expressions or Phrases in a Language Other than English.** Student work samples and video evidence may include brief expressions or phrases in a language other than English. The inclusion of such expressions or phrases must be limited because assessors do not have fluency in languages other than English. If expressions or phrases in a language other than English that are important for an assessor to understand are included, you must include brief explanations of these expressions or phrases in the Written Commentary.
- **Student Work Samples and Video Evidence in a Language Other than English.** If you are submitting student work samples or video evidence in a language other than English, you must provide a written English translation for the samples or evidence with your submission. The translation must include your candidate ID number, the entry title, and any necessary student identifiers (but do not include students' names). Note that the pages of your translation do not count toward your page totals.

## Exceptions

- **English Language Arts.** Candidates seeking certification in this area must submit student work samples and video evidence in English.
- **World Languages.** Assessors for this certificate area are fluent in English and the target language; therefore translations are only required for documentation that is written in a language other than English or the target language.

If the majority of your instruction takes place with students for whom English is a new language, the appropriate National Board certificate may be either the Early and Middle Childhood/English as a New Language certificate or the Early Adolescence through Young Adulthood/English as a New Language certificate. To help you make the decision whether to pursue certification in one of the available certificate areas, discuss your teaching situation with professional colleagues, your school faculty, a National Board Certified Teacher, or your faculty support group. For more information on submissions in languages other than English, see the component instructions for your certificate.

# National Board Candidate Management System

## Create an Account

The *National Board Candidate Management System* (NBCMS) is where you will create a National Board account, register for National Board Certification, and select and pay for components. You can log into your account at any time to review your status, view payment history, and manage your personal contact information. NBCMS is accessible from the National Board's website at [www.boardcertifiedteachers.org/sign-in](http://www.boardcertifiedteachers.org/sign-in).

The first step in the registration process is creating an account. Click the Create an Account button and complete the steps to enter your personal information, demographics, and contact information, as well as to create your account log in credentials. **Note: In order to be considered an active candidate for National Board Certification, you must also complete the steps to register and select components.**



The image shows a screenshot of the National Board Candidate Management System (NBCMS) website. At the top, the logo reads "NATIONAL BOARD for Professional Teaching Standards". Below the logo is the title "National Board Candidate Management System". The main content area features a photograph of a teacher in a pink sweater leaning over a desk to assist three diverse students (two girls and one boy). Below the photo is a login form with two sections: "Returning User" and "New User". The "Returning User" section includes fields for "Email" and "Password", a "Forgot Password?" link, and a green "Login" button. The "New User" section includes a "Don't have an account yet?" link and a green "Create an account" button. A white callout box with a black border and a pointer to the "Create an account" button contains the following text: "Click the Create an Account button and complete the steps to enter your personal information, demographics, and contact information, as well as to create your account log in credentials."

## Register for National Board Certification

### First-time Candidates

Log in to your account at [www.boardcertifiedteachers.org/sign-in](http://www.boardcertifiedteachers.org/sign-in). Click Certification Registration from the left-hand menu or the Register for National Board Certification button under Quick Start to begin the registration process.

Click Certification Registration from the left-hand menu or the Register for National Board Certification button under Quick Start to begin the registration process.

National Board Candidate Management System

Hi, Jdoe

- Home
- Certification Registration
- Purchase Component
- Scholarship Application
- Order History
- Service Requests
- Logout

Register for National Board Certification

Profile

Name	Jane Doe	Status
National Board ID	03017786	Primary Mailing Address
Profession	Teacher	
Primary Email	jdoe@fakeemail.com	
Primary Phone	(222) 222-2222	



The registration process consists of eight steps, ending with the payment of the \$75 nonrefundable and nontransferable Registration Fee. An overview of these steps is provided below.

The screenshot displays the National Board Candidate Management System interface. At the top left is the National Board logo with the tagline "for Professional Teaching Standards". The main header reads "National Board Candidate Management System". Below this, a user profile for "Hi, MerryCandidate" is visible. A navigation menu on the left includes links for Home, Certification Registration, Purchase Component, Order History, and Logout. The main content area shows a progress bar with eight steps: Introduction, Step 1: Personal Information, Step 2: Employment Information, Step 3: Eligibility, Step 4: Agreement, Step 5: Certificate Selection, Step 6: Registration Review, Step 7: Payment, and Step 8: Confirmation. The "Introduction" step is currently active. Below the progress bar, a "Welcome to National Board Certification Registration" message is displayed, followed by four numbered instructions regarding email communication, visiting the certification website, attesting to reading the guide, and verifying eligibility requirements. A "Next" button is located at the bottom right of the welcome message.

### Step 1: Personal Information

Step one of certification registration requires you to complete the personal information fields, which are divided into six subcategories. Subcategories include: Name, Demographic, Address, Email, Phone, and Education Information.

### Step 2: Employment Information

Employment information is gathered based on School Type (public or private), School State, School District, School, Grade Level Taught, and Union Affiliation. To provide consistency in capturing information, dropdown menus are provided. If your employment information is not listed in the dropdown menu, you may select "Other" and manually input your information. Note: After completing all required fields, you must click "Save" before you can move on to the next step.

### Step 3: Eligibility

Before proceeding to step four, you must confirm you meet the eligibility prerequisites outlined on page 7 of this Guide.

### Step 4: Agreement

The Agreement tab requires you to select 'yes' or 'no' to the following policies:

- I understand the National Board candidate policies and deadlines as presented in the Guide to National Board Certification.
- I certify that the information provided is true and correct to the best of my knowledge and belief.
- I understand and agree to the terms of the Certification Denial or Revocation Policy that describes areas of misconduct and consequences of unethical practices.
- I agree that in the event I achieve National Board Certification, the National Board will publish my name in the NBCT directory, along with my state, city, school district, year certified, and certification expiration date.

- I understand that the \$75 Registration Fee is nonrefundable and nontransferable, regardless of circumstance.

The Agreement tab also allows you to elect to have your name released to third-party agencies that may provide incentives, support and rewards for teachers seeking National Board Certification. **This election is necessary if you wish to request funding from a third party. Note: You MUST select 'yes' to all policies in order to continue with the registration process.**

**Step 5: Certificate Selection**

Here you will select your Certificate Area, Development Level, and Specialty Area (if applicable). You are encouraged to review the National Board Standards and the Choosing the Right Certificate Area and Component at a Glance documents located at [www.boardcertifiedteachers.org/first-time-candidates](http://www.boardcertifiedteachers.org/first-time-candidates) before making your selection.

**Step 6: Registration Review**

This step allows you to review and edit the information you've entered. Note: All required fields must be completed in order to proceed to the next step.

**Step 7: Payment**

You may pay the \$75 Registration Fee by credit or debit card or by electronic check. **Note: Your registration is not complete until this payment has been made.**

**Step 8: Confirmation**

Upon payment of the Registration Fee, you will be sent an email confirmation with receipt of payment. **Note: Additional steps are required to select your components.**

## Returning Candidates

If you completed the certification process as a first-time candidate during the previous assessment cycle, you may register during the current assessment cycle and select a new component(s) or retake a previously completed component(s). **Note: The option to retake a component will be available after score release.**

You must pay a \$75 nonrefundable and nontransferable Registration Fee in order to complete your registration.

Log in to your account at [www.boardcertifiedteachers.org/sign-in](http://www.boardcertifiedteachers.org/sign-in). Your home page will default to the current assessment cycle but you will have the option to view previous cycles by clicking the button located on the upper right of the screen. To pay the \$75 nonrefundable and nontransferable registration fee, click the link located under Notifications. You may pay this fee via credit card or electronic check. Once your registration is complete, you may follow the steps to select a component.

The screenshot shows the user's dashboard with a dark sidebar on the left containing navigation links: Home, Certification Registration, Purchase Component, Scholarship Application, Activity History, Service Requests, Financial Statement, and Logout. The main content area includes a 'Notifications' section with a message about annual maintenance fees and a 'Click here' link. Below this is the 'Certification Track' section showing 'School Counseling-Ages 3-18+: Early Childhood through Young Adulthood'. The 'Profile' section contains a table with personal and professional information. At the bottom is the 'Certificate Area' section showing 'School Counseling' and 'Ages 3-18+: Early Childhood through Young Adulthood'. A top navigation bar shows 'Viewing: 2015 - 2016 Current Assessment Year' and a hamburger menu icon.

**Callout 1:** Your home page will default to the current assessment cycle but you will have the option to view previous cycles by clicking the button located on the upper right of the screen.

**Callout 2:** To pay the \$75 nonrefundable and nontransferable registration fee, click the link located under Notifications.

Name		Candidate Status	Certification In Progress
National Board ID		Primary Mailing Address	
Profession	School Counselor		
Primary Email			
Primary Phone			

Certificate Area :	School Counseling
Development level :	Ages 3-18+: Early Childhood through Young Adulthood

### Select Components

Log in to your account at [www.boardcertifiedteachers.org/sign-in](http://www.boardcertifiedteachers.org/sign-in) and click Purchase Component from the left-hand menu.

**NATIONAL BOARD**  
for Professional Teaching Standards

National Board Candidate Management System

Hi, MerryCandidate

- Home
- Certification Registration
- Purchase Component**
- Order History
- Logout

Your registration is completed. [Click here](#) to see your complete registration.

- Components are available for purchase. [Click here](#) to purchase a component.

**Profile**

Name	Merry Candidate	Status	Registered
National Board ID	03004292	Primary Mailing Address	31610 Wild Oak Hill Fair Oaks Ranch TEXAS United States of America - USA 78015-4006
Profession	Teacher		
Primary Email	merry.teacher@test123.com		
Primary Phone	(800) 228-3224		

**Certificate Area**

Certificate Area :	World Languages
Development level :	Ages 11-18+: Early Adolescence through Young Adulthood
Specialty level :	Spanish

The component selection process consists of five steps. An overview of these steps is provided below.

**NATIONAL BOARD**  
for Professional Teaching Standards

National Board Candidate Management System

Hi, MerryCandidate

Home > Purchase Component

Step 1: Select Component | Step 2: Agreement | Step 3: Order review | Step 4: Payment | Step 5: Confirmation

**Select Component**

Select the components you wish to purchase. Each component costs \$475. If you are unable to complete your selected component(s) you have the option to withdraw. You will be responsible for notifying the National Board of your intent and may be eligible for a fee refund. Read the [Guide to National Board Certification](#) for additional information.

You must purchase each component individually.

Payment is not due at the time of purchase; however, you must complete the order process through Step 3 and click "Submit Order" for the component to be reflected in your account.

If you choose not to submit payment for a component at this time or plan to receive funds from a third party, payment will be required prior to the payment deadline listed in the [Guide to National Board Certification](#).

Component Name	Price	Status	Action
C2: Differentiation in Instruction	\$475	Not Purchased	<a href="#">Purchase</a>

### **Step 1: Select Component**

The components available for your certificate area will be displayed here. You must select and purchase each component individually. **Note: Although payment is not required at the time of component selection, you must complete the order process through Step 3 and click Submit Order for the component to be reflected on your account.**

### **Step 2: Agreement**

The Agreement tab requires you to select 'yes' or 'no' to the following policies:

- I agree that my assessment materials, once submitted, are the property of the National Board and may be used at the sole discretion of the National Board for assessment, professional development, research, and any other purposes the National Board deems appropriate to further the mission of the organization.
- I understand the deadline for withdrawing and receiving a partial refund as outlined in the Guide to National Board Certification.

### **Step 3: Order Review**

This step allows you to review and edit your component selection. **Note: Although payment is not required at the time of component selection, you must click Submit Order for the component to be reflected in your account and for payments – including any potential third-party payments – to be applied.**

### **Step 4: Payment**

You may pay the component fee by credit or debit card or by electronic check. **Note: Even if you are expecting payment from a third party you must be prepared to submit payment in full by the published deadline.**

### **Step 5: Confirmation**

Upon payment of the component fee, you will be sent an email confirmation with receipt of payment.

# Contact Us

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## Online Resources\*

Access [www.boardcertifiedteachers.org](http://www.boardcertifiedteachers.org) for information regarding

- Registration
- Eligibility Requirements
- Nonstandard Testing Accommodations
- National Board Standards
- Component Instructions
- ePortfolio
- Assessment Center Policy and Guidelines
- Scoring Guide for Candidates

*\*Note: Not all updated resources for 2015-16 will be available at the time of this Guide publication.*

Your information is managed via a secure, online account. Access [www.boardcertifiedteachers.org/sign-in](http://www.boardcertifiedteachers.org/sign-in) to

- create/access your account,
- register for the upcoming assessment cycle,
- purchase components,
- view your candidate record,
- pay by credit or debit card,
- view payments, and
- update personal information.

Contact National Board Customer Support (Be sure to include your candidate ID number in all correspondence with the National Board.)

By phone: 1-800-22TEACH (83224) Monday–Friday, 8:00 a.m.–6:00 p.m., CST

By email: [NBPTSCandidateSupport@Pearson.com](mailto:NBPTSCandidateSupport@Pearson.com)

- For assistance with registration.
- To inquire about deadlines, policies, or the status of your account.

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