

Guide to National Board Certification

Version 1.0

For retake and renewal candidates completing the Certification process in 2014–15

- For additional information go to www.nbpts.org

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

Table of Contents

Introduction	1
National Board Certification Retake	1
Certification Renewal	1
How to Apply for Retake and Renewal	2
Important Dates and Deadlines.....	2
Fees	3
Coordinating Third-Party Payments	4
Withdrawals	4
Deferrals.....	4
Refunds	4
Scholarships and Rewards	5
Scholarships.....	5
Incentives and Fee Support	5
Graduate Credit Recommendation	5
Scoring	6
Standards-Based Criteria	6
Reliability, Accuracy, and Fairness.....	6
Scoring Results and Feedback.....	7
What Next?	7
Materials	7
Communications	7
Portfolio/PPG Entry Submission	8
Assessment Center Testing (retake candidates only)	8
Contact Us	9
National Board Policies	10
<i>Candidates with Disabilities</i>	10
Confidentiality Guidelines	10
Denial or Revocation of Certification	11
Certification Renewal	12
Reconsideration of Certification or Scoring Decisions	12
Language Accommodations	14

Introduction

As a National Board Certification retake candidate or candidate for Certification Renewal, you are already aware of the benefits of the certification process. This Guide will help you determine the next steps as you continue in the certification process.

Please note this guide is for retake and renewal candidates only. If you are interested in pursuing National Board Certification or have already registered as a first time candidate, please visit our website at www.boardcertifiedteachers.org for additional information.

National Board Certification Retake

National Board offers automatic banking of the individual portfolio entry and assessment center exercise scores for National Board Certification candidates. You may continue to attempt certification for a period not to exceed 24 months from the date on your initial score report. (The 24 month period encompasses the two subsequent candidate cycles immediately following your initial score report.) During this 24-month period, any candidate who did not achieve certification during his or her initial attempt may retake any combination of portfolio entries and/or assessment center exercises on which he or she did not meet the individual entry or exercise performance standard.

Portfolio entry and assessment center exercise responses that are submitted in accordance with the National Board's score-banking and retake policy and procedures will be scored. If, as a retake candidate, you do not submit the selected entries or exercises, the original score stands. The highest numeric score—whether it is the original score or the retake score—is used to compute the Total Weighted Scaled Score. Your Total Weighted Scaled Score will be recalculated and, if the Total Weighted Scaled Score then meets or exceeds the performance standard established by the National Board, you will achieve National Board Certification. However, if you receive a Not Scorable (NS) due to disqualification or due to a portfolio entry overlap with a previous submission, a previous score does not carry forward. This policy is effective for all candidates scored in 2010 and beyond.

Note that candidates in certificate areas that require a declared specialty area must retest within the same specialty area when retaking portfolio entries and/or assessment center exercises.

Certification Renewal

National Board Certification is awarded for a period of up to 10 years. As an NBCT, you must complete the Certification Renewal process before your certification expiration date and may only renew certification in your original certificate area. You are offered two opportunities to apply for certification renewal, with the first application window opening late in the eighth year of your current certification and the second opening late in the ninth year (NBCTs who already hold a renewed certificate would apply for Certification Renewal beginning in their eighteenth or nineteenth year of renewed certification). Certification Renewal must occur within the appropriate application periods outlined in the Certification Renewal Calendar found on the National Board website. Once a certificate is renewed, the renewed certification begins upon expiration of the original National Board Certification, regardless of the date you renewed.

NBCTs who are applying to renew their certification must complete a Profile of Professional Growth® (PPG). The PPG differs from the original certification process in many ways. It is a holistic approach in which all components submitted are linked and evaluated. It has been designed so that you show the connections you make between your continued professional

growth and student learning. For more information about the procedure, timeline, and fees for renewal candidates, refer to the *Renewal at a Glance* on the National Board website (www.nbpts.org).

How to Apply for Retake and Renewal

- ✓ Take time to read all of the information provided in this guide prior to applying. Pay close attention to the required fees listed on page 2 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.
- ✓ Finally, apply online via [My Profile](#).

Important Dates and Deadlines	
Application Window (Renewal Candidates)	June 20, 2014-February 28 ,2015
Application Window (Retake candidates)	Score Release, 2014-February 28 ,2015
Fee Payment Deadline	February 28, 2015
Change of Retake Selection	February 28, 2015
ePortfolio Submission Window	April 1–May 15, 2015
Withdrawal Deadline	March 31, 2015
Assessment Center Testing Window	March 2–June 15, 2015

Fees

This table lists the various fees applicable to National Board Certification retake and Certification Renewal. You are responsible for confirming receipt by National Board of all payments. Once your application has been submitted, you can monitor the status of your fees and payments via *My Profile*.

Type of Fee	Details	Amount	Deadline for Receipt
Application Processing Charge (retake candidates only)	Your application will not be accepted without payment of this nonrefundable fee.	\$15	At the time of application submission and no later than February 28, 2015
Certification Renewal Fee (renewal candidates only)	This fee is required to renew your certification.	\$1,250	February 28, 2015
Retake Fee (per entry or exercise)	This fee is required for every portfolio entry or exercise you retake. This retake fee also applies to candidates who did not submit a portfolio entry or exercise as a first-time candidate.	\$350	February 28, 2015
Change of Retake Selection	This fee is required to change retake entries or exercises after your retake application has been submitted. This fee does not apply to entries/exercises that you add or deselect prior to paying the \$350 retake fee.	\$75 per requested change.	February 28, 2015
Deferment Fee	This fee is required for any retake or renewal candidate who chooses to defer a portfolio entry or assessment center exercise after paying the assessment fee (not available for candidates in their last year of eligibility).	\$125	Prior to the deadline for assessment fees applicable for the year in which you reactivate.
Reinstatement of Eligibility Fee (retake candidates only)	If you miss your assessment center appointment, or do not cancel 24 hours in advance, you must be reinstated before you can schedule a new appointment.	\$175	August 30, 2015
Returned Check Fee	This fee is assessed if your personal check is returned.	\$35	30 days after notification

Coordinating Third-Party Payments

If your candidacy is being subsidized by a third-party payer, you are responsible for contacting the payer to arrange for fee payments. Some third-party payers have specific requirements for candidate funding, including requirements for completing the certification process. Be sure you understand all the criteria of your third-party payer, and work closely with the payer to ensure you meet all of the third-party payer's funding requirements.

Withdrawals

If you choose to withdraw from the assessment process, you are responsible for notifying the National Board via *My Profile*. If you withdraw, you are responsible for contacting the National Board to confirm receipt of the withdrawal form prior to March 31, 2015, and any scheduled assessment center appointments (retake candidates only). You may monitor the status of your withdrawal online through *My Profile*.

Deferrals

National Board Certification candidates who elect to retake portfolio entries and/or assessment center exercises are expected to submit responses by the deadlines established for the National Board Certification year in which they choose to apply. However, if a retake candidate is unable to meet this deadline, he or she may choose to defer submitting a new response until the next assessment cycle, provided he or she is still eligible to retake. Certification Renewal candidates can also opt to defer submission of their PPG until the next assessment cycle, provided their account is fully paid and they are still eligible for renewal.

Those choosing a deferment option will be assessed a \$125 deferment fee. (Retake candidates will be charged \$125 for each portfolio entry or assessment center exercise deferred.) Requests for deferment can be made in *My Profile* before the portfolio entry (or PPG for renewal) deadline for submission and/or at least 10 business days prior to the end of the assessment center testing window (or 10 business days prior to a scheduled assessment center appointment). **Retake and Certification Renewal candidates in their last year of eligibility do not have the option to defer. Submissions can only be deferred once.** There are no refunds of retake fees, regardless of circumstances. Also, once a renewal candidate has deferred, there are no refunds of renewal fees.

Refunds

Certification Renewal candidates who withdraw prior to March 31, 2015, will be eligible for a refund of assessment fees paid; minus the nonrefundable \$300 and any service charges. Withdrawal Requests made after March 31, 2015, will not be eligible for a refund. Requests for a full refund of the assessment fee will not be honored regardless of the circumstances surrounding the request. **Retake fees are nonrefundable.**

In the event a candidate's account reflects an overpaid status, he/she may be eligible for a refund of the overpayment and can request a refund of the overpaid amount via *My Profile*. Note: retake candidates cannot deselect an entry/exercise after it has been paid for in order for their account to reflect an overpaid status – the refund request will not be honored.

Scholarships and Rewards

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 learn more about scholarship opportunities, access the National Board website at www.nbpts.org.

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.nbpts.org.

The Department of Veterans Affairs offers a reimbursement incentive to eligible veterans of up to \$2,000 for National Board Certification fees for each first-time or retake assessment. For more information, visit the National Board website or, to apply, call (888) GI-BILL-1.

Graduate Credit Recommendation

Based on an independent review of the certification process, the American Council on Education (ACE) recommended that candidates who participate in the National Board Certification process and complete and receive scores for all 10 components of the assessment be eligible to receive a recommendation of three semester hours of graduate credit in education. Furthermore, they recommended that candidates who achieve certification be eligible for nine semester hours of graduate credit in education and that NBCTs who renew their certification be eligible for three semester hours of graduate credit in education.

Candidates and NBCTs interested in receiving this credit can make their request online through the National Board website. National Board verifies eligibility for graduate credit and transmits this information to ACE, which issues a transcript reflecting the number of graduate credit hours they are recommending be awarded.

This transcript then can be provided to a college or university for consideration. While ACE recommends graduate-level credit, it is up to individual colleges, universities, state departments of education, and local school districts to make the final decision to actually award the graduate-level credit. Therefore, National Board strongly recommends that candidates and NBCTs verify that the institution to which a transcript will be sent will accept this credit. ACE has approximately 1,200 cooperating institutions of higher education that will accept this credit.

A fee is charged to process the transcript request. This fee covers the transmittal of graduate credit eligibility information from National Board to ACE and the generation or mailing of one

transcript. Upon ACE's receipt of the eligibility information from National Board, ACE establishes a profile of the requestor in their system.

National Board Certification candidates and NBCTs who completed or achieved certification in November 1997 or after are eligible to receive this credit. Check the National Board website (www.nbpts.org) for more information about graduate credit availability.

Scoring

Standards-Based Criteria

National Board Certification retake and Certification Renewal assessments are scored against National Board Standards. All scoring is based on the evidence you submit— video evidence, student work samples, analyses, and responses to assessment center prompts (National Board Certification retake only). Each source offers an opportunity to see you at work and to evaluate your practice in light of conscious, deliberate, analytical, and reflective criteria. No single approach to teaching or school counseling is mandated by the National Board Standards or rewarded by the scoring process. Indeed, several different pedagogical approaches characterize the teachers and school counselors who have achieved National Board Certification. However, in every case, NBCTs demonstrate the analytical and reflective abilities defined in the Standards.

The Scoring Guide for Candidates articulates the criteria by which each portfolio entry and assessment center exercise will be scored. You are encouraged to read these criteria (which include the scoring rubrics) carefully and think about them as you prepare. The scoring criteria are directly tied to the National Board Standards and serve as the basis for the scoring process used by assessors.

Each response to a portfolio entry or assessment center exercise submitted by a retake candidate will be scored by two independent assessors.

For the renewal process, one or more NBCTs independently and holistically evaluate the three interrelated components and reflection, which constitute the PPG, as a single entity. Based on the entire body of evidence that you submit, an assessor then makes a single decision— to renew or not to renew. (A trainer reviews and confirms all non-renewed decisions.) Your submission will be evaluated according to the criteria listed in the Evaluation Rubric for Renewal of Certification located in the Profile of Professional Growth (PPG).

Reliability, Accuracy, and Fairness

National Board has conducted analyses each year to determine the level of assessor reliability (i.e., the level of agreement between independent assessors). The results of these reliability analyses have consistently indicated that National Board assessors are making reliable, accurate, and fair evaluations of candidates' responses. National Board

- remains dedicated to consistently evaluating its assessments and the assessment process, with a goal of continuous improvement;
- is committed to making sure that its assessments are valid and meaningful and that the scoring of candidates' responses is reliable, accurate, and fair;
- is confident that its scoring practices will continue to yield reliable, accurate, and fair scores.

Scoring Results and Feedback

Official scores are released only to National Board Certification candidates and Certification Renewal candidates via *My Profile* on the National Board website. All retake candidates will receive their score results on or before December 31 each year. All renewal candidates will be notified in November each year.

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 Standards specific to your certificate field. National Board provides standardized feedback to retake candidates who receive a score less than 3.75 on a portfolio entry. These statements may provide insight about the quality of the entries. Refer to the *Scoring Guide for Candidates* on the National Board website (www.nbpts.org).

The reliability of the scores assigned to the performance of retake candidates and candidates for Certification Renewal 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 occur under the direction of experienced trainers and content specialists who are tasked with ensuring that the integrity of the process is maintained. Before candidates submit their materials for scoring, assessors who have served at a scoring site for National Board, especially NBCTs, may be willing to provide supportive, constructive feedback to candidates regarding their 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. Candidates are cautioned against relying too heavily on the opinions of support providers, professional associates, or others who may have served as a member of the scoring staff for National Board. 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.

What Next?

In our ongoing efforts to streamline the certification process, we've moved to a paperless delivery system. Standards and other materials are available on our website and our electronic portfolio submission process eliminates the need to ship paper materials. You'll need to check our website and your email regularly for updates and information.

Materials

Retake candidates can access the Portfolio Entry Instructions, Standards, Assessment at a Glance and Scoring Guide at <http://www.nbpts.org/policies-and-resources>.

Certification Renewal candidates can access the Profile of Professional Growth (PPG) Instructions at <http://nbpts.org/renewal-process>.

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/PPG Entry Submission

All portfolio entries and PPG components will be submitted electronically for scoring using our online submission system. Visit our website at <http://nbpts.org/eportfolio> for more information on the electronic submission process.

Assessment Center Testing (retake candidates only)

The Assessment Center exercises are administered at computer-based testing centers across the United States. Once test centers are ready to accept appointments and you are eligible to test, you will receive an Authorization to Test letter (via *My Profile*) with instructions for scheduling your appointment. Prior to scheduling your appointment, you should review *Assessment Center Policy and Guidelines* for important information about how the assessment center exercises are administered and how to prepare for your appointment.

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 and for you to be able to attend the assessment center on your preferred testing date.

Contact Us

Be sure to include your candidate ID number in all correspondence with the National Board.

Access www.nbpts.org for information regarding

- Non-standard Testing Accommodations
- National Board Standards
- Portfolio/PPG Instructions
- ePortfolio
- Assessment Center Policy and Guidelines
- Scoring Guide for Candidates

Access *My Profile* at www.nbpts.org to

- View and update your candidate record;
- check on the status of fees and payments;
- update personal information;
- pay by credit or debit card or by electronic check;
- withdraw/defer your application or retake selections;
- view your score report when scores are released;
- submit a question about the assessment process;
- seek clarification of the portfolio/PPG instructions.

Contact National Board Customer Support at 1-800-22TEACH (83224) Monday–Friday, 8:00 a.m. - 6:00 p.m., CST

- Get assistance completing your application;
- inquire about deadlines, policies, or the status of your account.

National Board Policies

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 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, 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.*

Certification Renewal

The certification will be valid for a minimum of five years and a maximum of ten years. The National Board reserves the right to impose further limitations and/or requirements (including additional testing) to maintain the certification.

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.

IV. Annual Report

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

Ethics

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).

For important information regarding adherence to ethical behavior that is expected of all National Board candidates and National Board Certified Teachers, see the *Guide for Ethical Candidate Support* on the National Board website at www.nbpts.org/candidate-mentoring.

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.

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for Professional Teaching Standards®

by

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