

## Renewal at a Glance

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

# Choosing to Renew Your Certification

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National Board Certification is awarded for a period of 10 years. As a National Board Certified Teacher® (NBCT®), you must complete the renewal process prior to your certification end date and you can only renew certification in your original certificate area. During each renewal decade, NBCTs have two opportunities to renew their certification; first in the eighth/eighteenth year and for a second time during the ninth/nineteenth year.

As you approach your tenth or twentieth year of National Board Certification®, you have the opportunity to renew your certification and, in doing so, your commitment to accomplished teaching. Renewing your certification validates that you have continued your professional involvement in a variety of areas in a way that is consistent with the high and rigorous standards that initial certification represents.

The renewal submission or instrument, called the Profile of Professional Growth® (PPG), is the vehicle by which you, as an NBCT, articulate and examine how your teaching practices continue to align with the Five Core Propositions in your initial certificate area. You may begin as early as your first year of certification to plan for the renewal process. Starting early will help you track, prepare, and develop the eventual documentation of your professional growth experience through NBCT renewal.

The professional growth activities in which an NBCT is involved include the ongoing development of certificate-specific content knowledge, as well as pedagogical and technological skills, obtained through workshops, courses, and readings of current professional literature. The renewal process is your opportunity to provide sufficient evidence of such continued professional growth that has focused on increased student learning.

## Eligibility Requirements for Renewing Your Certification

- Your initial ten-year or renewal certificate is still valid.
- Your teaching license is current and unencumbered.
- You are in the eighth/eighteenth, ninth/nineteenth, or tenth/twentieth year of certification.

## Benefits of Renewing Your Certification

- Maintain your designation as a National Board Certified Teacher and the right to use “NBCT” as a credential.
- Preserve your professional stature even after you retire, leave the classroom, or change careers.
- Reflect on how your teaching practice continues to support student learning.
- Stay connected through National Board® programs, products, and services.

**Important:** If your state does not require you to hold a teaching license, then you must submit proof that the school in which you teach is recognized and approved to operate by the state. If you are not actively teaching but plan to establish a relationship and work with students of a colleague in order to complete the renewal process, then you must meet the teaching licensure requirements of the state.

## Building Your Profile of Professional Growth (PPG)

In contrast to the process for initial certification, which requires the development of ten independent submissions (four independent portfolio entries and responses to six assessment center exercises), the Profile of Professional Growth is a single submission composed of three interrelated components and a reflection. These components draw upon a single group of Professional Growth Experiences (PGEs) that you select.

You can find detailed instructions for preparing, developing, and submitting the renewal components in the *Profile of Professional Growth* publication on the National Board website.

- **Component 1.** This requires you to submit responses to prompts related to four areas of your professional growth that you identify as important. These four areas may have begun before certification but have evolved to become the focus of professional growth since certification. These Professional Growth Experiences must include current content and/or pedagogical knowledge and acquisition of effective and appropriate use of technology, and they must be ongoing, varied, and multifaceted. They must reflect your continuous commitment and contributions to the professional activities that ultimately have an impact on student learning.
- **Component 2.** This requires you to choose one of your Professional Growth Experiences featured in Component 1 and demonstrate its application in the same content and developmental level as your original certification. This component requires a date-stamped 10-minute video recording in which you demonstrate pre-K–12 classroom teaching. This video must be recorded no earlier than September 1 of your eighth/eighteenth year of National Board Certification and no later than April 30 of your tenth/twentieth and final year of National Board Certification. The video and accompanying Written Commentary must provide evidence of student learning in an environment that ensures equity of access, promotes an appreciation of diversity, and demonstrates certificate-specific content knowledge.
- **Component 3.** This requires that you choose a Professional Growth Experience other than the one featured in Component 2 and demonstrate its application in one of several options. You may choose to create a 6-minute video recording of your teaching practice with professional colleagues or pre-K–12 learners (adults or students), or you may choose to feature a learner's work sample. The basis for this component must be a different Professional Growth Experience from that used in Component 2 and must demonstrate either a direct or indirect impact on student learning.
- **Reflection.** You must also submit a written reflection that requires you to analyze the connections and patterns among the three components of your Profile of Professional Growth. You must focus on challenges encountered as well as discuss plans for continued professional growth and efforts to impact student learning.

If you have previously renewed, your PGEs must include current content and/or pedagogical knowledge as well as acquisition of effective and appropriate use of technology, and be ongoing, varied, and multifaceted. These areas of your professional growth that you identify, which may have begun before certification but have evolved to become the focus of professional growth since certification, must reflect your continuous commitment and contributions to the professional activities that ultimately have an impact on student learning.

Note that the samples of products, learner work, and videos of accomplished teaching practice that you submit for certification renewal must be new and original work from your current decade of teaching and must demonstrate evolution and change in your area of professional growth. If you are no longer in the classroom or teaching in a different subject area, you may borrow a classroom in the area and development level in which you certified.

## Understanding How Your PPG Is Evaluated

For the renewal process, one or more NBCTs independently and holistically evaluate the three interrelated components and reflection, which constitute the Profile of Professional Growth, as a single entity. Assessors are trained extensively to evaluate this body of information and to minimize the effects of personal biases on the decision they make when viewing the evidence. Based on the entire body of evidence that you as the renewal candidate submit, assessors then make a single decision—to *renew* or *not renew*. The successful renewal candidate sufficiently demonstrates the following accomplishments:

- professional growth since initial certification
- meaningful and rigorous learning experiences tied to content knowledge
- commentary reflecting that current National Board Standards continue to be embedded in the NBCT's practice

The renewal rubric governs the type of evidence the evaluators will look for in each renewal candidate's submission. In contrast to the four performance levels that comprise the scoring rubrics for initial certification, there are only two levels for the renewal rubric: *renewed* and *not renewed*. The language in the rubric is constructed so that it directly values what is being asked for in the renewal instrument. The evaluation rubric is identical for all candidates seeking renewal status, regardless of the certificate area.

The rubric below is for a candidate whose certification is successfully renewed. If a certificate is not renewed, then the candidate provided insufficient evidence in the included areas.

### Evaluation Rubric for Renewal Certification

The renewal candidate has provided **sufficient** evidence of the identification of important needs in his or her professional context; of professional growth in areas which address those needs in a variety of rich and powerful contexts, including areas of content and/or pedagogical knowledge; and has provided sufficient evidence of the application of professional growth in ways that have a meaningful impact on student learning. The renewal candidate has provided sufficient evidence of the acquisition of knowledge of current technology and/or effective and appropriate incorporation of technology into teaching and learning; and has drawn on and/or contributed to the resources of the school, district and/or community. The candidate has provided evidence of teaching practice in his or her certificate-specific area in ways that recognize the needs of students, ensure equity of access and promote appreciation of diversity, and provide relevant and meaningful instruction for students. The candidate has provided evidence of professional growth that has evolved since certification and is varied and/or multifaceted. Although there may be unevenness in the level of evidence of professional growth presented, overall, there is sufficient evidence of professional growth since certification to support renewal of certification.

## Recommendations for Focus

Starting in your eighth/eighteenth year of certification, you have a two-year window in which to complete the renewal process. If you begin the renewal process in the eighth/eighteenth year, you will have the opportunity to try again in your ninth/nineteenth year in the event your certification is not renewed. If your certification is not renewed on the initial attempt, you will receive **recommendations for focus** generated as part of the evaluation process. These recommendations for focus are based on the evaluation rubric and specify key aspects of your submission that could be improved with stronger evidence.

**Important:** If you apply for renewal in your second year of eligibility and your certification is not renewed, you will not be able to retry as a renewal candidate.

Two areas will be addressed in the decision letter for candidates who are not renewed:

1. *Were there any major omissions that resulted in the not renewed decision?*  
A major omission would include missing evidence, such as failure to submit evidence for any of the three components or omission of a major part of one, such as video, learner work, or Written Commentary.
2. *What is a list of the key aspects identified in the rubric?*  
The letter indicates whether there was an appropriate level of evidence or if the level of evidence for this particular area needs to be strengthened.

The table below is a sample of the recommendations for focus. The left side of the table lists the areas of evidence that the evaluation rubric for renewal certification requires. The right side lists in boldface the recommendations to strengthen the evidence in areas that need improvement. Areas in which an appropriate level of evidence was provided are noted as such.

Identification of needs	<b>You need to strengthen the level of evidence you have provided in this area.</b>
Acquisition or deepening of current or certificate-specific content knowledge and/or pedagogical knowledge	You have provided an appropriate level of evidence in this area.
Acquisition and/or effective and appropriate use of current technology	<b>You need to strengthen the level of evidence you have provided in this area.</b>
Involvement of others	<b>You need to strengthen the level of evidence you have provided in this area.</b>
Demonstration of Standards-based relevant and meaningful instruction	You have provided an appropriate level of evidence in this area.
Equity of access and appreciation of diversity	You have provided an appropriate level of evidence in this area.
Impact on student learning	You have provided an appropriate level of evidence in this area.

## Essential Guidelines

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The process for renewal of National Board Certification differs from the initial certification process in several ways. Therefore, you should keep these guidelines in mind as you prepare your PPG:

- Your Profile of Professional Growth must demonstrate and document your continued commitment to professional growth, to increased student learning, and to maintaining high and rigorous standards in the same content area and with students at a similar age range and developmental level as demonstrated in your initial certification.
- The three components and reflection that constitute the Profile of Professional Growth are interrelated and evaluated holistically as a single entity. As a renewal candidate, you will receive either a *renewed* or *not renewed* decision. Note that an omission of evidence for any of the three components or omission of a major part of one, such as video, learner work, or Written Commentary, will result in an automatic *not renewed* decision.
- You will need to read and review the most current Standards in your initial certificate area as part of the renewal process. Your certificate area's Standards may have been revised so that they reflect the most current teaching practices in each subject area.
- Students featured in Component 2 of your PPG must be in the age range and developmental level for the certificate in which you were initially certified. The content focus of the lesson must be from your initial certificate area. Failure to meet this requirement will result in an automatic *not renewed* decision.
- There is no score banking for renewals. If you do not achieve renewal in your first year of eligibility, you must resubmit your entire Profile of Professional Growth in the second year of eligibility. If you apply for renewal in your final year of eligibility and are not renewed, you will not be able to retry as a renewal candidate.
- If you are resubmitting your PPG, in the second year of eligibility you may modify as much or as little of your original submission as you feel necessary. You should read the recommendations for focus when preparing your resubmission to determine which evidence levels in your Profile need to be strengthened.

# Continuing Your Journey with National Board Certification

As you approach your tenth/twentieth year of certification, you have the opportunity to renew your certification and, in doing so, your commitment to accomplished teaching. To apply for certification renewal, you must submit your application by January 31 and materials by the ePortfolio submission deadline of your tenth/twentieth and final year of National Board Certification, as shown in the timeline below.

You may wish to attempt the renewal process in your first year of the two-year eligibility window. This offers you the chance to try again the following year in the event that your certification is not renewed. If you apply for renewal in your second year of eligibility and your certification is not renewed, you will not be able to retry as a renewal candidate.

The following timeline provides a snapshot of your schedule of commitments. For more information on the renewal process, refer to the National Board website.

## Renewal Planner

Step	To Do	Year 1-7	Year 8/18	Year 9/19	Year 10/20
1	<b>Prepare document Professional Growth Experiences throughout your career.</b> <ul style="list-style-type: none"> <li>Continue to develop certificate-specific knowledge, as well as pedagogical and technological skills.</li> <li>Track and plan for eventual documentation of Professional Growth Experiences.</li> </ul>	after initial certification or renewal			
2	<b>Apply for certification renewal in either year of eligibility.</b> <ul style="list-style-type: none"> <li>Update personal information at My Profile on the National Board website for renewal information*</li> <li>Submit application online at <a href="http://www.nbpts.org">www.nbpts.org</a>, including a nonrefundable \$300 initial fee in either year of eligibility.</li> </ul>		Sept. 1-Jan. 31 (1st opportunity)	Sept. 1-Jan. 31 (2nd opportunity)	
3	<b>Submit balance of \$1,250 fee.</b> <ul style="list-style-type: none"> <li>Submit balance in either year of eligibility.</li> </ul>			Sept. 1-Jan. 31	Sept. 1-Jan. 31
4	<b>Develop and upload your PPG by deadline.</b> <ul style="list-style-type: none"> <li>Access the PPG online at <a href="http://www.nbpts.org">www.nbpts.org</a>.</li> <li>Complete classroom-based components and written reflection elements of PPG.</li> <li>Organize, upload and submit complete PPG.</li> </ul>			Apr. 1-May 16	Apr. 1-May 16
5	<b>Receive renewal decision.</b> <ul style="list-style-type: none"> <li>If renewal is achieved, congratulations! Consider continuing your journey by mentoring other candidates.</li> <li>If renewal is not achieved in the first year of eligibility, receive recommendations for focus.</li> <li>Use recommendations in planning, preparation, and development of renewal entry in the second year of eligibility.</li> <li>Resubmit renewal application and fees in second year of eligibility.</li> </ul>			October	October

*\*It is essential to update your contact information throughout the course of your certification to ensure that your National Board records are current. To do so, visit **My Profile** at the National Board website.*

**Produced for**

**NATIONAL BOARD**  
*for Professional Teaching Standards®*

**by**

**PEARSON**

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The National Board for Professional Teaching Standards, Inc. has been funded in part with grants from the U.S. Department of Education and the National Science Foundation. The contents of this publication do not necessarily represent the policy of the U.S. Department of Education or the National Science Foundation, and you should not assume endorsement by the Federal Government. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the sponsors.

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