



Information about Withdrawing from National Board Certification®

To withdraw from the entire National Board Certification process for this year, either complete and mail the Withdrawal Form on the other side or complete and submit the online Withdrawal Form accessible on *My Profile* (www.nbpts.org/myprofile). NBPTS encourages you to continue with your pursuit of National Board Certification whenever possible. Depending on the circumstances surrounding your decision to withdraw, other options may allow for you to continue with the certification process. **Before you make a final decision to withdraw, please review your options below.**

Did You Know?

- Instead of forfeiting all or part of your nonrefundable fee, consider switching your funds to participate in *Take One!* To make the switch, simply withdraw your certification application and immediately submit an application for *Take One!* Because NBPTS regularly processes refunds, you must call 1-800-22TEACHSM as quickly as possible to have your money moved to your new *Take One!* account before it is refunded. *Note: Third-party payers (if applicable) should first be asked by candidates for permission to convert funds.*
- NBPTS automatically banks your individual entry and exercise scores. Any score you receive for an entry or exercise will be recorded in your candidate record.
- You have up to 24 subsequent, consecutive months from the date printed on your initial score report to retake entries and/or exercises that you did not complete, for which you did not receive a score, or for which you did not meet the individual entry/exercise performance standard of 2.75.*
- If you withdraw from the certification process now, you will **not** be able to retake individual entries/exercises that are due this year. You will have to apply, pay all necessary fees, and complete verification forms as a new candidate in a subsequent year.

Detailed information regarding score banking and retake options is provided on the NBPTS Web site at www.nbpts.org.

* As with other National Board policies and procedures, the current policy concerning retake options will be reviewed annually and is subject to change.

National Board Certification® Withdrawal Form

Effective 2008

If, after careful consideration, you decide that your particular circumstances eliminate any possibility of continuing your National Board candidacy at this time, please note the following information:

- **This form does not apply to retake candidates or current participants of *Take One!***
- Only use this form if you are withdrawing from the National Board Certification process this year.
- If you withdraw from National Board Certification, you are withdrawing from the entire process for this year.
- In accordance with the Refund Policy stated in the *Guide to National Board Certification*, you will receive a refund (less the \$500 nonrefundable initial fee and the \$65 application processing charge and any charges paid to process or modify your candidate record) if your Withdrawal Form is received by NBPTS prior to either submitting any portfolio entries for scoring or attending your assessment center appointment, whichever occurs first. Please note that you must cancel your assessment center appointment before requesting a refund. You do not need to submit a separate refund request. No part of your fee can be rolled over to certification for another year.
- If a third-party payer provided any portion of your fee, contact them directly to notify them of your withdrawal and to reconcile any outstanding reimbursement issues. Provide a copy of this withdrawal form to your third-party payer along with any applicable fees.
- Additional information regarding withdrawal is provided in the online *Guide to National Board Certification* at www.nbpts.org. If you are unsure about NBPTS withdrawal procedures or whether you should sign this form, or if you have any questions concerning your options, please contact NBPTS at 1-800-22TEACH.

To withdraw from the National Board Certification process this year, please complete, sign and date this form, and submit it to:

NBPTS PROCESSING CENTER
11827 Tech Com Way, Suite 200
San Antonio, TX 78233

or fax your completed form to 1-888-811-3514.

Name (print): _____

Address: _____

City/State/Zip: _____

Daytime Telephone: _____ **Evening Telephone:** _____

Candidate ID#: _____ **Social Security Number:** _____

Signature (required to process request to withdraw)

Date

OPTIONAL: Check all boxes below that indicate your reason(s) for withdrawal (please provide an explanation if checking "Other"). You are not required to provide a reason for withdrawal; however, we would appreciate having this information.

- | | |
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| <input type="checkbox"/> Personal or family illness | <input type="checkbox"/> Lack of support |
| <input type="checkbox"/> Personal change/crisis | <input type="checkbox"/> Financial concerns |
| <input type="checkbox"/> Change in teaching assignment | <input type="checkbox"/> Certification process too time-consuming |
| <input type="checkbox"/> Other _____ | |
- _____

If you need additional space, please continue on a separate sheet of paper and attach it to this form.

