



Information about Withdrawing from *Take One!*[™]

To withdraw from *Take One!*, use the Withdrawal Form on the other side to notify NBPTS. Before you make a final decision to withdraw, please review your options below. NBPTS encourages you to continue with your participation in *Take One!* whenever possible. Depending on the circumstances surrounding your decision to withdraw, other options may allow for you to continue with *Take One!*

Did You Know?

- You may transfer your *Take One!* score and apply it toward full National Board Certification®.
- You have up to two certification cycles following completion of *Take One!* to apply for National Board Certification and transfer your *Take One!* score.
- If you withdraw from *Take One!* now, but decide to participate in *Take One!* at a later date, you will have to reapply and pay all necessary fees.

More detailed information regarding transferring scores is provided on the NBPTS Web site at www.nbpts.org.

Take One!TM Withdrawal Form

Effective 2008

If, after careful consideration, you decide that your particular circumstances eliminate any possibility of continuing your participation in *Take One!* at this time, please note the following information:

- **This form does not apply to National Board Certification candidates or retake candidates.**
 - Only use this form if you are withdrawing from participation in *Take One!* this year.
 - In accordance with the Refund Policy, you will receive a refund, less the \$100 nonrefundable materials fee and any charges paid to process or modify your record, if your Withdrawal Form is received by NBPTS within 60 days of the online order date. Withdrawal requests received after that time are not eligible for a refund.
 - 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 online 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 1-800-22TEACHsm.
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To withdraw from *Take One!* this year, please complete, sign and date this form, and submit it to:

NBPTS Processing Center
11827 Tech Com, 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

Social Security Number

Participant ID#

Signature *(required to process request to withdraw)*

Date

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

Personal or family illness

Personal change/crisis

Change in teaching assignment

Process too time-consuming

Other _____

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