

# National Board Certification Planner

STEP	WHAT TO DO	2011	2012
1	<b>Send forms and fees to NBPTS:</b> <ul style="list-style-type: none"> <li>• application</li> <li>• nonrefundable initial fee (\$500)</li> </ul>		
	<ul style="list-style-type: none"> <li>• all eligibility forms</li> <li>• balance of full fee (totaling \$2,500)</li> </ul>		
2	<b>Develop portfolio entries and submit them to NBPTS:</b> <ul style="list-style-type: none"> <li>• Receive portfolio box <b>after</b> submitting initial fees.</li> <li>• Submit all four portfolio entries at once <b>after</b> submitting all fees and eligibility forms.</li> <li>• Be sure to gather all evidence of your work with students during the 12 months prior to the March 31 deadline.</li> </ul>		
3	<b>Schedule your assessment center exercises:</b> <ul style="list-style-type: none"> <li>• <b>after</b> submitting all fees and eligibility forms</li> <li>• at least 30 days <b>before</b> the test date</li> </ul>		
4	<b>Obtain your scores online:</b> <ul style="list-style-type: none"> <li>• Access <i>My Profile</i> to learn about your scores and certification status.</li> </ul>		