



NBPTS[®]

National Board for
Professional Teaching Standards

NBPTS Processing Center

11827 Tech Com, Suite 200
San Antonio, TX 78233
1-800-22TEACH[®] phone • (888) 811-3514 fax
www.nbpts.org

National Board Certification[®]
**Eligibility Verification
Forms and Instructions**

Effective 2011

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

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INSTRUCTIONS

Before you begin work on your portfolio, follow the steps in this section to determine whether you meet the eligibility requirements for National Board Certification®. To be eligible, you must submit proof that you meet all employment, licensure, and education requirements **prior to the date you applied for candidacy**. Because teaching situations vary widely across the country, candidates are strongly urged to call 1-800-22TEACH® to clarify these rules prior to applying and making payment, as the application charge and initial fee are nonrefundable.

Note to North Carolina Candidates: If you are receiving fee support from the state of **North Carolina**, you are not required to complete these forms. North Carolina will verify your eligibility electronically.

If you meet the three requirements listed below, you may use the combined **Candidate Eligibility Verification Form**:

- (1) have worked for at least three years in the same state-supported school district
- (2) were required to hold at least a bachelor's degree for employment at this school
- (3) were required to hold a valid state teaching license (or school counseling license if you applied for the ECYA/School Counseling certificate) for the three years of employment at this school.

If you do not meet the requirements above, you must complete and submit the following forms:

- **Candidate Education Verification Form**
- **Candidate Employment Verification Form**
- **Candidate License Verification Form**
- **Candidate Workplace Verification Form**

All of the forms listed above are included in this document. All eligibility verification forms must be received on or before **January 31, 2012**, at the:

**NBPTS PROCESSING CENTER
11827 TECH COM, SUITE 200
SAN ANTONIO, TX 78233**

ECYA/School Counseling Candidates: To apply for this certificate area, you must have been employed as a school counselor (not as a classroom teacher) at the pre-K through 12 level for a minimum of three years, meet the licensure requirements established by your state for a "school counselor," and have held that valid license during those years of employment.

COMPLETING AND SUBMITTING REQUIRED FORMS

Almost all verification forms request information from you and from institution(s). Because it may take time for the institution(s) to complete and submit these forms, NBPTS encourages you to submit them to the appropriate institution(s) as soon as possible after receipt. Before you submit any forms to an institution, complete the following steps:

- Complete your portion of the forms as instructed.
- Sign your name.
- Apply the enclosed bar code labels.

Remember that you will sign these forms attesting that the information is accurate.

You are urged to submit the required eligibility verification forms to NBPTS as promptly as possible. If NBPTS does not receive these completed forms by the **January 31, 2012**, deadline, you will be declared ineligible for **2011** National Board Certification, you will be unable to take assessment center exercises, and any submitted portfolio entries will not be scored.

It is your responsibility to follow up with these institutions and to confirm receipt of all forms by NBPTS. You can verify receipt of your forms by accessing your account via *My Profile* (www.nbpts.org/myprofile) or by calling 1-800-22TEACH. Have your candidate ID number available when you call.

USING OTHER MATERIALS INCLUDED IN THE MAILING

Candidate Bar Code Labels

You are provided with bar code labels that display the candidate ID number assigned to you at the time of your application. All information about your candidacy is included in your candidate record at NBPTS, using this number. Apply one of these bar code labels where indicated on each required verification form you submit so that NBPTS can verify that you have provided the necessary forms to continue with your candidacy. If you do not have bar code labels, please write your candidate ID number in the bar code label box on each verification form.

Return Envelope to NBPTS Processing Center

Your Eligibility Verification packet includes a 6" × 9" envelope addressed to:

**NBPTS Processing Center
11827 Tech Com, Suite 200
San Antonio, TX 78233**

Use this envelope (or, if lost, any other envelope) to return your completed forms. Do not use this envelope to return fee payment to NBPTS.

Withdrawal Form

Use this form if you decide to withdraw entirely from the National Board Certification process. For more information, refer to the instructions included with the Withdrawal Form. Mail the Withdrawal Form to:

**NBPTS Processing Center
11827 Tech Com, Suite 200
San Antonio, TX 78233**

Please note that your eligibility will expire if you do not complete at least one portfolio entry by the published date or one assessment center exercise prior to June 15, 2012. You would then need to begin the application process anew by reapplying for candidacy and paying the full assessment fee. If a third party is paying all or some of your assessment fee, you should contact that third-party payer in advance of the deadline to withdraw.



APPLY BAR CODE LABEL HERE
If you do not have bar code labels, you may write your candidate ID number here.

CANDIDATE ELIGIBILITY VERIFICATION FORM

This **combined** form is for use **ONLY** if you (1) have worked for at least three years (or the equivalent) at the same state-supported school district, (2) are required to hold at least a bachelor's degree (or its equivalent) for employment at this school, and (3) are required to hold a valid state teaching license (or school counseling license if you applied for the ECYA/School Counseling certificate) for the three years of employment at this school. (Employment under an intern or similar license is not acceptable for candidacy.) **You must meet the three requirements listed above. If you do not meet all three requirements, you are not eligible to use this form and must complete and submit the individual forms. If you are working at a facility that does not require a teaching or school counseling license, you cannot use this form. All forms are due at the National Board for Professional Teaching Standards[®] (NBPTS[®]) no later than January 31, 2012.**

Candidate: Apply a bar code label, complete the top part of the form, and **attach a copy of your current, valid state teaching license** (or current, valid state school counseling license if you applied for the ECYA/School Counseling certificate) and any other teaching licenses you have held for the three years of employment. Then give the form to your employer to review, sign, and submit. **If you worked at more than one school in the same state-supported school district, this form must be signed by a District Employment Officer.**

Principal/District Employment Officer _____
 District _____
 School(s) _____
 School Street Address _____
 City _____ State _____ ZIP Code _____

By my signature, I hereby authorize NBPTS or its designated representative to verify the information provided on this form. I further authorize my employer to release my employment information to NBPTS for this purpose and hereby release them from any liability related to the issuance of this information. I affirm to NBPTS that (1) my current employment is at a state-supported school district; (2) I have earned at least a bachelor's degree from an accredited institution; and (3) I hold a current, valid state teaching license/certificate (school counseling license if I applied for the ECYA/School Counseling certificate). I also represent that the information on this form is true, and I understand that if I misrepresent or falsify information on this form, National Board Certification[®] shall be denied or, if granted, revoked.

<i>Signature</i>	<i>Date You Applied for Candidacy</i>
<i>Full Name (Print)</i>	<i>Maiden Name</i>
<i>License/Certificate Number</i>	<i>Expiration Date</i>
	<i>Last 4 Digits of Your Social Security Number</i>

Principal OR District Employment Officer: If any of the statements below are not true, then do not sign this form. If the statements below are true, then submit the form to the address below as soon as possible, to be received no later than **January 31, 2012**.

By my signature, I attest that the information on this form is true, and I understand that if I misrepresent or falsify information on this form, National Board Certification shall be denied this candidate or, if granted, revoked.

- The facility listed above is an early childhood, elementary, middle, or secondary school facility.
- The candidate has been employed at this facility for at least three years or the equivalent. See reverse for additional explanation.
- The candidate has held a current, valid state teaching license/certificate during the years employed at this facility (school counseling license if an ECYA/School Counseling candidate). (Employment under an intern or similar license is not acceptable for candidacy.)

<i>Signature</i>	<i>Date</i>	<i>Phone</i>
<i>Name (Print)</i>	<i>Title</i>	

Submit the completed form, along with a **copy of your teaching license(s)** to the **NBPTS PROCESSING CENTER, 11827 TECH COM, SUITE 200, SAN ANTONIO, TX 78233**, to be received no later than **JANUARY 31, 2012**. Please make a copy for your records.



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INSTRUCTIONS FOR DETERMINING YEARS OF EMPLOYMENT

Candidates for National Board Certification (1) are required to submit verification of three years (or the equivalent) of successful teaching (or three years successfully serving as a school counselor if the candidate applied for the ECYA/School Counseling certificate) at one or more early childhood, elementary, middle, or secondary school facilities either located within the United States or at an institution accredited by one of the regional agencies recognized by the U.S. Secretary of Education; and (2) must have held the appropriate valid license/credential during those three years. Time spent in administrative positions, teaching or school counseling at the postsecondary level (community college or university/college), student teaching or in teaching internships (or student practica or school counseling internships), teaching under an intern license, and/or as a teacher's assistant does not count toward the requirement.

Candidates for certificate areas other than ECYA/School Counseling who have taught part time are eligible, provided that they have employment that is the equivalent of three years of teaching. Substitute teachers may count teaching time spent in long-term assignments toward the three years; substitute teaching that consists of short-term or on-call assignments does not accrue toward the three years. The three years of employment must have been completed prior to the candidate's application date as recorded on the front of this form and must have been done under a valid teaching license. Successful teaching means the candidate did not have his/her teaching license suspended or revoked during the period of employment being verified.

Candidates for ECYA/School Counseling who have served as a school counselor part time are eligible, provided that they have school counseling employment that is the equivalent of three years of full-time school counseling. The three years of employment must have been completed prior to the candidate's application date as recorded on the front of this form. Successful service as a school counselor means that the candidate did not have his/her school counseling license suspended or revoked during the period of employment being verified.

Use the matrix below to determine if the employment being verified is the equivalent of three years of teaching or school counseling.

Employment Status	Years of Employment	You are qualified to use this form if...
Full time, partly nonteaching or noncounseling	Multiply the number of years of employment at your facility/district prior to the candidate's application date by the percentage of time spent teaching or school counseling (for example, 6 years \times 50% teaching = 3 years of full-time equivalent teaching employment).	Your calculations result in three years of full-time equivalent teaching or school counseling employment as defined on this form. Be certain that your calculations only include time employed under a valid teaching or school counseling license.
Part time	Multiply the number of years of employment prior to the candidate's application date by the percentage of time the candidate is employed (for example, 4 years \times 75% school counseling = 3 years of full-time equivalent school counseling employment).	
Long-term substitute	Add up the length of the long-term teaching assignments completed at your facility/district prior to your application date.	

If you have questions about how to complete this form, call 1-800-22TEACH®.

IF YOU DO NOT MEET THE REQUIREMENTS TO COMPLETE THE CANDIDATE ELIGIBILITY VERIFICATION FORM, YOU MUST COMPLETE AND SUBMIT THE FOLLOWING FORMS:

- **Candidate Education Verification Form**
- **Candidate Employment Verification Form**
- **Candidate License Verification Form**
- **Candidate Workplace Verification Form (if applicable)**

Step 1: Education

You must possess a bachelor's, master's, or doctoral degree from an accredited institution—defined as a university or college that is authorized or accepted by a state as fulfilling the state's educational requirement for initial teaching or school counseling licensure. (Completion of degree requirements without award of a degree is not acceptable verification of the education requirement.) If you hold a degree awarded by an institution outside the United States, you may need to submit proof that the degree is equivalent to at least a bachelor's degree from an accredited institution (see instructions below).

Do you possess a bachelor's, master's, or doctoral degree from an accredited institution (or its documented equivalent), awarded prior to the date you applied for candidacy?

- Yes** → Complete the Candidate Education Verification Form then **go to Step 2**.
- No** → **Stop**. You are not eligible for National Board Certification. Complete and submit the Withdrawal Form.

Candidate Education Verification Form

To complete this form, be sure to do the following:

- Fill in all information above the Educational Institution Officer box.
- Sign the form on the signature line.
- Apply a bar code label.

Then do one of the following:

- Send the form to the educational institution that conferred your bachelor's, master's, or doctoral degree.
OR
- Apply online for degree verification at the National Student Clearinghouse Web site (www.degreeverify.com), and submit their degree-verification certificate along with your Education Verification Form to NBPTS. (Any other degree verification service may not be acceptable.) For this option, the educational institution officer does not need to sign the Education Verification Form.
OR
- Submit an official transcript with your Education Verification Form to NBPTS. For this option, the educational institution officer's signature is not required.

If your degree was awarded by an institution outside the United States and your state determined the equivalency of your degree to issue you a state teaching or school counseling license, you may attach to the form copies of (1) the state's credentialing report and (2) your current license. You will not need to verify equivalency through a National Association of Credential Evaluation Services (NACES) institution. If your state did not do this, you will need to submit transcripts to an organization belonging to NACES and attach the resulting documentation on organization letterhead to the form. Following is a table of NACES organizations. (You can find organization Web sites and e-mail addresses at the NACES Web site [www.naces.org/members.htm].)

NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES) MEMBERS

<p>Academic Evaluation Services, Inc. 11700 N 58th Street G & H Tampa, FL 33617 (813) 374-2020 FAX: (813) 374-2023</p>	<p>e-ValReports 10924 Mukilteo Speedway, #290 Mukilteo, WA 98275 (425) 349-5199 FAX: (425) 349-3420</p>	<p>International Academic Credential Evaluators, Inc. PO Box 2465 Denton, TX 76202-2465 (940) 383-7498 FAX: (940) 382-4874</p>
<p>A2Z Evaluations, LLC PO Box 74040 Davis, CA 95617 (530) 400-9266</p>	<p>Evaluation Service, Inc. 333 W. North Avenue, #284 Chicago, IL 60610 (847) 477-8569 FAX: (312) 587-3068</p>	<p>International Consultants of Delaware, Inc. 3600 Market Street, Suite 450 Philadelphia, PA 19104 (215) 387-6950 ext. 603 FAX: (215) 349-0026</p>
<p>Center for Applied Research, Evaluations, & Education, Inc. PO Box 18358 Anaheim, CA 92817 (714) 237-9272 FAX: (714) 237-9279</p>	<p>Foreign Academic Credential Service, Inc. PO Box 400 Glen Carbon, IL 62034 (618) 656-5291 FAX: (618) 656-5292</p>	<p>International Education Research Foundation, Inc. PO Box 3665 Culver City, CA 90231-3665 (310) 258-9451 FAX: (310) 342-7086</p>
<p>Education International, Inc. 29 Denton Road Wellesley, MA 02482 (781) 235-7425 FAX: (781) 235-6831</p>	<p>Foreign Educational Document Service PO Box 4091 Stockton, CA 95204 (209) 948-6589</p>	<p>Josef Silny & Associates, Inc. International Education Consultants 7101 SW 102 Avenue Miami, FL 33173 (305) 273-1616 FAX: (305) 273-1338</p>
<p>Educational Credential Evaluators, Inc. PO Box 514070 Milwaukee, WI 53203-3470 (414) 289-3400 FAX: (414) 289-3411</p>	<p>Foundation for International Services, Inc. 14926 35th Avenue West, Suite 210 Lynnwood, WA 98087 (425) 248-2255 FAX: (425) 248-2262</p>	<p>SpanTran Educational Services, Inc. 7211 Regency Square Boulevard, Suite 205 Houston, TX 77036-3197 (713) 266-8805 FAX: (713) 789-6022</p>
<p>Educational Perspectives, NFP PO Box 618056 Chicago, IL 60661-8056 (312) 421-9300 FAX: (312) 421-9353</p>	<p>Global Credential Evaluators, Inc. PO Box 9203 College Station, TX 77842-9203 (800) 707-0979 FAX: (512) 388-3174</p>	<p>World Education Services, Inc. PO Box 5087 Bowling Green Station New York, NY 10274-5087 (212) 966-6311 FAX: (212) 739-6100</p>
<p>Educational Records Evaluation Service, Inc. 601 University Avenue, Suite 127 Sacramento, CA 95825 (916) 921-0790 FAX: (916) 921-0793</p>	<p>Global Services Associates, Inc. 2554 Lincoln Boulevard, #445 Marina del Rey, CA 90291 (310) 828-5709 FAX: (310) 828-5709</p>	



NBPTS[®]
National Board for
Professional Teaching Standards

APPLY BAR CODE LABEL HERE
If you do not have bar code labels, you may write your candidate ID number here.

CANDIDATE EDUCATION VERIFICATION FORM

Candidate: Apply a bar code label, complete the top part of this form, and give the form to the educational institution that conferred your bachelor's, master's, or doctoral degree (or its equivalent) for that institution to complete and submit.

University/College _____

Street Address _____

City _____ State _____ ZIP Code _____

By my signature, I hereby authorize the National Board for Professional Teaching Standards[®] (NBPTS[®]) or its designated representative to verify information regarding my educational background as indicated on my application. I further authorize the above-indicated institution to release my educational background information to NBPTS for this purpose and hereby release them from any liability related to the issuance of this information. I also represent that the information on this form is true, and I understand that if I misrepresent or falsify information on this form, National Board Certification[®] shall be denied or, if granted, revoked.

Signature

Date You Applied for Candidacy

Name (Print)

Last 4 Digits of Your Social Security Number

Previous Last/Maiden Name

Year of Graduation

Years of Attendance

Degree

Educational Institution Officer: If you are able to verify the following information regarding the candidate, complete the form and submit it to the address below as soon as possible, to be received no later than **January 31, 2012**.

Degree Type (circle one): Bachelor's Master's Doctoral Year Granted _____

Signature _____
Title _____
Date

Submit the completed form to the **NBPTS PROCESSING CENTER, 11827 TECH COM, SUITE 200, SAN ANTONIO, TX 78233**, to be received no later than **JANUARY 31, 2012**. Please make a copy for your records.



Step 2: Employment

You must have completed three years of successful teaching (or successfully served three years as a school counselor if you applied for the ECYA/School Counseling certificate) at one or more early childhood, elementary, middle, or secondary school(s).

- The three years of employment **must have been completed prior to the date you applied for candidacy**.
- The three years of employment must have taken place in one or more facilities located within the United States or accredited by one of the regional agencies recognized by the U.S. Secretary of Education. If employed by a school outside the United States, you must submit a letter from one of these agencies specifying that the school at which you were employed was accredited during the period of your employment. (A list of relevant regional accrediting agencies is provided on page 10.)
- You must have held a valid state license (not an intern or a similar license) during the three years of employment you verify.
- Successful teaching or school counseling, at a minimum, means that your teaching or school counseling license was unencumbered (e.g., not suspended or revoked) during the period of employment being verified.

Administrative/Adult Learner Teaching Positions

If you are a teacher in an administrative position or a teacher who is teaching in the adult learner community, you must be able to provide evidence of three years of classroom teaching (or the equivalent) at the pre-K through 12 level in order to pursue National Board Certification in any certificate area except ECYA/School Counseling.

Part-Time or Substitute Teaching

If you teach part time, you are eligible in any certificate area except ECYA/School Counseling, provided your teaching employment is equivalent to three years of full-time teaching. (For example, if your teaching assignment is 50% of a full-time assignment at your school/district, you must have taught for at least six years.) If you are a substitute teacher, you may count teaching time spent in long-term assignments toward the three years, but not short-term or on-call assignments, provided you did so under a valid state teaching license.

Part-Time School Counseling

If you serve as a school counselor part time, you are eligible to be an ECYA/School Counseling candidate, provided your counseling employment is equivalent to three years of full-time counseling. (For example, if your school counseling assignment is 50% of a full-time assignment at your school/district, you must have served as a school counselor for at least six years.)

The following do *not* count toward the employment requirement:

- Employment as an administrator.
- Student teaching or teaching internships (or student practica or school counseling internships).
- Employment as a teacher's assistant.
- Postsecondary teaching at a community college or university/college. If you teach students over the age of 18, you must teach at the pre-K through 12 level (e.g., vocational classes in a high school setting).
- Employment under an intern or similar teaching license.

Have you completed three years of successful teaching (or three years successfully serving as a school counselor if you applied for the ECYA/School Counseling certificate) at one or more early childhood, elementary, middle, or secondary schools, as defined above?

- Yes** → Complete the Candidate Employment Verification Form then **go to Step 3**.
- No** → **Stop.** You are not eligible for National Board Certification. Complete and submit the Withdrawal Form.

Candidate Employment Verification Form

To complete this form, be sure to do the following:

- Fill in all information above the Principal OR District Employment Officer box.
- Sign on the signature line.
- Apply a bar code label.
- Be sure to record the date you applied for candidacy.
- Send the form to the personnel office of each facility for which you are verifying employment to meet the three-year teaching or school counseling requirement.
- Have each facility complete and submit the form to NBPTS.
- Be sure to ask for documentation of employment only as a teacher (or only as a school counselor if you applied for the ECYA/School Counseling certificate) at an early childhood, elementary, middle, or secondary school.

Each form should show the length of employment you are verifying from that facility. Do not include information on the form about employment in a nonteaching, noncounseling position (e.g., principal), or at a level outside the range of early childhood through secondary school (e.g., college or university teaching).

If you are verifying employment at an institution outside the United States, you must (1) complete and submit a Candidate Workplace Verification Form for that employer and (2) provide documentation from one of the accrediting agencies recognized by the U.S. Secretary of Education. Following are the two regional accrediting agencies that handle institutions outside the United States.

REGIONAL INSTITUTIONAL ACCREDITING AGENCIES	
Middle States Commission on Higher Education Dr. Elizabeth H. Sibolski, President 3624 Market Street Philadelphia, PA 19104 (267) 284-5000 FAX: (215) 662-5501 E-MAIL: info@msche.org	Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities Ralph Wolff, President 985 Atlantic Avenue, Suite 100 Alameda, CA 94501 (510) 748-9001 FAX: (510) 748-9797 E-MAIL: wascsr@wascsenior.org

Access www.ed.gov/admins/finaid/accred/accreditation_pg7.html#Regionallnstitutional for a complete list. A letter on accrediting agency letterhead must be submitted that specifies the name of the school you are submitting for your employment requirement. If you have questions about employment at a facility outside the United States, please contact NBPTS at 1-800-22TEACH.



APPLY BAR CODE LABEL HERE
 If you do not have bar code labels, you may write your candidate ID number here.

CANDIDATE EMPLOYMENT VERIFICATION FORM

Candidate: Apply a bar code label, complete the top part of this form, and give the form to your employer to complete and submit. (You may reproduce this form as needed to send to multiple employers. For every employer that is an institution outside the United States, you will also need to provide a Candidate Workplace Verification Form.) **If you worked at more than one school in the same state-supported school district, this form must be signed by a District Employment Officer.**

Principal/District Employment Officer _____
 District _____
 School Name _____
 Street Address _____
 City _____ State _____ ZIP Code _____

By my signature, I hereby authorize the National Board for Professional Teaching Standards® (NBPTS®) or its designated representative to verify information regarding my employment background as indicated on my application. I further authorize the above-indicated employer to release my employment information to NBPTS for this purpose and hereby release them from any liability related to the issuance of this information. I also represent that the information on this form is true, and I understand that if I misrepresent or falsify information on this form, National Board Certification® shall be denied or, if granted, revoked.

Signature _____ Date You Applied for Candidacy _____
 Full Name (Print) _____ Maiden Name _____ Last 4 Digits of Your Social Security Number _____

Principal OR District Employment Officer: Fill in the box of the correct answer to each question. Then complete the form and submit it to the address below as soon as possible, to be received no later than **January 31, 2012**.

<p>1. Is this facility an early childhood, elementary, middle, or secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No (Return this form to the candidate. He/she is not eligible for National Board Certification.)</p> <p>2. Has the candidate been employed at your facility for at least three years as a full-time teacher (or three years as a school counselor if the candidate applied for the ECYA/School Counseling certificate) under a valid state teaching license prior to the candidate's application date as recorded on this form? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>3. Using the chart on the back of this form as a guide, fill in the box below that corresponds to the length of full-time teaching or school counseling employment (or its equivalent) under a valid state teaching license at your school prior to the date (see above) the candidate applied for candidacy.</p> <p><input type="checkbox"/> 0.5 year <input type="checkbox"/> 1.5 years <input type="checkbox"/> 2.5 years</p> <p><input type="checkbox"/> 1.0 year <input type="checkbox"/> 2.0 years <input type="checkbox"/> 3.0+ years</p>
Signature _____	Date _____
Title _____	Phone (____) _____

Submit the completed form to the **NBPTS PROCESSING CENTER, 11827 TECH COM, SUITE 200, SAN ANTONIO, TX 78233**, to be received no later than **JANUARY 31, 2012**. Please make a copy for your records.



INSTRUCTIONS FOR QUESTION 3

Candidates for National Board Certification (1) are required to submit verification of three years (or the equivalent) of successful teaching (or three years successfully serving as a school counselor if the candidate applied for the ECYA/School Counseling certificate) at one or more early childhood, elementary, middle, or secondary school facilities either located within the United States or at an institution accredited by one of the agencies recognized by the U.S. Secretary of Education; and (2) must have held the appropriate valid license/credential during those three years. Time spent in administrative positions, teaching or school counseling at the postsecondary level, student teaching or in teaching internships (or student practica or school counseling internships), teaching under an intern or similar license, and/or as a teacher’s assistant does not count toward the requirement.

Candidates for certificate areas other than ECYA/School Counseling who have taught part time are eligible, provided that they have employment that is the equivalent of three years of teaching. Substitute teachers may count teaching time spent in long-term assignments toward the three years; substitute teaching that consists of short-term or on-call assignments does not accrue toward the three years. The three years of employment must have been completed prior to the candidate’s application date as recorded on the front of this form and must have been done under a valid teaching license. Successful teaching means the candidate did not have his/her teaching license suspended or revoked during the period of employment being verified.

Candidates for ECYA/School Counseling who have served as a school counselor part time are eligible, provided that they have school counseling employment that is the equivalent of three years of full-time school counseling. The three years of employment must have been completed prior to the candidate’s application date as recorded on the front of this form. Successful service as a school counselor means the candidate did not have his/her school counseling license suspended or revoked during the period of employment being verified.

Use the matrix below to determine the proper box to fill in on Question 3.

Employment Status	Years of Employment (Be certain that your calculations only include time employed under a valid teaching or school counseling license.)
Full time	Determine the number of years of employment at your facility prior to the candidate’s application date, rounded to the closest half-year.
Full time, partly nonteaching or noncounseling	Multiply the number of years of employment prior to the candidate’s application date by the percentage of time spent teaching or school counseling (for example, 6 years × 50% teaching = 3 years of full-time equivalent teaching employment).
Part time	Multiply the number of years of employment prior to the candidate’s application date by the percentage of time the candidate is employed (for example, 4 years × 75% school counseling = 3 years of full-time equivalent school counseling employment).
Long-term substitute	Add up the length of the long-term teaching assignments completed at your facility prior to the candidate’s application date.

If you have questions about how to complete this form, call 1-800-22TEACH®.

Step 3: License

You must have held a valid state teaching license (or have met the licensure requirements established by your state for a “school counselor” and held that valid license if you applied for the ECYA/School Counseling certificate) for each of the years of employment you verify in Step 2. Employment under intern or similar licensure does not meet the licensure prerequisite. In addition, your license must have been unencumbered (e.g., not suspended or revoked) during your employment as a teacher or school counselor. If you are currently teaching in a facility that requires a state-issued license, you must hold a valid license from the time of National Board Certification application and throughout your candidacy period.

If you applied for a certificate area other than ECYA/School Counseling and part or all of the employment you are verifying in Step 2 was served at a facility in which a state teaching license was not required, you should use the Candidate Workplace Verification Form to document that employment. Candidates for ECYA/School Counseling must have held a valid state school counseling license during the years of employment verified.

If you applied for a certificate area other than ECYA/School Counseling, were you required by the state to have a valid teaching license for the years of employment in Step 2?

Yes →

Did you hold a valid teaching license (not an intern or similar license) for the years of employment, as required by your state?

- Yes →** If you also meet the education and employment requirements defined in Steps 1 and 2, you are eligible to pursue National Board Certification. Go to the next section. Complete and submit the Candidate License Verification Form with a copy of your teaching license.
- No → Stop.** You are not eligible for National Board Certification. Complete and submit the Withdrawal Form.

No →

Was the facility in which you taught for the years of employment approved by the state to operate?

- Yes →** If you also meet the education and employment requirements defined in Steps 1 and 2, you are eligible to pursue National Board Certification. Go to the next section. Complete and submit the Candidate License Verification Form; fill out the top portion of the Candidate Workplace Verification Form and give it to your employer to complete and submit to NBPTS.
- No → Stop.** You are not eligible for National Board Certification. Complete and submit the Withdrawal Form.

If you applied for the ECYA/School Counseling certificate, were you required by the state to have a valid school counseling license for the years of employment in Step 2?

- Yes →** If you also meet the education and employment requirements defined in Steps 1 and 2, you are eligible to pursue National Board Certification. Go to the next section. Complete and submit the Candidate License Verification Form with a copy of your school counseling license.
- No → Stop.** You are not eligible for National Board Certification. Complete and submit the Withdrawal Form.

Candidate License Verification Form

To complete this form, be sure to do the following:

- Provide the correct information as instructed on the form.
- Sign on the signature line.
- Apply a bar code label.
- Attach a copy of your teaching or school counseling license(s).
- Submit the form in the provided 6" × 9" envelope.

If you are verifying employment at one or more facilities that did not require you to hold a state teaching license, see the instructions for the Candidate Workplace Verification Form. Candidates for ECYA/School Counseling must have held a valid state school counseling license during the years of employment verified.



APPLY BAR CODE LABEL HERE
If you do not have bar code labels, you may write your candidate ID number here.

CANDIDATE LICENSE VERIFICATION FORM

Candidate: Apply a bar code label, check the box with the correct answer to Question 1, and follow the instructions to complete the form.

1. Did you hold a valid teaching license/certificate (or school counseling license if applying for the ECYA/School Counseling certificate) for the three years of employment indicated on your Candidate Employment Verification Form(s)? Employment under an intern or similar license does not count toward the three-year requirement.
 - Yes** (Skip Question 2. Complete the rest of the form and **submit a copy of your current teaching or school counseling license with this form.**) If more than one license was held for the three years of employment indicated on your Candidate Employment Verification Form(s), submit copies of all that were applicable.
 - No** (Go to Question 2. Candidates for all certificate areas except the ECYA/School Counseling certificate should complete the rest of the form and submit it. You will also need to submit the Candidate Workplace Verification Form to document that you were not required to hold a valid state license for all or part of the employment you are verifying. School counselors who applied for the ECYA/School Counseling certificate but do not meet the licensure requirements established by their state for a "school counselor" are not eligible for candidacy.)

2. A valid teaching license/certificate was not required by my place of employment for the following reason(s):
 - Early childhood/pre-K facility
 - Private school
 - School outside the United States
 - Other _____

By my signature, I affirm that the information on this form is true and I understand that if I misrepresent or falsify information on this form, National Board Certification® shall be denied or, if granted, revoked; that my attached license was valid for the three years of employment listed on my Candidate Employment Verification Form; and that the copy of my teaching or school counseling license attached to this form is a true copy of the original and has not been altered in any way.

_____	_____
<i>Signature</i>	<i>Date</i>
_____	_____
<i>Name (Print)</i>	<i>Last 4 Digits of Your Social Security Number</i>
_____	_____
<i>Previous Last/Maiden Name</i>	<i>Dates Covered by License</i>

Attach a copy of your teaching license (if applicable) or school counseling license to this completed form and mail it to the **NBPTS PROCESSING CENTER, 11827 TECH COM, SUITE 200, SAN ANTONIO, TX 78233**, to be received no later than **JANUARY 31, 2012**. Please make a copy for your records.





APPLY BAR CODE LABEL HERE
If you do not have bar code labels, you may write your candidate ID number here.

CANDIDATE WORKPLACE VERIFICATION FORM

Candidate: Use this form only if the facility documented on your Employment Verification Form is a private school and you are not required to hold a teaching license, or if your employer is an institution outside the United States. Apply a bar code label, complete the top portion of the form, and give the form to your employer to complete and submit. (You may reproduce the form as needed to send to multiple employers.)

Name _____

School/Facility _____

Street Address _____

City _____ State _____ ZIP Code _____

Personnel Office: Check the box with the correct answer and follow the instructions. If answering "Yes," complete and sign the form and submit it to the address below as soon as possible, to be received no later than **January 31, 2012**.

Is your school/facility recognized and approved to operate by your state (or by one of the recognized regional accrediting agencies if it is an institution outside the United States)?

- Yes** Attach a copy of the appropriate state license or other official documentation from the state or agency granting permission to operate.
- No** Return this form to the candidate. He/she is ineligible for National Board Certification.

Signature

Date

Name (Print)

(_____)
Phone

Title

Submit the completed form to the **NBPTS PROCESSING CENTER, 11827 TECH COM, SUITE 200, SAN ANTONIO, TX 78233**, to be received no later than **JANUARY 31, 2012**. Please make a copy for your records.

