

# ***Eligibility Verification***

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## ***Forms and Instructions***

*Effective 2023*



**NATIONAL BOARD**

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*for Professional Teaching Standards®*

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## Eligibility Requirements

Before beginning the certification process, you must possess a bachelor's degree from an accredited institution and hold a valid state teaching license (or meet the licensure requirements established by your state for a school counselor\*). You must also complete three years of successful teaching by June 30 of your third year of candidacy and must have held a valid state teaching license (or meet the licensure requirements established by your state for a school counselor) during those three years of employment, before you will be eligible to achieve certification. You must submit proof of meeting the employment eligibility requirement by the deadline in order to achieve National Board Certification.

Note: If part or all of the employment you are verifying was served at a facility in which a state teaching or school counseling license was not required (e.g., private school, parochial school, school outside the United States, or early childhood facility, you may be eligible to pursue certification if the facility in which you taught was approved by the state to operate as a school (refer to the Candidate Workplace Verification Form for details).

\*ECYA/School Counseling Candidates: Before registering, you must meet the National Board's education requirement in addition to the licensure requirements established by your state for a school counselor. To achieve certification in this 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 and must have held a valid school counseling license during those years of employment.

Review page 6 of the [Guide to National Board Certification](#) for additional details. Because teaching situations vary widely across the country, you are strongly urged to call 1-800-22TEACH (83224) to clarify these rules prior to registering because the registration fee is non-refundable.

Eligibility Requirement	Requirement Must be Met
<b>Candidates must possess a bachelor's degree from an accredited institution.</b> (Candidates for the Career and Technical Education certificate are required to hold a bachelor's degree only if their state required one for their current license.)	<u>Before</u> a candidate registers and purchases their first component for National Board Certification.
<b>Candidates must hold a valid state teaching license or meet the licensure requirements established by their state.</b>	<u>Before</u> a candidate registers and purchases their first component for National Board Certification.  Note: A candidate must also hold a valid license for each of the three years they verify towards the employment requirement.
<b>Candidates must have successfully completed three years of teaching at one or more early childhood, elementary, middle, or secondary schools to achieve Board certification.</b> (Applicants for ECYA/School Counseling must have successfully completed three years serving as a school counselor.)	No later than June 30 of a candidate's third year of candidacy. *This requirement must be met for a candidate to be eligible to achieve certification.  When a candidate meets the score requirements and all eligibility requirements, including the teaching employment requirement (if not already met), the candidate will achieve National Board certification.

\*This policy was revised, effective for first-time candidates in the fall of the 2022-23 registration cycle. Refer to the [Policy Change for Certification Requirements](#) FAQs for additional details.

## Eligibility Audit

The National Board will audit first-time candidate records and request proof of meeting the eligibility requirements. If you are selected for the audit, you must provide supporting documentation demonstrating you met the specified eligibility requirements. Please note the following:

- Candidates who have completed three or more years of teaching when they register will be **randomly** audited and required to submit proof of meeting the education, licensure, and employment requirements.
- **All candidates who have completed less than three years of teaching** when they register will be required to complete two separate audits:
  - Initial Audit: Proof of meeting the education and licensure requirements must be submitted during the initial year of candidacy.
  - Employment Audit: After completing the initial audit, an employment attestation button will appear on the Candidate Dashboard of the candidate's [National Board account](#). Candidates will need to complete the attestation and submit proof of meeting the employment requirement after completing three years of successful teaching, and no later than June 30 of their third year of candidacy in order to be eligible to achieve certification.

All **candidates who are being audited will be notified by the National Board via email** within 30 days of the purchase of their first component\*and will then have 30 days to return the appropriate verification forms. Audited candidates will be notified of their eligibility status within 15 days of receipt of the completed verification forms.

Candidates who do not return the appropriate forms and documentation within the specified time frame will be deemed ineligible, and their registration and any purchased components will be withdrawn. If you are deemed ineligible at any point, you will not receive a refund of the registration fee, any service fees, or the assessment fee for any completed components.

*\*Note: Candidates who purchase their first component between May 22-August 31 will be audited in September. Candidates who purchase their first component in February will be audited in March.*

## Determining Which Forms to Complete if Audited

The National Board will routinely audit first-time candidate records and request proof of meeting the eligibility requirements. If you are selected for the audit, you will be notified by the National Board via email and will have 30 days from notification to return the appropriate verification forms.

**If you have completed three or more years of successful teaching** and meet the three requirements listed below, you only need to complete and submit the **Candidate Eligibility Verification Form**, along with a copy of your valid license:

1. You have completed at least three years of successful teaching in the *same* state-supported school or school district.
2. You were required to hold at least a bachelor's degree for employment at this school (note, candidates registering for the Career and Technical Education certificate are required to hold a bachelor's degree only if their state required one for their current license).
3. You were required to hold a valid state teaching license (or school counseling license if you registered for the ECYA/School Counseling certificate) for the three years of employment at this school.

If you have completed three or more years of successful teaching but do not meet the requirements above, you must complete and submit the following individual forms:

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

**If you have not yet completed three years of successful teaching**, you are only required to submit the following forms by the audit deadline (you will be required to provide proof of employment by June 30 of your third year of candidacy):

- **Candidate Education Verification Form**
- **Candidate License Verification Form**

Almost all verification forms request information from you and from institution(s). It may take time for the institution(s) to complete these forms. As such, the National Board encourages you to submit them to the appropriate institution(s) as soon as possible. Before you submit any forms to an institution, take the following steps:

- Complete your portion of the forms as instructed.
- Sign your name.
- Provide your National Board candidate ID number in the space provided.

## Submitting your Completed Forms

Because you are responsible for submitting all documentation to the National Board, you will need to instruct the institution(s) to return the completed form(s) directly to you. Remember that you will sign these forms attesting that the information is accurate, whether prepared by you or by an institution.

Submit all completed forms and documentation to verify you meet the eligibility requirements at the same time - the National Board is unable to process individual forms that are sent separately. Once you have received all signed and completed forms from the necessary institution(s), submit them together with your form(s) using the [National Board web form](#) on the National Board's Contact Us page. You will need to create a Zip file or convert your individual forms to a multi-paged PDF before submitting.

If the National Board does not receive these completed forms within 30 days of your audit notification, you may be declared ineligible for National Board Certification, and your registration may be withdrawn. Review the [Guide to National Board Certification](#) for additional dates, deadlines, and policy information.

## Instructions for Determining Years of Employment

Before receiving certification, 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 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 under a valid school counseling license. 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.

<b>Employment Status</b>	<b>Years of Employment</b>	<b>You are qualified to use this form if...</b>
Full-time, Partly non-teaching or non-counseling	Multiply the number of years of employment at your facility/district 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. Ensure that your calculations only include time employed under a valid teaching or school counseling license.
Part-time	Multiply the number of years of employment 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.	

If you have questions about how to complete this form, contact our Customer Support team at 1-800-22TEACH (83224).

## Candidate Eligibility Verification Form

Complete and submit the **Candidate Eligibility Verification Form**, along with a copy of your valid license if you:

- Have completed at least three years of successful teaching in the same state-supported school or school district.
- Were required to hold at least a bachelor's degree for employment at this school (note, candidates registering for the Career and Technical Education certificate are required to hold a bachelor's degree only if their state required one for their current license).
- Were required to hold a valid state teaching license (or school counseling license if you registered for the ECYA/School Counseling certificate) for the three years of employment at this school.

## 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 or school district, (2) are required to hold at least a bachelor's degree (or its equivalent if applying for the EAYA/CTE certificate) 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 or district. (Employment under an intern or similar license is not acceptable for candidacy.) **If you do not meet the three requirements listed above, you are not eligible to use this form and must complete and submit the Education, Employment, and License Verification forms. If you are working at a facility that does not require a teaching or school counseling license, please do not use this form.**

**Candidate:** Provide your National Board candidate ID number in the space provided, 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 registered 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 and sign.

Principal/District Employment Officer

District \_\_\_\_\_

School(s) \_\_\_\_\_

School Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

By my signature, I hereby authorize National Board or its designated representative to verify the information provided on this form. I further authorize my employer to release my employment information to National Board for this purpose and hereby release my employer(s) from any liability related to the disclosure of this information. I affirm to National Board that (1) my current employment is within a state-supported school district; (2) I have earned at least a bachelor's degree (or its equivalent) 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 and affirm that the information on this form is true, and I understand and agree that if I misrepresent or falsify information on this form, National Board Certification may be denied or, if granted, revoked.

**Signature**

**Full Name (Print)**

**Maiden Name**

**License/Certificate Number**

**Date Issued**

**Expiration Date**

**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 sign and date this form and return it to the candidate.

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 in this school or school district for at least three years or the equivalent. See next page 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 have the ability and authority to verify employment within the school district.

**Signature**

**Date**

**Phone**

**Name (Print)**

**Title**

**Principal/District Employment Officer: Please return this completed form to the candidate.**

**Candidate: Refer to the Submitting your Completed Forms section of this document for instruction on how to submit this form.**

# Candidate Education Verification Form

## 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). **Note:** Candidates registering for the Career and Technical Education (CTE) certificate are required to hold a bachelor's degree only if their state required one for their current license. If you have applied for the CTE certificate and are not required by your state to hold a bachelor's degree, complete the top half of the form and check the box pertaining to CTE.

**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** You are not eligible for National Board Certification.
- ☐ **Other** I have applied for the Career and Technical Education certificate and a bachelor's degree is not required by my state in order to hold a teaching license.

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.
- Provide your National Board candidate ID number in the space provided

**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 website ([www.degreeverify.com](http://www.degreeverify.com)) and submit their degree-verification certificate along with your Education Verification Form to National Board. (Any other degree verification service will not be accepted.) For this option, the educational institution officer does not need to sign the Education Verification Form.  
**OR**
- Submit a copy of your official transcript with your Education Verification Form to National Board. 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 websites and email addresses at the NACES website ([www.naces.org/members](http://www.naces.org/members)).

### NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES) MEMBERS

<b>Academic Evaluation Services, Inc.</b> 11700 N 58th Street G & H Tampa, FL 33617 (813) 374-2020 FAX: (813) 374-2023	<b>e-ValReports</b> 10924 Mukilteo Speedway, #290 Mukilteo, WA 98275 (425) 349-5199 FAX: (425) 349-3420	<b>International Academic Credential Evaluators, Inc.</b> PO Box 2465 Denton, TX 76202-2465 (940) 383-7498 FAX: (940) 382-4874
<b>A2Z Evaluations, LLC</b> 216 F Street, #29 Davis, CA 95616 (530) 400-9266	<b>Evaluation Service, Inc.</b> 333 W. North Avenue, #284 Chicago, IL 60610 (847) 477-8569 FAX: (312) 587-3068	<b>International Consultants of Delaware, Inc.</b> 3600 Market Street, Suite 450 Philadelphia, PA 19104 (215) 387-6950 ext. 603 FAX: (215) 349-0026



<b>Center for Applied Research, Evaluations, &amp; Education, Inc.</b> PO Box 18358 Anaheim, CA 92817 (714) 237-9272 FAX: (714) 237-9279	<b>Foreign Academic Credential Service, Inc.</b> PO Box 400 Glen Carbon, IL 62034 (618) 656-5291 FAX: (618) 656-5292	<b>International Education Research Foundation, Inc.</b> PO Box 3665 Culver City, CA 90231-3665 (310) 258-9451 FAX: (310) 342-7086
<b>Education International, Inc.</b> 29 Denton Road Wellesley, MA 02482 (781) 235-7425 FAX: (781) 235-6831	<b>Foreign Educational Document Service</b> PO Box 4091 Stockton, CA 95204 (209) 948-6589	<b>Josef Silny &amp; Associates, Inc. International Education Consultants</b> 7101 SW 102 Avenue Miami, FL 33173 (305) 273-1616 FAX: (305) 273-1338
<b>Educational Credential Evaluators, Inc.</b> PO Box 514070 Milwaukee, WI 53203-3470 (414) 289-3400 FAX: (414) 289-3411	<b>Foundation for International Services, Inc.</b> 14926 35th Avenue West, Suite 210 Lynnwood, WA 98087 (425) 248-2255 FAX: (425) 248-2262	<b>SpanTran: The Evaluation Company</b> 2400 Augusta Drive, Suite 451 Houston, TX 77057 (713) 266-8805 FAX: (713) 789-6022
<b>Educational Perspectives, NFP</b> PO Box 618056 Chicago, IL 60661-8056 (312) 421-9300 FAX: (312) 421-9353	<b>Global Credential Evaluators, Inc.</b> PO Box 9203 College Station, TX 77842-9203 (800) 707-0979 FAX: (512) 388-3174	<b>World Education Services, Inc.</b> PO Box 5087 Bowling Green Station New York, NY 10274-5087 (212) 966-6311 FAX: (212) 739-6100
<b>Educational Records Evaluation Service, Inc.</b> 601 University Avenue, Suite 127 Sacramento, CA 95825 (916) 921-0790 FAX: (916) 921-0793	<b>Global Services Associates, Inc.</b> 409 North Pacific Coast Highway, #393 Redondo Beach, CA 90277 (310) 828-5709 FAX: (310) 828-5709	

## CANDIDATE EDUCATION VERIFICATION FORM

**Candidate:** Provide your National Board candidate ID number in the space provided, 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.

University/College \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

☐ I have applied for the Career and Technical Education certificate area and a bachelor's degree is not required by my state in order to hold a teaching license.

By my signature, I hereby authorize the National Board for Professional Teaching Standards (National Board) 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 National Board for this purpose and hereby release the institution from any liability related to the disclosure of this information. I also represent that the information on this form is true, and I understand and agree that if I misrepresent or falsify information on this form, National Board Certification may be denied or, if granted, revoked.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**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 return it to the candidate as soon as possible.

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

\_\_\_\_\_  
**Signature**      \_\_\_\_\_  
**Title**      \_\_\_\_\_  
**Date**

**Educational Institution Officer: Please return this completed form to the candidate.**

**Candidate: Refer to the Submitting your Completed Forms section of this document for instruction on how to submit this 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.
- Provide your National Board candidate ID number in the space provided.
- Send the form to your principal or 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 return the form to you.
- 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 non-teaching, non-counseling 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	
<b>Middle States Commission on Higher Education</b> Dr. Elizabeth H. Sibolski, President 3624 Market Street Philadelphia, PA 19104 (267) 284-5000 FAX: (215) 662-5501 E-MAIL: info@msche.org	<b>Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities</b> Ralph Wolff, President and Executive Director 985 Atlantic Avenue, Suite 100 Alameda, CA 94501 (510) 748-9001 FAX: (510) 748-9797 E-MAIL: wascsr@wascsenior.org

Access [http://www2.ed.gov/admins/finaid/accred/accreditation\\_pg6.html](http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html) 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 our Customer Support team at 1-800-22TEACH (83224).

## Step 2: Employment

To be eligible for certification, 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 be completed no later than June 30 of your third year of candidacy to be eligible to receive certification.**
- 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 8.)
- 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.** Complete and submit this form to the National Board **once you have completed** three years of full-time teaching.

**\*Note:** If you have completed less than three years of teaching you are not required to complete Step 2 or submit proof of employment until June 30 of your third year of candidacy.

## Instructions for Question 3

Before becoming eligible to achieve certification, 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. The three years of teaching must be completed by June 30 of their third year of candidacy; and (2) must have held the appropriate valid license/credential during those three years. Note: If part or all of the employment you are verifying was served at a facility in which a state teaching or school counseling license was not required (e.g., private school, parochial school, school outside the United States, or early childhood facility), you will also need to submit the Candidate Workplace Verification Form.

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 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 under a valid school counseling license. 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.

<b>Employment Status</b>	<b>Years of Employment</b> (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, rounded to the closest half-year.
Full-time, partly non-teaching or non-counseling	Multiply the number of years of employment 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 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.

If you have questions about how to complete this form, contact our Customer Support team at 1-800-22TEACH (83224).

## CANDIDATE EMPLOYMENT VERIFICATION FORM

**Candidate:** Write your National Board ID number in the space provided, complete the top part of this form, and give the form to your employer to complete. (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.)

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 (National Board) 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 National Board for this purpose and hereby release my employer from any liability related to the disclosure of this information. I also represent that the information on this form is true, and I understand and agree that if I misrepresent or falsify information on this form, National Board Certification may be denied or, if granted, revoked.

Signature \_\_\_\_\_

Full Name (Print) \_\_\_\_\_

Maiden Name \_\_\_\_\_

**Principal OR District Employment Officer:** Fill in the box of the correct answer to each question. Then complete the form and return it to the candidate as soon as possible.

- Is this facility an early childhood, elementary, middle, or secondary school?  
☐ **Yes**  
☐ **No** (Return this form to the candidate. He/she is not eligible for National Board Certification based upon employment by your facility.)
- 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?  
☐ **Yes**  
☐ **No**

- 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.

☐ **0.5 year**   ☐ **1.5 years**   ☐ **2.5 years**

☐ **1.0 year**   ☐ **2.0 years**   ☐ **3.0+ years**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Phone

**Principal/District Employment Officer:** Please return this completed form to the candidate.  
**Candidate:** Refer to the Submitting your Completed Forms section of this document for instruction on how to submit this 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.
- Provide your National Board candidate ID number in the space provided.
- Attach a copy of your teaching or school counseling license(s).

If part or all of the employment you are verifying was served at a facility in which a state teaching or school counseling license was not required (e.g., private school, parochial school, school outside the United States, or early childhood facility), you will also need to submit the Candidate Workplace Verification Form.

### 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 part or all of the employment you are verifying in Step 2 was served at a facility in which a state teaching license (or school counseling license if you applied for the ECYA/School Counseling certificate) was not required, you should use the Candidate Workplace Verification Form to document that employment.

**\*Note:** If you have completed less than three years of teaching you are not required to complete Step 2 or submit proof of employment until June 30 of your third year of candidacy.

***Were you required by the state to have a valid teaching license (or school counseling license if you applied for the ECYA/School Counseling certificate) for the years of employment verified in Step 2?***

☐ **Yes**

***Did you hold a valid teaching license (or school counseling license if you applied for the ECYA/School Counseling certificate), not an intern or similar license, for the years of employment, as required by your state?***

☐ **Yes**

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.

☐ **No**

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

☐ **Yes**

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.

☐ **No**

**Stop.** You are not eligible for National Board Certification.

## CANDIDATE LICENSE VERIFICATION FORM

**Candidate:** Provide your National Board candidate ID number in the space provided, check the box with the correct answer to Question 1, and follow the instructions to complete the form.

1. Do you currently hold a valid teaching license/certificate (or school counseling license if applying for the ECYA/School Counseling certificate) or did you hold it for the 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 years of employment indicated on your Candidate Employment Verification Form(s), submit copies of all that were applicable.
  - ☐ **No** (Go to Question 2. 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 (or school counseling license if you applied for the ECYA/School Counseling certificate) for all or part of the employment you are verifying.
2. A valid teaching/school counseling 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 and agree that if I misrepresent or falsify information on this form, National Board Certification® may 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (Print) \_\_\_\_\_

Previous Last/Maiden Name \_\_\_\_\_

Dates Covered by License \_\_\_\_\_

**Candidate: Refer to the Submitting your Completed Forms section of this document for instruction on how to submit this form.**



## Candidate Workplace Verification Form

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](mailto:info@msche.org)

***Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities***

Ralph Wolff, President and Executive Director

985 Atlantic Avenue, Suite 100

Alameda, CA 94501

(510) 748-9001

FAX: (510) 748-9797

E-MAIL: [wascsr@wascsenior.org](mailto:wascsr@wascsenior.org)

Access [http://www2.ed.gov/admins/inaid/accred/accreditation\\_pg6.html](http://www2.ed.gov/admins/inaid/accred/accreditation_pg6.html) 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 our Customer Support team at 1-800-22TEACH (83224).

## 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 school counseling license if you applied for the ECYA/School Counseling certificate), or if your employer is an institution outside the United States. Provide your National Board candidate ID number in the space provided, complete the top portion of the form, and give the form to your employer to complete. (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 return to the candidate as soon as possible.

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 based upon employment by your facility.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (Print) \_\_\_\_\_

( ) \_\_\_\_\_

Phone \_\_\_\_\_

Title \_\_\_\_\_

**Personnel Office:** Please return this completed form to the candidate.

**Candidate:** Refer to the Submitting your Completed Forms section of this document for instruction on how to submit this form.

**Produced for**

**NATIONAL BOARD**  
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