

# 2017-18 Renewal Guide to National Board Certification

Version 1.2

For NBCTs completing the National Board Certification Renewal Process

For additional information go to  
[www.nbpts.org/national-board-certification/renewal/](http://www.nbpts.org/national-board-certification/renewal/)

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

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# Introduction

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As a candidate for Certification Renewal, you are already aware of the benefits of the certification process. This Guide will help you determine the next steps as you continue in the renewal process.

Please note this guide is for NBCTs pursuing Certification Renewal. If you are interested in pursuing National Board Certification or are a First-time or Returning candidate, please visit our website at [www.nbpts.org/national-board-certification/](http://www.nbpts.org/national-board-certification/) for additional information.

## Certification Renewal

If you certify prior to 2017, National Board Certification is awarded for a period of up to 10 years. As an NBCT, you must complete the Certification Renewal process before your certification expiration date and may only renew certification in your original certificate area. You are offered two opportunities to apply for certification renewal, with the first application window opening late in the eighth year of your current certification and the second opening late in the ninth year (NBCTs who already hold a renewed certificate would apply for Certification Renewal beginning in their eighteenth or nineteenth year of renewed certification). Certification Renewal must occur within the appropriate application periods outlined in the Certification Renewal Calendar found on the National Board website. Once a certificate is renewed, the renewed certification begins upon expiration of the original National Board Certification, regardless of the date you renewed.

NBCTs who are applying to renew their certification must complete a Profile of Professional Growth® (PPG). The PPG differs from the original certification process in many ways. It is a holistic approach in which all components submitted are linked and evaluated. It has been designed so that you show the connections you make between your continued professional growth and student learning. For more information about the procedure, timeline, and fees for renewal candidates, refer to the *Renewal at a Glance* on the National Board website ([www.nbpts.org/national-board-certification/renewal/](http://www.nbpts.org/national-board-certification/renewal/)).

**Recent change: The National Board has revised its policy for maintenance of certification (MOC). Once introduced in 2021, the National Board will no longer extend certificates through the current 10-year renewal process. To learn more about MOC, visit our website at [www.nbpts.org/national-board-certification/renewal/](http://www.nbpts.org/national-board-certification/renewal/).**

## How to Apply

Take time to read all of the information provided in this guide prior to applying. Pay close attention to the required fees listed on page 3 and the Important Dates and Deadlines chart below.

- ✓ Determine if your state or district offers [fee support](#). To ensure that you qualify for what is offered, you should begin this process as early as possible.
- ✓ Finally, apply online via the [National Board Management System](#) (NBMS).

### Important Dates and Deadlines

*All dates and deadlines are subject to change.*

| 2017-18 Important Dates and Deadlines |                                    |
|---------------------------------------|------------------------------------|
| Application Window                    | September 1, 2017-January 31, 2018 |
| Fee Payment Deadline                  | January 31, 2018                   |
| Withdrawal Deadline                   | January 31, 2018                   |
| ePortfolio Submission Window          | April 1-May 16, 2018               |
| Renewal Decisions Released            | November, 2018                     |

## Fees

This table lists the various fees applicable to Certification Renewal. You are responsible for confirming receipt by National Board of all payments. Once your application has been submitted, you can monitor the status of your fees and payments via [NBMS](#). Payments can be made via credit card and electronic check.

| Type of Fee   | Details   | Amount  | Deadline for Receipt       |
|---|---|---------|----------------------------|
| Certification Renewal Fee (renewal candidates only) | This fee is required each time you attempt Certification Renewal.                     | \$1,250 | January 31, 2018           |
| Returned Check Fee                                  | This fee may be assessed if your personal check is returned for non-sufficient funds. | \$35    | 30 days after notification |

### Coordinating Third-Party Payments

If your candidacy is being subsidized by a third-party payer, you are responsible for contacting the payer to arrange for fee payments. Some third-party payers have specific requirements for candidate funding, including requirements for completing the certification process. Be sure you understand all the criteria of your third-party payer, and work closely with the payer to ensure you meet all of the third-party payer's funding requirements.

### Withdrawals

If you choose to withdraw from the assessment process, you are responsible for notifying the National Board via [NBMS](#), prior to the January 31, 2018 withdrawal deadline. To withdraw your application, log in to your NBMS account, click Service Request from the left-hand menu, and then click Withdraw.

## Refunds

Certification Renewal candidates who withdraw prior to January 31, 2018, will be eligible for a refund of assessment fees paid. Refund processing time is 4-6 weeks.

You are NOT eligible for a refund if the withdrawal deadline has passed.

## Incentives and Fee Support

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Various states and local school districts have recognized the value of National Board Certification by offering salary increases, bonuses, or other incentives to educators who become NBCTs. There may also be some state, and/or local funds available to support Certification Renewal fees.

Before you apply, contact your state or local program administrator for information about fees and incentives available in your state, as well as for any special application requirements that may apply. Many states set application deadlines that differ from those set by National Board, but the state application deadlines must be met for a candidate to be eligible for state fee support.

Learn more about how states and school districts support National Board Certification at [www.nbpts.org/in-your-state/](http://www.nbpts.org/in-your-state/).

## Scoring

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### Standards-Based Criteria

For the renewal process, one or more NBCTs independently and holistically evaluate the three interrelated components and reflection, which constitute the PPG, as a single entity. Based on the entire body of evidence that you submit, an assessor then makes a single decision— to renew or not to renew. (A trainer reviews and confirms all non-renewed decisions.) Your submission will be evaluated according to the criteria listed in the Evaluation Rubric for Renewal of Certification located in the Profile of Professional Growth (PPG).

### Reliability, Accuracy, and Fairness

The National Board has conducted analyses each year to determine the level of assessor reliability (i.e., the level of agreement between independent assessors). The results of these reliability analyses have consistently indicated that National Board assessors are making reliable, accurate, and fair evaluations of candidates' responses. The National Board

- remains dedicated to consistently evaluating its assessments and the assessment process, with a goal of continuous improvement;
- is committed to making sure that its assessments have validity evidence, are meaningful, and that the scoring of candidates' responses is reliable, accurate, and fair;
- is confident that its scoring practices will continue to yield reliable, accurate, and fair scores.

### Scoring Results and Feedback

Official score results are released only to Certification Renewal candidates via [NBMS](#) on the National Board website. All renewal candidates will be notified of their certification decision in November each year.

National Board Certification is a standards-based assessment. Your score reflects the degree to which assessors were able to locate clear, consistent, and convincing evidence that you have met the Standards specific to your certificate field

The reliability of the renewal decisions assigned to the performance of candidates is contingent upon maintaining the standardized scoring protocols that National Board has developed and refined since the certification program was first offered. For this reason, all scoring events occur under the direction of experienced trainers and content specialists who are tasked with ensuring that the integrity of the process is maintained. Before candidates submit their materials for scoring, assessors who have served at a scoring site for National Board, especially NBCTs, may be willing to provide supportive, constructive feedback to candidates regarding their performance. It would be inappropriate, however, for any person who has served as a member of the National Board scoring staff to make a judgment about the score that a performance should be given if reviewed outside of a formal scoring session. Candidates are cautioned against relying too heavily on the opinions of support providers, professional associates, or others who may have served as a member of the scoring staff for National Board. National Board assessors sign a statement agreeing that they will not give their opinions about the potential score that might be assigned to a performance when reviewing candidate performances outside of the scoring session.

## What Next

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In our ongoing efforts to streamline the certification process, we've moved to a paperless delivery system. Standards and other materials are available on our website and our electronic portfolio submission process eliminates the need to ship paper materials. You'll need to check our website and your email regularly for updates and information.

### Materials

Certification Renewal candidates can access the Profile of Professional Growth (PPG) Instructions on the [Renewal Candidate Resources](#) page of our website.

### Communications

Email will be our primary means of communication throughout your candidacy. Ensure you receive important updates and information by keeping your preferred email address updated in your account and adding NBPTS.org and Pearson.com to your safe senders list so our emails do not end up in your spam filter.

### PPG Submission

All PPG components will be submitted electronically for scoring using our online submission system. Visit the [ePortfolio Submission](#) page of our website for more information on the electronic submission process.

## Contact Us

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**By Phone:** 1-800-22TEACH (83224) Monday–Friday, 8:00 a.m.–6:00 p.m., CST

**Online:** Submit your question using the [National Board web form](#).

Be sure to include your candidate ID number in all correspondence with the National Board and visit our [Candidate Center](#) for resources such as Standards, instructions, and FAQs, which may help resolve any of your questions.

## National Board Policies

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The National Board makes every effort to ensure that the National Board Certification process is fair for all applicants. National Board is committed to examining and refining its policies continuously in ways that benefit all candidates and enhance its delivery of efficient and high-quality services. The following policies (in italics, below) have been adopted by the Board of Directors and are applicable to National Board Certification.

NOTE: The National Board's policies and procedures relating to assessment and certification, as set forth in this Guide and in the sources referenced in this Guide, are subject to change at the sole discretion of National Board for Professional Teaching Standards, as it deems necessary for the betterment of the program.

### Candidates with Disabilities

It is the policy of the National Board for Professional Teaching Standards to comply with the *Americans with Disabilities Act of 1990 (ADA)* regulations governing both facilities and administration. The National Board program is committed to serving candidates with disabilities by providing services and reasonable accommodations that are appropriate given the purpose of the assessments. If you have a disability that necessitates an accommodation under the ADA, your request must be made using the [Request for Testing Accommodations Form and Instructions](#).

You are urged to submit your request form as early as possible to allow 6–8 weeks for review. All requests for accommodations must be approved in accordance with National Board policies and procedures.

### Confidentiality Guidelines

- I.** *The National Board for Professional Teaching Standards will take precautions so that all information about a candidate's candidacy and performance is strictly confidential. The names, school districts, certificate areas, and certification expiration dates of National Board Certified Teachers will be published and NBCT mailing addresses will be shared with public officials representing NBCTs' jurisdictions. Candidate scores will not be published or released by the National Board without prior written consent. The National Board will release certification decision information only to the candidate seeking National Board Certification unless the National Board receives written authorization from the candidate.*
- II.** *Any candidate who accepts full or partial payment of the assessment fee by a third-party agency is deemed to have given permission to the National Board for release of the certification decision to that third-party agency.*
- III.** *During the application process, the National Board will collect information necessary to communicate with candidates, to verify that candidates have met eligibility requirements, and to conduct research projects.*
- IV.** *On the application, the National Board offers potential candidates the option of having limited candidate information released to third-party agencies that may provide incentives, supports, and rewards for teachers/school counselors seeking National Board Certification. Such agencies may include national, state, and local professional and disciplinary associations whether or not the candidate is a member of such associations, state education agencies, county education agencies, local school districts, and community foundations. Candidates who do not wish to have their names released for this purpose can indicate this preference on the application form; however, doing so may result in missed opportunities for candidacy funding support. Candidates who accept full or partial funding from a third-party agency are deemed*

to have authorized permission for release of information to that third-party agency, regardless of the preference indicated on their application.

- V.** Upon full or partial payment of a candidate's assessment fee by a third-party agency, the National Board will provide the candidate's completion and certification status to the third-party agency. Neither total scores nor individual exercise scores will be released to third parties.
- VI.** The National Board will establish procedures requiring that all employees, contractors, assessors, or administrators who have access to information about the identity or performance of candidates understand the strictly confidential nature of this information.
- VII.** National Board will take precautions to assure that written and electronic confidential information is reasonably protected.
- VIII.** The National Board will assure that when research data are shared, any information about the identity or performance of individual candidates will be concealed.

## **Policy on Denial or Revocation of Certification Based on Misconduct**

*Revised November 2017*

*The National Board for Professional Teaching Standards (NBPTS) reserves the right to deny certification to a candidate or to revoke NBPTS certification of a teacher for certain forms of misconduct. This policy sets forth the type of misconduct that can result in a denial or revocation of certification, and describes applicable procedures.*

*The purpose of this policy is to maintain the integrity of National Board Certification and to prevent any candidate from gaining an unfair advantage over others. It applies to all candidates for National Board Certification and to all teachers who hold a certificate from NBPTS as a National Board Certified Teacher.*

### **I. Misconduct Warranting Denial or Revocation of Certification**

*Certification may be denied or revoked for any candidate or certificate-holder who, in the sole judgment of NBPTS:*

- A. Has knowingly misrepresented or falsified material information in connection with an application, credentials, assessment documentation, or other information submitted to NBPTS or any of its agents; or*
- B. Has knowingly misrepresented or falsified material information regarding his or her National Board Certification; or*
- C. Has knowingly engaged in inappropriate conduct in connection with the certification process or renewal of the certification process, including but not limited to:*
  - 1. Violation of confidentiality obligations imposed under applicable NBPTS policies, including sharing, publishing, electronically distributing, or otherwise disclosing or reproducing secure assessment materials or information;*
  - 2. Obtaining improper access to secure assessment materials or information prior to the administration of an assessment;*
  - 3. Violation of NBPTS policies that describe or limit permissible collaboration with others;*
  - 4. Noncompliance with other assessment policies, procedures, or instructions;*



5. *Any other form of misconduct that might compromise the integrity of the certification process; or*
- D. *Has been convicted of a felony, has had a teaching license denied, suspended or revoked, or, in the case of an unlicensed teacher, has been fired or suspended, where the conduct leading to such an outcome has involved:*
  1. *Child abuse;*
  2. *Job-related crimes;*
  3. *Violent crimes against persons; or*
  4. *Other conduct of similar severity that NBPTS determines is inconsistent with the standards required of a National Board Certified Teacher.*

*Any denial or revocation of certification under this policy shall be subject to the following procedures.*

## **II. Initial Investigation**

- A. *A three-person Initial Review Panel (IRP) will investigate instances of possible misconduct that fall within the scope of this policy. Based upon information gathered in that investigation, the IRP will decide whether certification should be denied or revoked based on the criteria in the preceding section. The decision must be supported by at least two of the three panel members, all of whom shall be current full-time employees of NBPTS.*
- B. *If the IRP concludes that misconduct has occurred, it may impose appropriate sanctions, including but not limited to:*
  1. *Denial of certification and withholding of score report, with leave to retake one or more assessment exercises;*
  2. *Denial of certification and withholding of score report, with exclusion from future participation in the assessment program (permanent or for a specified period of time); or*
  3. *Revocation of certification.*
- C. *A member of the IRP shall not participate in any decision where either the member or the President of the NBPTS determines that a disinterested third party could reasonably question whether the member is able to act fairly and impartially. If a member of the IRP cannot participate in a given initial review for any reason, a replacement member will be selected who is also be qualified to serve on the IRP.*
- D. *The IRP will notify in writing any candidate or teacher who is being investigated for possible misconduct. The notice will provide a general description of the conduct that is the subject of the investigation and will ask the candidate or teacher to provide a written response. Candidates will be given at least fifteen (15) calendar days to provide their responses.*
- E. *The IRP may request additional information from a candidate or teacher who is being investigated for possible misconduct. Candidates and teachers shall cooperate in good faith and on a timely basis with any such request. The IRP may also ask NBPTS staff to provide information that the IRP believes may be relevant to its investigation.*

- F. *All decisions by the IRP will be based upon the written record. The IRP will provide a written decision to the candidate or teacher that includes a general description of the IRP's findings and the information that the IRP relied upon in making those findings. The decision will also state what sanctions, if any, the IRP has imposed in light of its findings.*
- G. *If a candidate or teacher does not request further review of an IRP decision pursuant to the appeal process provided below, the findings and decision of the IRP will constitute the final decision of the NBPTS.*

### **III. Appellate Review**

- A. *A candidate or teacher may appeal a decision by the IRP by submitting a written request for further review and payment of the required fee. The appeal should be submitted to NBPTS and clearly marked "ATTENTION: CERTIFICATION APPEALS."*
- B. *All appeals must be submitted within twenty (20) calendar days of the candidate's or teacher's receipt of the IRP's written decision. If an appeal is not timely, it will not be considered and the decision of the IRP will be final.*
- C. *In order to have a decision by the IRP overturned, a candidate must provide substantial evidence that the IRP made a clear error in its fact findings. Candidates should be as specific as possible in describing any such alleged error and should provide whatever supporting documentation they would like to submit.*
- D. *Appeals will be decided by an Appellate Review Panel (ARP). The ARP shall consist of three persons, each of whom shall be appointed by the Certification Council of NBPTS to serve three (3)-year terms and shall not serve more than two (2) consecutive three (3)-year terms. All ARP members shall be "teaching professionals" defined as persons who spend half or more of their work time in direct contact with PreK - 12 children in a teaching capacity, or in serving as mentors or coaches to teachers and their students in an instructional setting. The majority of the ARP members shall be National Board Certified Teachers. No panel member may serve more than two consecutive three-year terms. A member of the ARP may resign at any time by notifying the Certification Council of NBPTS in writing. Such resignation shall take effect at the time specified by the resigning member, or, if no time is specified, on receipt by the Certification Council of the notice of resignation.*
- E. *Action by the ARP shall be by majority vote, with at least two supporting votes required for any decision. The ARP may meet in person, by telephone, or by videoconferencing.*
- F. *A member of the ARP shall not participate in any decision where either the member or the Certification Council of NBPTS determines that a disinterested third party could reasonably question whether the member is able to act fairly and impartially. If one or more members of the ARP cannot participate in a given appeal, the Certification Council shall appoint one or more persons on an interim basis if necessary for the appeal to be decided, provided that any replacement member must also be qualified to serve on the ARP.*
- G. *The ARP may request additional information from a candidate or teacher who is appealing a decision by the IRP. Candidates and teachers shall cooperate in good faith and on a timely basis with any such request. The ARP may also ask NBPTS staff to provide information that the ARP believes may be relevant to an appeal.*
- H. *In almost all instances, the ARP will decide the appeal on the basis of the written record. The ARP may, in its sole discretion, schedule an oral hearing if it believes that a hearing is warranted, to be held at a time and place to be determined by the ARP.*
- I. *Absent unusual circumstances, the ARP will decide all appeals within ninety (90) calendar days*

*after it receives a candidate's appeal letter. Requests by the ARP for additional information might result in a longer decision period.*

- J. After reviewing a candidate's appeal letter, supporting documentation, and any other information that the ARP deems relevant to the appeal, and conducting any hearing that the ARP believes to be warranted, the ARP shall provide the candidate with written notice of the ARP's decision. If the ARP overturns the decision of the IRP in any respect, the written notice shall so state and shall inform the candidate of the ARP's findings and the relief that will be provided.*
- K. If the ARP overturns the IRP in any respect, it may provide the following relief:*
  - 1. Withdrawal of the denial or revocation of certification; or*
  - 2. Removal of any limitations on the individual's right to retake one or more assessments or to participate prospectively in NBPTS certification programs; or*
  - 3. Such other relief as the ARP deems to be warranted.*
- L. If the ARP affirms the decision of the IRP, the written notice shall so state and shall briefly describe the information considered by the ARP and the reasons for its findings.*
- M. The decision of the ARP shall constitute the final decision of NBPTS and shall not be subject to any further internal appeal or judicial challenge by the candidate.*
- N. Upon the conclusion of any appeal, or the expiration of the appeal period, the name of any teacher found to have engaged in misconduct will be removed from all NBPTS official listings of National Board Certified Teachers.*

#### **IV. Filing Fee**

- A. NBPTS shall establish a filing fee that must be paid by candidates or teachers who appeal a decision by the IRP. The amount of the filing fee will be published on the NBPTS website or otherwise made available to candidates. NBPTS may revise the amount of that fee from time to time.*
- B. If the ARP concludes that a candidate has substantially prevailed in appealing a decision by the IRP, the filing fee paid by the candidate or teacher will be reimbursed.*

#### **V. Notice to Legitimately Interested Third Parties**

- A. In the interest of protecting the integrity of the teaching profession and National Board Certification, NBPTS reserves the right, at its sole discretion, to provide legitimately interested third parties with the following information regarding teachers whose certification has been revoked by NBPTS:*
  - 1. Teacher name, last-known address and last-known school*
  - 2. Action taken by NBPTS, and date of that action*

#### **VI. Reports to NBPTS Board**

*The NBPTS Board of Directors shall be informed of all instances in which a certification is denied or revoked under this policy.*

## Maintenance of Certification

Beginning with certificates issued in 2017, maintenance of certification will be required every five years. This Guide will be updated with additional information as it becomes available.

## Policy on Appealing Denials of Certification Based on Scoring Decisions

*Revised November 2017*

### I. Background

*Candidates may appeal a denial of certification that results from the scores they achieved on their portfolio submissions and their assessments. This policy governs such appeals.*

*NBPTS strongly encourages candidates to use the Score Verification Service prior to filing an appeal from a scoring-related denial of certification. In the past, many candidates could have verified the accuracy of their results more efficiently by using this service.*

*Because the cost to file an appeal is significant, NBPTS also believes it is important to disclose to candidates that most candidates who file an appeal do not establish good cause as required by and defined in this policy. To avoid expending time and money unnecessarily, candidates are encouraged to carefully consider how good cause is defined under this policy when deciding whether it is in their best interest to file an appeal.*

### II. Grounds for Appealing

- A. *It is the policy of NBPTS to alter a report of scores relating to a candidate's portfolio submission or performance on an assessment only where the candidate has demonstrated **good cause** as to why relief is warranted.*
- B. *To establish good cause to support an appeal, a candidate must identify some particular circumstance that makes it fundamentally unfair for NBPTS to maintain the scoring decision(s) previously released to the candidate. The circumstance must consist of an event or occurrence that (i) is **beyond the control of the candidate**; (ii) **does not involve illness, anxiety or other similar personal circumstances** that the candidate experienced while teaching or testing; and (iii) **affected the candidate's performance on the applicable assessment or precluded the candidate from meeting an applicable deadline** for submitting assessment material for evaluation.*

*The type of circumstances that will meet the required showing are extremely limited. Examples may include an event at a testing center that significantly disrupts administration of the assessment, or a candidate's inability to submit in a timely manner all required components of a portfolio entry because of the extended unavailability of the NBPTS ePortfolio system.*

- C. *NBPTS carefully reviews all assessment materials, the scoring process, and applicable performance standards to assure itself that they are valid and reasonably reliable means of arriving at certification and scoring decisions. Accordingly, for purposes of this policy, a candidate will **not** establish good cause to support a request for reconsideration of a scoring decision by stating, for example, that:*
  - 1. *The candidate or others believe that one or more of the exercise scores received by the candidate do not accurately reflect the quality of the candidate's performance or teaching abilities; or*
  - 2. *The candidate or others disagree with, seek an exception from, or challenge a performance standard that has been adopted by the NBPTS, the portfolio*

*instructions, or scoring processes; or*

*3. The candidate failed to understand or follow NBPTS policies or procedures (as outlined in the Guide to National Board Certification and the online Assessment Center Policy and Guidelines), failed to understand or follow an instruction in the assessment materials, failed to submit documents or to do so in a timely manner, or failed to perform in a manner that best presented the candidate's qualifications for certification. Please note this includes, but is not limited to, a candidate's failure to report test center problems within seven days after a testing appointment.*

*D. There are no circumstances under which a mere disagreement with the score given to a portfolio entry or assessment center exercise on an assessment will constitute good cause or result in the award of additional "points."*

*E. This policy applies regardless of how close a candidate comes to achieving certification.*

### **III. Procedure and Timeline for Filing an Appeal**

*A. Candidates may appeal a scoring decision by submitting a letter of appeal in accordance with the following instructions:*

*B. Submit a letter by regular mail or commercial delivery service with the filing fee to NBPTS, ATTENTION: CERTIFICATION APPEALS.*

*C. Candidates must include in the letter all pertinent details supporting the appeal, as well as any supporting documentation. The letter and any supporting documentation should be specific and only materials that are directly relevant to showing "good cause," as defined in this policy, should be submitted*

*D. The letter of appeal must be postmarked within 60 calendar days of the date that is printed on the score report, and it must be received by NBPTS within a reasonable time of being postmarked.*

*E. A candidate can only appeal a scoring decision within the 60-day period following the release of the decision that is the subject of the appeal. Appeals from scoring decisions rendered in former score release periods will not be considered.*

*F. If a candidate has not submitted a timely appeal, the scoring decisions will be final and not subject to appeal.*

### **IV. Resolution of Appeals**

*A. Appeals from score-related certification decisions will be decided by an Appellate Review Panel (ARP).*

*B. The ARP shall consist of three persons, each of whom shall be appointed by the Certification Council of NBPTS to serve three (3)-year terms and shall not serve more than two (2) consecutive three (3)-year terms. All ARP members shall be "teaching professionals" defined as persons who spend half or more of their work time in direct contact with PreK - 12 children in a teaching capacity, or in serving as mentors or coaches to teachers and their students in an instructional setting. The majority of the ARP members shall be National Board Certified Teachers. No panel member may serve more than two consecutive three-year terms. A member of the ARP may resign at any time by notifying the Certification Council of NBPTS in writing. Such resignation shall take effect at the time specified by the resigning member, or, if no time is specified, on receipt by the Certification Council of the notice of resignation.*

*C. Action by the ARP shall be by majority vote, with at least two supporting votes required for any*

*decision by the ARP. The ARP may meet in person, by telephone, or by videoconferencing.*

- D. A member of the ARP shall not participate in any decision where either the member or the Certification Council of NBPTS determines that a disinterested third party could reasonably question whether the member is able to act fairly and impartially. If one or more members of the ARP cannot participate in a given appeal, the Certification Council shall appoint one or more persons on an interim basis if necessary for the appeal to be decided, provided that any replacement member must also be qualified to serve on the ARP.*
  - E. The ARP may request additional information from a candidate who is appealing a scoring decision. Candidates shall cooperate in good faith and on a timely basis with any such request. The ARP may also ask NBPTS staff to provide information that the ARP believes may be relevant to an appeal.*
  - F. In almost all instances, the ARP will decide the appeal on the basis of the written record. The ARP may, in its sole discretion, schedule an oral hearing if it believes that a hearing is warranted, to be held at a time and place to be determined by the ARP.*
  - G. Absent unusual circumstances, the ARP will decide all appeals within ninety (90) calendar days after it receives a candidate's appeal letter. Requests by the ARP for additional information might result in a longer decision period.*
  - H. After reviewing a candidate's appeal letter, supporting documentation, and any other information that the ARP deems relevant to the appeal, and conducting any hearing that the ARP believes to be warranted, the ARP shall provide the candidate with written notice of the ARP's decision. If the ARP finds that the candidate has shown good cause for the appeal, the written notice shall so state and shall inform the candidate of the relief that will be provided. If the ARP finds that good cause has not been shown, the written notice shall so state and shall briefly describe the information considered by the ARP and the reasons for its finding.*
  - I. If the ARP concludes that an appellant has shown good cause, it may provide the following relief, subject to such conditions and time limits as the ARP deems reasonable:*
    - 1. An opportunity to re-take an assessment;*
    - 2. An extension of a candidate's eligibility period for taking an assessment or submitting portfolio content;*
    - 3. An opportunity to submit additional materials; and/or*
    - 4. Such other relief as the ARP deems to be necessary to avoid fundamental unfairness to the candidate.*
- If the ARP makes a finding that good cause exists to reconsider a scoring decision, the ARP will specify whether that reconsideration should be based on: (1) the documents and performances originally provided by the candidate during the assessment process; (2) the candidate's original documents and performances along with supplemental documents or performances; or (3) new or revised documents or performances to be provided by the candidate. The ARP also shall specify such reasonable conditions or time limits as may be necessary to facilitate an efficient and reasonable reconsideration of the scoring decision in question.*
- J. A decision of the ARP shall constitute the final decision of NBPTS and shall not be subject to any further internal appeal or judicial challenge by the candidate.*

## **V. Filing Fee**

- A. NBPTS shall establish a filing fee that must be paid by candidates who appeal a scoring decision*

*under this policy. The amount of that filing fee will be published on the NBPTS website or otherwise made available to candidates. NBPTS may revise the amount of that fee from time to time.*

- B. *If the ARP concludes that a candidate has substantially prevailed in appealing a scoring decision, the filing fee paid by the candidate will be reimbursed.*

## **VI. Reports to NBPTS Board**

*The NBPTS Board of Directors shall be informed of all instances in which a candidate has substantially prevailed in appealing a scoring decision.*

## **Ethics**

The National Board does not tolerate cheating or confidentiality breaches of any type. Help protect the integrity of National Board Certification. Immediately report breaches of security, misconduct, and/or unethical practice by calling National Board at 1-800- 22TEACH (83224).

## **Language Accommodations**

We recognize that languages other than English are frequently used in the classroom; therefore, for the following circumstances, the accommodations described are allowed.

- **Student Work Samples and Video Evidence with Brief Expressions or Phrases in a Language Other than English.** Student work samples and video evidence may include brief expressions or phrases in a language other than English. The inclusion of such expressions or phrases must be limited because assessors do not have fluency in languages other than English. If expressions or phrases in a language other than English that are important for an assessor to understand are included, you must include brief explanations of these expressions or phrases in the Written Commentary.
- **Student Work Samples and Video Evidence in a Language Other than English.** If you are submitting student work samples or video evidence in a language other than English, you must provide a written English translation for the samples or evidence with your submission. The translation must include your candidate ID number, the entry title, and any necessary student identifiers (but do not include students' names). Note that the pages of your translation do not count toward your page totals.

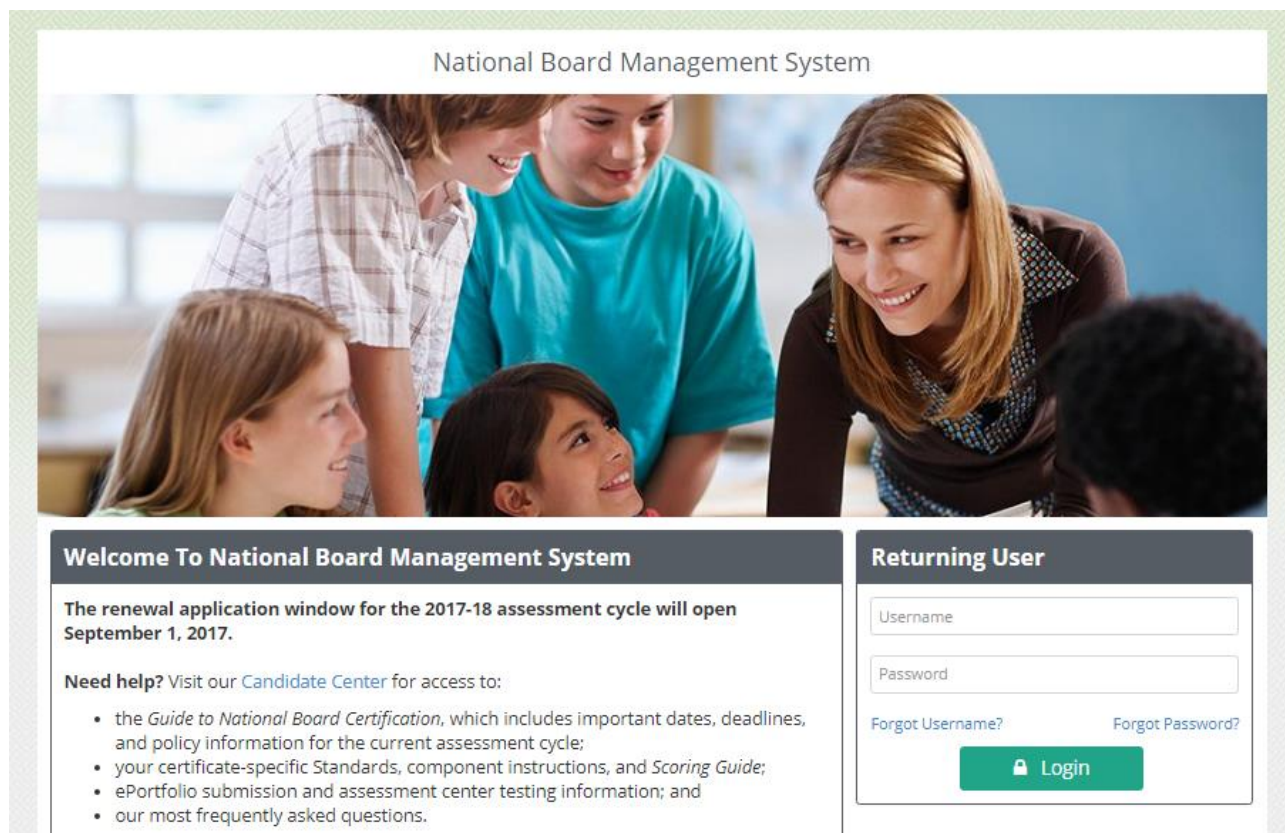
## **Exceptions**

- English Language Arts. Candidates seeking certification in this area must submit student work samples and video evidence in English.
- World Languages. Assessors for this certificate area are fluent in English and the target language; therefore translations are only required for documentation that is written in a language other than English or the target language.

If the majority of your instruction takes place with students for whom English is a new language, the appropriate National Board certificate may be either the Early and Middle Childhood/English as a New Language certificate or the Early Adolescence through Young Adulthood/ English as a New Language certificate. To help you make the decision whether to pursue certification in one of the available certificate areas, discuss your teaching situation with professional colleagues, your school faculty, a National Board Certified Teacher®, or your faculty support group. For more information on submissions in languages other than English, see the component instructions for your certificate.

# National Board Management System

The National Board Management System is where you will access your National Board account and apply for National Board Certification Renewal. You can log into your account at any time to review your status, view payment history, and manage your personal contact information. NBMS is accessible from the National Board's website at [www.nbpts.org/log-in/](http://www.nbpts.org/log-in/).



**Welcome To National Board Management System**

The renewal application window for the 2017-18 assessment cycle will open September 1, 2017.

**Need help?** Visit our [Candidate Center](#) for access to:


- the *Guide to National Board Certification*, which includes important dates, deadlines, and policy information for the current assessment cycle;
- your certificate-specific Standards, component instructions, and *Scoring Guide*;
- ePortfolio submission and assessment center testing information; and
- our most frequently asked questions.

**Returning User**

Username

Password

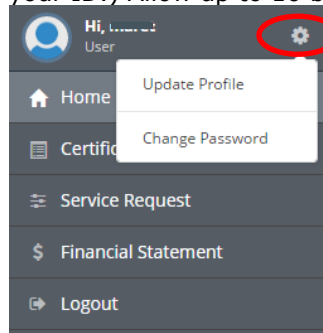
[Forgot Username?](#) [Forgot Password?](#)

 Login


## Update your Personal Contact, Employment, and Education Information

To update your personal mailing address and contact information as well as employment information, click the Settings icon located in the upper left hand corner of your account Home page, then click Update Profile.

Note: To change the name which appears in your National Board account, send a detailed request using the [National Board web form](#) on the National Board's [Contact Us](#) page. (Please do not include a copy of your ID.) Allow up to 10 business days for processing.



Hi, [User Name]  
User



Home Update Profile

Certificate Change Password

Service Request

Financial Statement

Logout



## Apply for Certification Renewal

Log in to your account at [www.nbpts.org/log-in/](http://www.nbpts.org/log-in/). Click Service Request from the left-hand menu, then click the Renew button to begin the application process.

The screenshot shows a navigation menu on the left with 'Service Request' circled in red. The main content area is titled 'Certification Details' and contains a table with the following data:

| Certificate  | Certificate Short Name | Certified In Cycle | Year Certified | Expiry Cycle | Expiry Date | Status   |
|--|------------------------|--------------------|----------------|--------------|-------------|----------|
| Early and Middle Childhood/Literacy: Reading-Language Arts | EMC/LRLA               | Cycle 022          | 2008-2009      | 034          | 11/20/2019  | Complete |

The screenshot shows the 'Certifications' section with a table of certification details. The 'Renew' button in the 'Actions' column is circled in red.

| Certificate                                   | Certificate Short Name | Certified In Cycle | Year Certified | Expiry Cycle | Expiry Date            | Status  | Actions |
|---|------------------------|--------------------|----------------|--------------|------------------------|---------|---------|
| Early Adolescence Through Young Adulthood/Art | EAYA/ART               | Cycle 016C         | 2002-2003      | 034          | 11/21/2013 12:00:00 AM | Expired | Renew   |

After clicking the Purchase button, you must click Submit and Proceed to the Payment Page in order for your application to be successfully submitted. Payment can be submitted at any time prior to the published payment deadline.

The screenshot shows the 'Select Product' section with a table of product details. The 'Purchase' button in the 'Actions' column is circled in red.

| Product Name    | Price     | Actions  |
|-----------------|-----------|----------|
| Renewal Product | \$1250.00 | Purchase |

The screenshot shows the 'Financial Info' section with a table of financial details. The 'Submit and Proceed to the Payment' button is circled in red.

| Financial Date | Type   | For   | Amt Due    |
|----------------|--------|---|------------|
| 3/23/2017      | Charge | Early Adolescence Through Young Adulthood/Art | \$ 1250.00 |
|                |        | Total Balance Due                             | \$ 1250.00 |

To access your incomplete application, click Service Request from the left-hand menu, then click Complete Renewal.

The screenshot shows a table of certification details with the 'Complete Renewal' button in the 'Actions' column circled in red.

| Certificate                                   | Certificate Short Name | Certified In Cycle | Year Certified | Expiry Cycle | Expiry Date            | Status  | Actions          |
|---|------------------------|--------------------|----------------|--------------|------------------------|---------|------------------|
| Early Adolescence Through Young Adulthood/Art | EAYA/ART               | Cycle 016C         | 2002-2003      | 034          | 11/21/2013 12:00:00 AM | Expired | Complete Renewal |

To withdraw your application, click Service Request from the left-hand menu, then click Withdraw. Refer to the Withdrawals section of this document for important policy information prior to withdrawing.

| Certification Related         | Actions                  |
|-------------------------------|--------------------------|
| Withdraw from a Certification | <a href="#">Withdraw</a> |

### View Financial History and Submit Payment

You can view your recent charges, payment history, and print a receipt for payments by clicking Financial Statement from the left-hand menu.

- [Home](#)
- [Certifications](#)
- [Service Request](#)
- [Financial Statement](#)
- [Logout](#)

Financial Statement
Print

**Certification Financial Records**

| Certificate                                   | Certificate Short Name | Certified In Cycle | Year Certified | Expiry Cycle | Expiry Date | Status  |
|---|------------------------|--------------------|----------------|--------------|-------------|---------|
| Early Adolescence Through Young Adulthood/Art | EAYA/ART               | Cycle 016C         | 2002-2003      | 034          | 11/21/2013  | Expired |

| Financial Date | Type   | Details           | Amt Due    | Amt Paid | Method |
|----------------|--------|-------------------|------------|----------|--------|
| 03/23/2017     | Charge | Renewal Fee       | \$ 1250.00 |          |        |
|                |        | Total Balance Due | \$ 1250.00 |          |        |

**Produced for**

**NATIONAL BOARD**

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