2017-18 Renewal Guide to National Board Certification

For NBCTs completing the National Board Certification Renewal Process

For additional information go to www.nbpts.org/national-board-certification/renewal/

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

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Introduction

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/ 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/).

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/.
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.

<table>
<thead>
<tr>
<th>2017-18 Important Dates and Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Window</td>
</tr>
<tr>
<td>Fee Payment Deadline</td>
</tr>
<tr>
<td>Withdrawal Deadline</td>
</tr>
<tr>
<td>ePortfolio Submission Window</td>
</tr>
<tr>
<td>Renewal Decisions Released</td>
</tr>
</tbody>
</table>

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.

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

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.

2
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

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/.

Scoring

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

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

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

The National Board makes every effort to ensure that the National Board Certification process is fair for all applicants. The 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.

The National Board reserves the right to make changes to policies as deemed 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 for either the portfolio or the assessment center component of the National Board Certification process, your request must be made using the form and instructions found in 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 the National Board to review your request for accommodation(s). All requests for accommodations must be approved in accordance with the 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 National Board without prior written consent. National Board will release certification decision information only to the candidate seeking National Board Certification unless National Board receives written authorization from the candidate.

Any candidate who accepts full or partial payment of the assessment fee by a third-party agency is deemed to have given permission to National Board for release of the certification decision to that third-party agency.

II. During the application process, National Board will collect information necessary to communicate with candidates, to verify that candidates have met eligibility requirements, and to conduct research projects.

III. On the application, 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.

IV. Upon full or partial payment of a candidate’s assessment fee by a third-party agency, 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.

V. 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.

VI. National Board will take precautions to assure that written and electronic confidential information is reasonably protected.

VII. National Board will assure that when research data are shared, any information about the identity or performance of individual candidates will be concealed.

Denial or Revocation of Certification

I. Certification may be denied or revoked for any applicant or certificate holder who, in the sole judgment of the National Board for Professional Teaching Standards, has knowingly misrepresented or falsified material information in connection with an application, credentials, assessment documentation, or other materials or information submitted to National Board or

A) has knowingly engaged in inappropriate conduct in connection with the certification process or renewal of the certification process, including but not limited to:

• noncompliance with assessment procedures, regulations, or instructions;
• violation of confidentiality agreements signed in accordance with the candidate application and/or assessment administration;
• obtaining improper access to secure assessment materials or information prior to the administration of the assessment;
• sharing, publishing, electronically posting, or otherwise reproducing secure assessment materials or information;
• violation of the National Board guidelines that describe collaboration with others; or
• any other form of cheating or misconduct that compromises the integrity of the certification process; or

II. National Board shall establish a fair procedure for such denials or revocations that is based on a finding by the President that certification should be denied or revoked based on the criteria in the preceding section and imposition of appropriate sanctions, including but not limited to:

• denial of certification and withholding of score report, with leave to retake one or more assessment exercise(s),
• denial of certification and exclusion from future participation in the assessment program,
• revocation of certification,
• assessment of monetary sanctions to cover costs and/or damages (including the costs of investigation) associated with the misconduct found.

III. In the interest of public protection and protecting the integrity of the teaching profession, for all teachers who have been denied certification and excluded from future participation in the assessment program or had a National Board Certificate
revoked, National Board will

A) provide the following information to the agency responsible for state licensure, employers, as well as to any third-party payer who financially supported or supports the teacher involved: (1) teacher name; (2) teacher home address, city, and state; (3) teacher school; and (4) date of action taken by National Board;

B) remove the name of the teacher from any National Board official listing of National Board Certified Teachers; and

C) make the following information available through online and print publications and press releases: (1) teacher name; (2) teacher city and state; and (3) date of action taken by National Board.

Maintenance of Certification

Beginning with certificates issued in 2017, maintenance of certification will be required every five years. Visit our website for more information.

Reconsideration of Certification or Scoring Decisions

Revised October 2004

I. Background

Recognizing that the cost to file an appeal is significant, National Board feels it is important to disclose that history has shown that most candidates who file an appeal do not establish good cause as defined by policy, expending time and personal funds unnecessarily.

II. Grounds for Reconsideration

A) Once a candidate has received a certification decision and/or a report of exercise scores relating to his or her performance on an assessment, it is the policy of the National Board for Professional Teaching Standards to reconsider those certification or scoring decisions only where the candidate has submitted to National Board a written request for reconsideration that demonstrates good cause as to why such reconsideration is necessary. To establish good cause to support a request of reconsideration of a certification or scoring decision, a candidate must identify some particular circumstance or condition that makes it fundamentally unfair for National Board to maintain the certification and/or scoring decisions previously released to the candidate.

B) Before National Board makes final and releases any certification or scoring decision, it carefully reviews the assessment materials, the scoring process, and the performance standard to be used in connection with those decisions and assures itself that they are valid and reasonably reliable means of arriving at those decisions. Accordingly, for purposes of this policy, a candidate will not establish good cause to support a request for reconsideration of a certification or scoring decision by stating, for example, that:

1) the candidate or others believe that the certification decision or 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 or seek an exception from or challenge the performance standard or some component of the performance standard that has been adopted by the board, the standards, the portfolio instructions, or scoring processes; or

3) the candidate failed to understand or follow National Board policy and 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 failed to perform in a manner that best presented the candidate's qualifications for certification. Please note this includes, but is not limited to, the failure to report test center problems within seven days after a testing appointment.

This holds true regardless of how close a candidate comes to achieving certification. This also holds true regardless of personal circumstances endured while seeking certification. Furthermore, there are no circumstances under which mere disagreement with the score of a portfolio entry or assessment center exercise will result in the immediate award of additional "points."

III. Procedure and Timeline for Filing an Appeal

Candidates who wish to submit a letter of appeal must follow these instructions:

• Submit your letter of appeal to:
  National Board
  1525 Wilson Blvd, Suite 700
  Arlington, VA 22209

• Include in the letter all pertinent details supporting the appeal. Be specific. Enclose only materials that are directly relevant to a show of "good cause."

• The letter of appeal must be received within 60 calendar days of the date that is printed on the score report.

• Appeals are only received for a period of 60 days after the date that scores are released. During that period, a candidate can only appeal a certification or scoring decision that was rendered during that specific score release. Appeals filed for certification or scoring decisions rendered in former score releases will not be considered. Once the appeal deadline has passed and a candidate has not submitted an appeal, scores will be final and not subject to appeal.

IV. Annual Report

The President shall submit a report to the Board of Directors on the implementation of this policy.

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/.

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.
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.

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.

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

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.