

# ***Eligibility Verification***

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## ***Forms and Instructions***

Effective March 2025



**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 to achieve National Board Certification.

\*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.

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).

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 nonrefundable.

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. Meaning, if a candidate does not meet the employment requirement prior to the score release in which they meet the score requirements, their certification will be awarded during the next cycle's score release.

\*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.

## 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.) **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 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. You can find organization websites and email addresses at the NACES website ([www.naces.org/members](http://www.naces.org/members)).

## 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 the license if you applied for the ECYA/School Counseling certificate) for each of the years of employment you verify. 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 which requires a state-issued license, you must hold a valid license from the time of National Board Certification application and throughout your candidacy period. Review the list of [Acceptable State Licenses](#) to determine if your license meets the National Board requirements.

If part or all the employment you are verifying in 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 the employment.

## 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 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 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 may pursue certification if you can provide evidence of three years of classroom teaching (or the equivalent) at the pre-K through 12 level to pursue National Board Certification in any certificate area except ECYA/ School Counseling. Note: You will also be required to adhere to the certificate-specific component instructions and must complete your entries using a class at the Pre-K through 12 level. You may not use a class from the adult learning community.

## 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.

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. 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 which specifies the name of the school you are submitting for your employment requirement.

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>
Full-time or partly non-teaching or non-counseling	Multiply the number of years of employment at the school/school district 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 at the school/school district by the percentage of time the candidate is/was 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 the school/school district.

## Eligibility Audit

The National Board will audit first-time candidate records and request proof of meeting the eligibility requirements. Please note the following:

- Candidates who have **completed three or more years of teaching** when they register will be randomly selected for the audit and must 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 *Eligibility Audit* tab of the *My Journey* section of the candidates 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 to be eligible to achieve certification.

Candidates who are audited will be notified by email and on the *Eligibility Audit* tab of the *My Journey* section of their National Board account within five business days of the purchase of their first component and have until February 28\* to return the appropriate verification form(s) and corresponding documentation. Audited candidates will be notified of their eligibility status within 10 business days of submission of their completed verification forms and documentation.

Candidates who do not return the appropriate forms and documentation by February 28\* 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 in February will be audited in March and will have until March 30 to return the completed verification forms.*

## Completing and Submitting the Candidate Eligibility Verification Form

The Candidate Eligibility Verification Form is designed to allow your current employer to verify your education, license, and years of employment. Complete the top half of the form and have your Principal or a District Employment Officer complete the section located in the box. If you have taught in more than one school list each school on the form. You will need to submit a copy of your current state teaching license with the form.

Note: If your current employer is not able to verify your previous employment, you will need to submit a Candidate Eligibility Verification Form to each of your former employers for completion. Reminder, you only need to verify three complete years of teaching. Refer to the employment matrix on page 3 for instructions on how to calculate years of employment.

If part or all 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 must also complete and submit the *Candidate Workplace Verification Form*.

Submit your completed form(s) and documentation at the same time - the National Board is unable to process individual forms that are sent separately. Upload your completed form(s) and documentation to the *Eligibility Audit* tab of the *My Journey* section of your National Board account.

## CANDIDATE ELIGIBILITY VERIFICATION 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 or District Employment Officer:** Complete and sign this form, then return it to the candidate.

District(s) \_\_\_\_\_

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:** Sign and date this form and return it to the candidate. If any of the statements below are not true, do not sign this form and return it to the candidate.

By my signature, I attest I have the ability and authority to verify the following information. I understand if I misrepresent or falsify information on this form, National Board Certification shall be denied this candidate or, if granted, revoked.

- The candidate possesses a bachelor's, master's, or doctoral degree from an accredited institution. **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.
- The candidate has held a current, valid state teaching license/certificate during the years employed at the school(s) listed above (school counseling license if an ECYA/School Counseling candidate - employment under an intern or similar license is not acceptable for candidacy. Review the list of [Acceptable State Licenses](#).)
- The school(s) listed above is an early childhood, elementary, middle, or secondary school facility.
- The candidate has been employed in the school(s) listed above for:
  - ☐ Less than three years – please specify the number of years: \_\_\_\_\_
  - ☐ Three or more years

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 WORKPLACE VERIFICATION FORM

**Candidate:** Use this form only if the facility documented on your Candidate Eligibility 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 \_\_\_\_\_

**Principal or District Employment Officer:** 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 \_\_\_\_\_

**Principal or 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.



**Produced for**

**NATIONAL BOARD**  
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The National Board for Professional Teaching Standards, Inc. has been funded in part with grants and foundation support. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the sponsors.

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