

NATIONAL BOARD

for Professional Teaching Standards®

Guide to Candidate Options - Certification

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Options for Components in the 2019-20 School Year

As we seek to accommodate as many circumstances as possible, we've modified our spring deadlines and **established a new Fall submission window** for this year only.

For each component you selected for 2019-20, you have these options:

- Submit by the extended deadlines
 - For Component 1, test by July 15, 2020
 - For Components 2-4, submit by June 12, 2020
- Submit by the new fall October 16, 2020 deadline
- Switch one uncompleted component for a different one and submit by the extended spring deadlines
 - For Component 1, test by July 15, 2020
 - For Components 2-4, submit by June 12, 2020
 - Completed components cannot be switched
- Defer component(s) to the 2020-2021 assessment cycle:
 - Use as much of your evidence collected to date as you see fit
 - Receive a one-year extension to your candidacy timelines
- Withdraw component(s) from the 2019-20 assessment cycle for a refund

Note: This is not an all-or-nothing decision. If you have more than one component to complete in 2019-20, you can select more than one option. For example, if you selected Components 1 and 3, you can test Component 1 this year and defer Component 3 to next year.

We know these are uncertain and challenging times and that it may be difficult to select an option. Rest assured that we continue to monitor the impact of COVID-19 and will make adjustments to the deadlines and options provided if necessary.

Take Action:

- After reviewing the Guide to Candidate Options below:
 - You **do not** need to complete the exception form for components you plan to complete by the extended spring 2020 deadlines. As a reminder, the extended spring deadlines are:
 - July 15, 2020 for Component 1 testing
 - June 12, 2020 for submission of Components 2-4
 - You **must** complete the [exception form](#) by April 30, 2020 if you want to submit your material in the fall, defer a component, switch a component, or withdraw a component. Note: When completing the form, you will need to make a selection for each component. If you have not purchased a particular component, or are not choosing one of the available options, select the "No change required or component not purchased option" for that component.
- If you are currently scheduled to test Component 1 and need to change your appointment to later than June 15, you will need to contact [Customer Support](#) to have your authorization updated before you can reschedule to a later date.

To support your decision making, we have established a guide that outlines the most common scenarios. Please review this information carefully, as it is designed to address many questions we have heard and to enable you to make a well-informed decision.

The options and key associated deadlines and dates are summarized below.

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Scenarios for Candidates for Initial Certification ([view as .pdf](#))

1. **I will be able to complete my selected component(s) by the extended submission deadline of June 12, 2020 (for Components 2, 3, and / or 4).**
2. **I will be able to complete my Component 1: Content Knowledge test by the extended deadline of July 15, 2020.**
3. **I won't be able to complete my selected component(s) by the extended deadline(s), but I could complete a different component(s) within the extended deadline(s).**
4. **I won't be able to complete my selected component(s) by the extended June deadline, but I can by the October 16, 2020 extension (for Components 2, 3, and / or 4).**
5. **I won't be able to complete my selected component(s) by the extended deadline(s) or by October 16, 2020, but I can complete my component(s) during the next school year (2020-21) for completion during the Spring 2021 windows.**
6. **I won't be able to complete my selected component(s) by the extended deadline(s), by October 16, 2020, or during the next school year (2020-21) for submission in Spring 2021.**

Scenario 1 - I will be able to complete my selected component(s) by the extended submission deadline of June 12, 2020. (For Components 2, 3, and / or 4)

OPTION: Complete your portfolio component(s) by the extended deadline

Does this describe you?

You've already collected your evidence for your selected portfolio component(s) or can collect the required evidence by the end of the school year.* You'll be able to complete your selected component(s) prior to the submission deadline.

*Read clarifications on portfolio submission requirements and forms for more information.

Why choose this option?

You registered for a portfolio component and school closures did not impact your ability to collect evidence and prepare your material for scoring. You're on track to submit material by the extended deadline.

What do you need to do?

The ePortfolio deadline was extended to June 12, 2020. You may submit material for scoring if you are able to and choose to. You DO NOT have to complete the exception form if you are submitting June 2020. [See here](#).

How will this action impact you?

If you submit **all** of your components in June and/or test by July, you will receive all of your scores prior to December 31, 2020

If you submit **all** of your components by the October deadline, you will receive all of your scores after December 31, 2020 but before the registration deadline for the 2020-2021 cycle in early 2021.

If you submit one or more components in June (or test by July) **and** submit one or more components in October, you will receive all of your scores after December 31, 2020 but before the registration deadline for the 2020-2021 cycle in early 2021.

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Scenario 2 - I will be able to complete my Component 1: Content Knowledge test by the extended deadline of October 17, 2020.

OPTION: Complete your assessment center testing by the extended deadline(s)

Does this describe you?

You're ready to complete your Component 1: Content Knowledge assessment.

Why choose this option?

You registered for Component 1: Content Knowledge and you're on track to test by the extended deadline.

What do you need to do?

Because of current social distancing requirements, Pearson VUE test centers have had to close and will remain closed until May 30. We have extended the testing window to October 17, to accommodate candidates affected by the closures. If your appointment was cancelled due to a site closure, you will have received a notice of cancellation via email. You may schedule a new appointment now and will have until October 17 to test. You can check the status of your appointment [online](#) or by phone at 1-888-288-3028, Monday – Friday from 7am – 7pm, CST. (Pearson VUE is currently experiencing longer than normal hold times; we suggest checking the status of your appointment online.)

If you are currently scheduled to test Component 1 and have an appointment scheduled for June 15 or earlier, you are encouraged to keep your appointment. If you prefer to reschedule your appointment to later than June 15, you will need to contact [Customer Support](#) to have your authorization updated before you can reschedule to a later date.

Note: Before your authorization can be extended, you will need to cancel your current appointment and we cannot guarantee you will be able to reschedule for your preferred date and/or location.

Pearson VUE will continue to monitor the COVID-19 situation and make decisions about test center operations in accordance with government and local authorities. The National Board is committed to providing testing capacity for candidates and will provide updates to candidates based on any further changes in site availability.

How will this action impact you?

If you submit all of your components in June and/or test by July 15, you will receive all of your score results prior to December 31, 2020.

If you submit/test one or more components in October, you will receive all of your score results after December 31, 2020, but before the registration deadline for the 2020-21 cycle in early 2021.

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Scenario 3 - I won't be able to complete my selected component(s) by the extended deadline(s), but I could complete a different component(s) within the extended deadline(s).

OPTION: Switch your component selection(s)

Does this describe you?

You can't meet all of the requirements for your selected component(s) by the extended deadline(s), but you could complete a different component(s) within that timeframe.

*Read clarifications on portfolio submission requirements and forms for more information.

Why choose this option?

You registered for a portfolio component and school closures have impacted your ability to collect evidence and prepare your material for scoring. You won't be able to complete your selected component by the extended deadline, but you still want to complete a component during the current cycle.

Portfolio requirements vary by component. Although you may not be able to meet all of the requirements for your selected component, you feel that you could successfully complete another component based on your specific circumstances.*

Alternatively, you may wish to switch from a portfolio component to the Component 1: Content Knowledge assessment. The Component 1: Content Knowledge testing window was extended to July 15, 2020.

*Read clarifications on portfolio submission requirements and forms for more information.

What do you need to do?

Complete the COVID-19 [exception form](#) no later than April 30, 2020, and we'll update your component selections. If you're unable to reach a decision by April 30, please contact [Customer Support](#).

If you switch to a portfolio component, you'll need to submit your material no later than June 12, 2020.

If you switch to Component 1: Content Knowledge, you'll need to schedule an appointment and test by July 15, 2020.

How will this action impact you?

If you complete your components by the extended spring 2020 deadlines (July 15 for Component 1 and June 12 for Components 2, 3 and 4) you will receive scores on or before December 31, 2020.

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Scenario 4 - I won't be able to complete my selected component(s) by the extended June deadline, but I can by the October 16, 2020 fall extension. (For Components 2, 3, and / or 4)

OPTION: Complete your portfolio component(s) by October 2020

Does this describe you?

You can't meet all of the requirements for your selected portfolio component(s) by the extended deadline, but you could complete your selected component(s) by October 16, 2020.

(Note, this option is available for portfolio components only.)

*Read clarifications on portfolio submission requirements and forms for more information.

Why choose this option?

You registered for a portfolio component and your school plans to open in the fall. After you're back at school, you'll have access to students and the evidence needed to complete your selected component(s).

In order to provide flexibility for your submission, **you'll be able to use evidence that you had been planning to submit during the 2019-20 cycle.** Read clarifications on portfolio submission requirements and forms for specific guidelines. Read clarifications on portfolio submission requirements and forms for more information. You don't want to wait until the 2020-21 assessment cycle in order to complete your component.

What do you need to do?

Complete the COVID-19 [exception form](#) no later than April 30, 2020, and we'll extend your submission deadline. If you're unable to reach a decision by April 30, please contact [Customer Support](#). You'll need to submit your material no later than October 16, 2020.

How will this action impact you?

Scores for portfolios submitted in October may be delayed past December 31, 2020. However; scores for portfolios submitted in October will be provided before registration for the 2020-21 assessment cycle ends. Note: If you choose the fall submission window and later find that you are able to submit material for scoring by June 12, 2020, you will need to contact Customer Support no later than June 19, 2020, to change your option so that your scores are released on or before December 31, 2020. If you do not notify us, your scores will be released with all other October submissions.

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Scenario 5 - I won't be able to complete my selected component(s) by the extended deadline(s) or by October 16, 2020, but I can complete my component(s) during the next school year (2020-21) for completion during the Spring 2021 windows.

OPTION: Defer your component(s) until 2021

Does this describe you?

You can't meet all of the requirements for your selected component(s) by the extended deadline(s), and neither switching components, nor an October extension, will meet your needs.

You prefer to postpone your selected component(s) until the 2020-21 assessment cycle.

*Read clarifications on portfolio submission requirements and forms ([link](#)) for more information.

Why choose this option?

You need additional time to manage the affects of COVID-19 on your personal/family life.

You don't have a return to work/school date.

You don't anticipate being able to gather the evidence required to submit your component(s) before October 2020, but you still plan to complete components during the 2020-21 assessment cycle.

In order to provide flexibility for your submission, you'll be able to use evidence from April 1, 2019 or later. Read clarifications on portfolio submission requirements and forms ([link](#)) for more information.

What do you need to do?

Complete the COVID-19 [exception form](#) no later than April 30, 2020. If you're unable to reach a decision by April 30, please contact [Customer Support](#).

Once you select your component(s) during registration for the 2020-21 cycle, a fee waiver equal to the cost of your deferred component(s), plus the \$75 registration fee, will be posted to your candidate account.

We're still in the process of establishing when the new registration window will open. More information will be shared as soon as possible.

You'll complete your deferred component(s) following the 2020-21 cycle dates and deadlines.

How will this action impact you?

Your five-year certification window will be extended by one year.

The three-year component completion requirement will be extended to the fourth year of candidacy.

Your component and registration fee payments made to date will not be refunded. When registration opens for the 2020-21 cycle, we will automatically process your registration and component fee waivers and default your account to the exact components you deferred. If you do not utilize these funds in the 2020-21 cycle, no refund will be made to you.

If you have already uploaded files to the ePortfolio site, the material will not be available to you after your deferral is processed. You will need to remove any uploaded material prior to April 30, 2020.

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Scenario 6 - I won't be able to complete my selected component(s) by the extended deadline(s), by October 16, 2020, or during the next school year (2020-21) for submission in Spring 2021.

OPTION: Withdraw your component(s) from the current cycle (2019-20)

Does this describe you?

You can't meet all of the requirements for your selected component(s) by the extended deadline(s). Neither switching components, nor an October extension, nor a deferment to 2021, will meet your needs. You prefer to withdraw your selected component(s) for a refund.

Why choose this option?

You need additional time to manage the affects of COVID-19 on your personal/family life.

You don't have a return to work/school date.

You don't anticipate being able to gather the evidence required to submit your component(s) before October 2020, and you don't know if you'll be able to complete components during the 2020-21 assessment cycle.

What do you need to do?

Complete the COVID-19 [exception form](#) no later than April 30, 2020. If you're unable to reach a decision by April 30, please contact [Customer Support](#).

We'll withdraw your component purchase for a refund less any service fees. If you have chosen the withdrawal option, please note the refund processing time is 4-6 weeks from the date your withdrawal is processed. We will process withdrawals after the April 30 exception form deadline.

How will this action impact you?

If you have not completed your first attempt of one or more components and 2019-20 was your third year of candidacy, or if 2019-20 was your fifth/final year of candidacy, your candidacy will be expired. Future attempts at Board Certification would be as a first-time candidate.

You will receive a refund of the component payments you have made to date (any Third Party payments will be returned to the source).

Your registration fee will not be refunded and you will not be given any additional time towards your candidacy.

If you have already uploaded files to the ePortfolio site, the material will not be available to you after your deferral is processed. You will need to remove any uploaded material prior to April 30, 2020.

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The National Board will be sending an email to all Third-Party Payers to reiterate the options that are available to candidates and provide additional detail about how funds will be handled for candidates choosing each option. We have prepared a letter for candidates to send to Third-Party Payers (e.g., school districts, state agencies, nonprofit organizations) that financially support their candidacy. This letter outlines the National Board's candidate options and requests that Third-Party Payers introduce similar flexibilities to support candidates during the Covid-19 pandemic. [You can access the letter here.](#)