Two Year Planning Guide

You can choose to take 1, 2 or 3 years to take the Component 1 assessment and submit all 3 portfolio components for National Board Certification. You must attempt each of the four components within the first three years of your candidacy. However, you have a five-year window to allow for retakes and to achieve certification.

As you embark on this journey, you will need to make choices about the order in which you to complete the components and how to collect the best evidence possible to meet component requirements.

Only you can choose the number and order you work on the components. Here is **one** example, out of many, that you can use to think through what it would look like.

Year 1

Components	
Component 2 Differentiation in Instruction	**Component 4** Effective and Reflective Practitioner
Focus	
A classroom-based portfolio entry that focuses on your ability to apply pedagogical knowledge and skills, specifically differentiation, to advance individual students' learning. You will submit selected student work samples that demonstrate the students' growth over time and a written commentary that analyzes your instructional choices.	A classroom-based portfolio entry submission that focuses on your ability to use your knowledge of students and assessment practices to demonstrate a positive impact on your students' learning and collaboration with parents, community, and colleagues.
Weight	
15%	15%
Deadlines	

- You have some flexibility with when you register and start this component.
- You can **start** working on this component any time 12 months prior to the opening date of the ePortfolio submission window.
- All of the **Standards** and **Component Instructions** are available online for free.
- You can **create an account, register, and/or purchase** this component by February 28, 2023.
- While you can start working on this component after the start of your school year, you will need to upload your Component 2 work during the April 1 to May 17, 2023 submission window.

Gather and Familiarize

Familiarize yourself with the foundational documents for National Board certification.

- **The Five Core Propositions**
- **The National Board Standards**
- **Guide to National Board Certification**
- **The Scoring Guide**
- Previously Recorded Webinar: **Introduction to National Board Certification** (Current dates and deadlines in **Guide to National Board Certification**)

Access support resources:

- Find out about candidate support groups and **networks** in your local area or **state**.
  - **Self-enroll** in a free Canvas course to support you on your National Board journey.

Learn and Plan

Learn about the requirements of Component 2.

- **Overview video**
- **The General Portfolio Instructions**
- **Certificate-specific Instructions**
- **The Scoring Guide**
- Previously recorded **Component 2 webinars**.
- Engage with the C2 module of the **Canvas course**.
- Use the **graphic organizers** with "learn" and with "plan" in the title.
- Send out and collect all **release forms** needed from your students.

Learn about the requirements of Component 4.

- **Overview video**
- **The General Portfolio Instructions**
- **Certificate-specific Instructions**
- **The Scoring Guide**
- **Previously recorded Component 4 webinars**.
- Engage with the C4 module of the **Canvas course**.
- Use the **graphic organizers** with "learn" and "plan" in the title.
- Send out and collect all **release forms** needed from your students.

Execute Plan

- Teach your first unit.
- Collect and select your student work samples.

- Teach your first unit.
- Collect and select your materials.

Describe, Analyze and Reflect

- Describe, analyze, and reflect on your evidence; focusing on differentiation.
- Complete the first draft of your written commentary, which includes reflection.
- Using the Component 2 rubric, engage in a self-assessment of your work. Also use the **graphic organizer** with "revise and finalize" in the title.
- Review your portfolio work: Forms, assessments and documentation.

- Describe, analyze, and reflect on your evidence, focusing on differentiation.
- Complete the first draft of your written commentary, which includes reflection.
- Using the Component 4 rubric, engage in a self-assessment of your work.
- Review your portfolio work: Forms, assessments and documentation.

Revise and Finalize

Continue working on your written commentary and supporting evidence.

- As you review your work, use the **C2 graphic organizer** and **C4 graphic organizer** "revise and finalize" in the title.
- Finalize your written commentary for submission.
- Gather all of your materials and refer back to your **Component Instructions**, the **General Portfolio Instructions**, and **The Scoring Guide .**

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Submit

- The ePortfolio submission window will be open from April 1 – mid-May, 2023. Consult the **ePortfolio Resources** page to guide your submission preparation.
- Create an ePortfolio account.
- Complete a final check of the **Component Instructions**.
- Upload all of your documents for submission and submit.

Year 2

Which Components	
Component 3 Teaching Practice and Learning Environment	**Component 1** Content Knowledge
Focus of this Component	
A classroom-based video entry that focuses on your ability to demonstrate evidence of your practice and analysis as it relates to instructional planning, student engagement, and the learning environment.	A computer-based assessment where you demonstrate knowledge of and pedagogical practices for teaching in your content area.
Weight	
30%	40%
Deadlines	
- You have some flexibility with when you register and start this component. - You can **start** working on this component any time 12 months prior to the opening date of the ePortfolio submission window. - All of the **Standards** and **Component Instructions** are available online for free. - You can **create an account, register, and/or purchase** this component by February 28, 2023. - While you can start working on this component after the start of your school year, you will need to upload your Component 2 work during the submission window (typically April to May).	- You have some flexibility with when you register and start preparing for this component. - All of the **Standards** and **Component Instructions** are available online for free. - You can **create an account, register, and/or purchase** this component. - The testing window is generally open from March – June.
Gather and Familiarize	
Familiarize yourself with the foundational documents for National Board certification. **The Five Core Propositions** **The National Board Standards** **Guide to National Board Certification**	

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- **The Scoring Guide**
- Previously Recorded Webinar: **Introduction to National Board Certification** (Current dates and deadlines in the **Guide to National Board Certification).**

Access support resources:

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- **Self-enroll** in a free Canvas course to support you on your National Board journey.

Learn and Plan	
Learn about the requirements of Component 3. **Overview video** **The General Portfolio Instructions** **Certificate-specific Instructions** **The Scoring Guide** **Previously recorded Component 3 webinars** - Engage with the C3 module of the **Canvas course**. - Use the **graphic organizers** with "learn" and with "plan" in the title. - Send out and collect all **release forms** needed from your students.	Learn about the requirements of Component 1. **Overview video** **Component 1: Content Knowledge Assessment Center Policy and Guidelines** **Certificate-specific Instructions** - Previously **recorded** Component 1 webinars - Engage with the C1 module of the Canvas course. - Selected Response Items: Find, download, and work with the SRI Graphic Organizer for your Certificate Area (**these are view only files**). - Constructed Response Exercises: **CR: Graphic Organizers**
Plan	**Schedule Your Appointment**
- Plan instructional units 1 and 2. - Close read video recording section in **The General Portfolio Instructions** - Practice recording. - Collect any instructional materials you may need.	- Testing appointments fill up quickly; it is important that you schedule and test as early as possible. You can schedule an appointment right from your National Board account. - Go to **http://www.pearsonvue.com/nbpts/** and look for the testing center nearest you. - If you need testing accommodations, learn more about when and how to apply for an accommodation in the **Request for Testing Accommodations: Form and Instructions** document.
Record and Analyze Videos	**Study and Prepare**
- Record video 1. - Analyze recording with the support of the **Analyze: Video 1: graphic organizer** - Record video 2. - Analyze recording with the support of the **Analyze: Video 2: graphic organizer**	- Use the information in your graphic organizers to prepare for your C1 assessment. Additional resources can be found **here**. - Familiarize yourself with polices and instruction outlined in the **Component 1: Content Knowledge Assessment Center Policy and Guidelines** document before testing. - Watch this **video** on preparing for the Assessment Center and this tutorial on the Pearson site.
Describe, Analyze and Reflect	**Take Your C1 Assessment**
- Describe, reflect and analyze your teaching practice and draft your responses to all prompts. - Continue working on your written commentary and supporting evidence.	Make sure to review the materials permitted in the testing center in **Component 1: Content Knowledge Assessment Center Policy and Guidelines.**
Revise and Finalize	

- As you review your work, use the **graphic organizer** with "revise and finalize" in the title.
- Finalize your written commentary for submission.
- Gather all of your materials and refer back to your
- **Component Instructions**, the **General Portfolio Instructions**, and **The Scoring Guide.**

Submit

- The ePortfolio submission window is typically open from April 1 – mid-May. Consult the **ePortfolio Resources** page to guide your submission preparation.
- Create an ePortfolio account.
- Complete a final check of the **Component Instructions**.
- Upload all of your documents for submission and submit.

2022-23 IMPORTANT DATES AND DEADLINES

REGISTRATION WINDOW	JULY 13, 2022–FEBRUARY 28, 2023
REGISTRATION (INCLUDES PAYMENT OF $75 FEE)	FEBRUARY 28, 2023
COMPONENT SELECTION (INCLUDES PAYMENT OF COMPONENT FEES)	FEBRUARY 28, 2023
CHANGE OF CERTIFICATE AND/OR SPECIALTY AREA	FEBRUARY 28, 2023
CHANGE OF COMPONENT SELECTION	FEBRUARY 28, 2023
WITHDRAWAL DEADLINE	FEBRUARY 28, 2023
COMPONENT 1: CONTENT KNOWLEDGE TESTING WINDOW	MARCH 1–JUNE 15, 2023
ePORTFOLIO SUBMISSION WINDOW	APRIL 1–MAY 17, 2023
SCORE RELEASE	DECEMBER 9, 2023

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