Guide to Electronic Submission

Whether you are pursuing initial Certification or Maintenance of Certification (MOC), you'll upload your material directly through your National Board account. This guide walks you through each step of the upload and submission process. Visit our ePortfolio Submission page for additional resources to help you format, organize, and submit your material.

Formatting your Material

- Submit all written material in **PDF** format.
- Submit all videos in **MP4** format.
- Each file must be under **500MB**.

Visit our ePortfolio Submission page for resources to help you convert your material to the correct file type and size. Refer to the ***Electronic Submission at a Glance*** chart located in your component instructions to make sure your material is organized correctly for submission.

File Naming Conventions

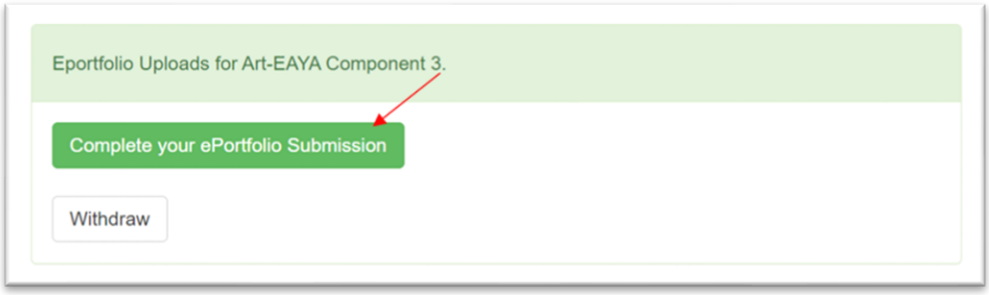
There's no required naming convention for your files. Choose names that make it easy for you to identify and organize each part of your entry.

File names should use alphanumeric characters only; avoid special characters such as !, @, #, and do **not** include your name in the file name.

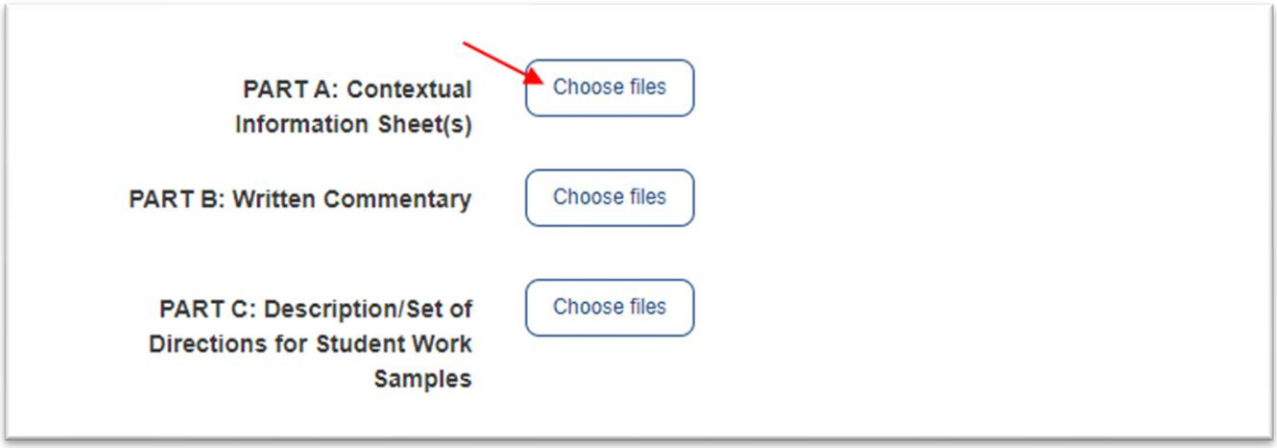
Note: These naming guidelines help avoid upload issues and align with the National Board's bias-prevention practices. Including personal information or special characters in a file name will not affect scoring.

Uploading and Submitting your Material

1. **Log into your National Board account.** Go to your candidate dashboard and click the *Complete your ePortfolio Submission* button to get started.

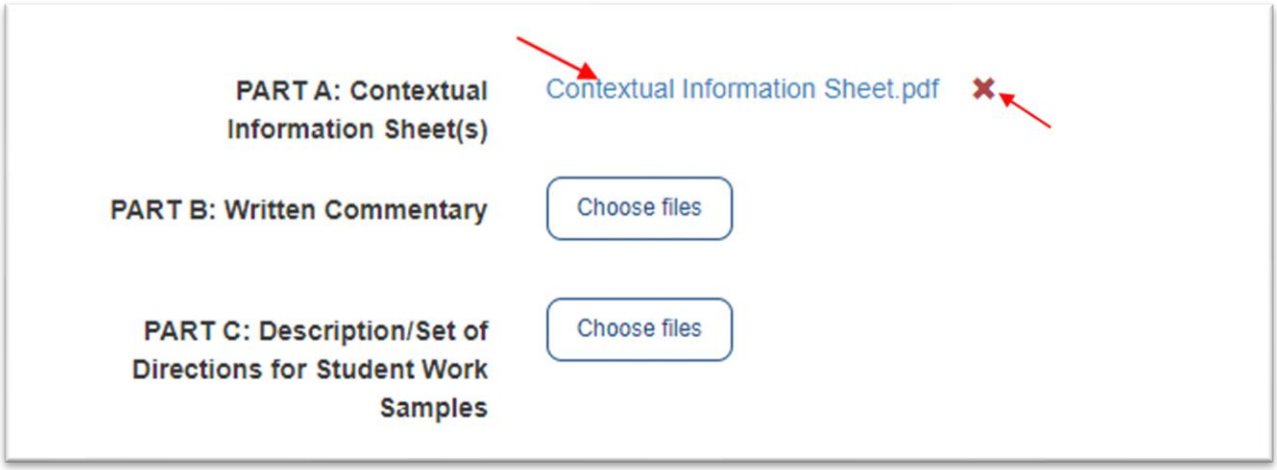


2. **Check that the evidence submitted for scoring matches the student age range and content area for the component you purchased.** If it doesn't, your component won't be scorable, and you'll receive an NS on your score report. For more details, refer to the General Portfolio Instructions and Choosing the Right Certificate.
3. **Upload your file for each part.** Click *Choose files* and upload **one file per part**. If you have multiple documents for a part, combine them into a single file before uploading. **Only PDF and MP4 files will be accepted.**

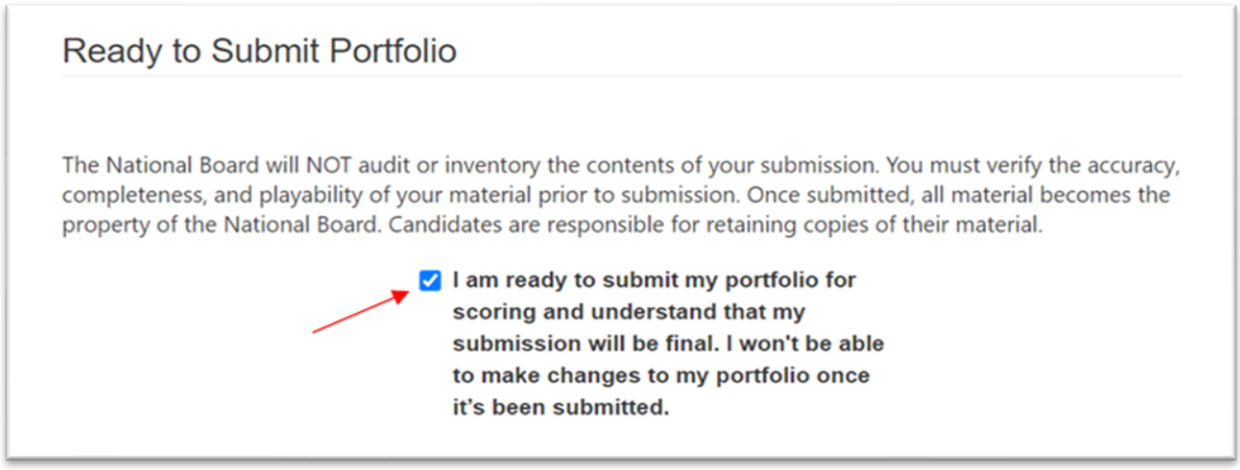


4. **Review the uploaded file.** Click the document link to ensure you uploaded the correct file. To remove a file, click the red "x."
5. **Verify your files before submitting them.** Make sure each file is:
   - the correct file for that part
   - not a duplicate
   - able to open and play without issues

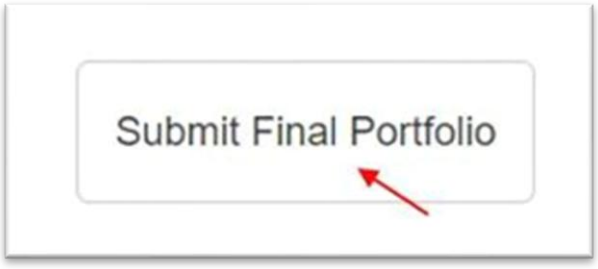
   Because some video software limits playback to the device it was created on, **test your video on more than one device**. Your video must include both audio and video when played on multiple devices.



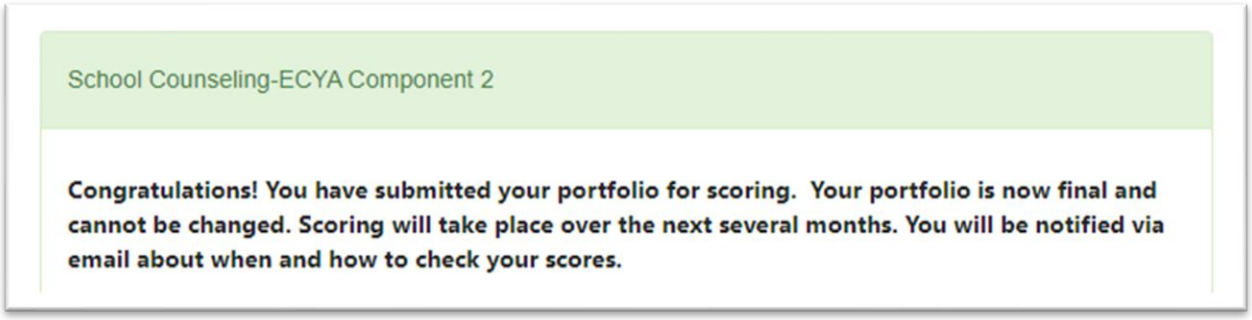
6. **Confirm you're ready to submit.** Check the box labeled *I am ready to submit my portfolio for scoring*... once all parts of your evidence have been uploaded and reviewed.



7. **Submit your work.** Click *Submit Final Portfolio*. Once submitted, your work is final and cannot be changed**.** If you leave files in the system and don't click the submit button, they'll automatically be submitted for you at the close of the submission window.



8. **Save your confirmation.** Confirmation will appear on your dashboard when your submission is complete. Use your browser's print function to save or print a copy for your records.



Reviewing your Submission

After you submit your portfolio, you will have read-only access to your uploaded files for approximately two months. Under National Board policy, once submitted, all materials become the property of the National Board and should not be shared with other candidates or third parties. You are encouraged to retain copies of your material, because your files will not be accessible after that two-month period.

ePortfolio Submission Policies

The National Board will NOT audit or inventory the contents of your submission. You must verify the accuracy, completeness, and playability of your material prior to clicking the Submit button.

If you identify an error after submitting a portfolio component, an exception processing service is available for a fee of $250 per entry which will allow you to submit the correct material.

- This service is **only available during the submission window** (April 1-May 16, 2026, at 11:59 p.m. Central Time).
- This service is only available to candidates with the standard May 16 submission deadline; those with an extension aren't eligible.
- To request the service, log into your National Board account, go to ***My Journey***, and select ***ePortfolio Exception*** under the *Services* tab.
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Note: After the submission deadline, all purchased components are automatically submitted as-is for scoring, including empty and incomplete entries.

For additional information, please see the FAQs available on the National Board website.