

# National Board Certification Third-Party Payer Guide

Version 1.9

**NATIONAL BOARD**  
  
*for Professional Teaching Standards®*

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## Introduction

This Guide provides key dates, fee information, and instructions for third-party payers (TPPs) making payments for National Board Certification and Maintenance of Certification (MOC) candidates.

## Overview of Certification

Candidates beginning the National Board Certification process will be able to choose the order in which they complete the components during their candidacy, noting three important requirements: (1) initial attempt of all four components must be completed in the first three years of candidacy, (2) there are two retake opportunities per component (*For Component 1, candidates may elect to retake one or more of the three constructed response items/exercises and/or the selected response item part. Candidates have up to two retakes for each of the four parts of Component 1 at any time during the five-year window.*), and (3) components must be completed in the cycle year in which they are purchased. At its maximum, the process could span five years. Each year, if planning to take components, candidates must register and pay for the components they wish to complete. There is no requirement to complete all components in a single year, but candidates will be able to do so if they choose.

## Important Dates and Deadlines

*All dates and deadlines are subject to change.*

The following chart is applicable to all candidates submitting components for scoring during the 2022-23 assessment cycle.

2022-23 Important Dates and Deadlines	
Registration Window (all candidates)	July 13, 2022-February 28, 2023
Fee Payment Deadline	February 28, 2023
Change of Certificate and/or Specialty Area (first-time candidates only)	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 (all candidates)	December 9, 2023

The following chart is applicable to all candidates submitting components for scoring during the 2023-24 assessment cycle.

2023-24 Important Dates and Deadlines	
Registration Window (all candidates)	May 22, 2023-February 29, 2024
Third-Party Payer Fee Payment Deadline	February 16, 2024
Candidate Fee Payment Deadline	February 29, 2024
Change of Certificate and/or Specialty Area (first-time candidates only)	March 22, 2024
Change of Component Selection	February 29, 2024
Withdrawal Deadline	February 29, 2024
Component 1 Scheduling Window Opens	January 15, 2024

Component 1: Content Knowledge Testing Window	March 1-June 15, 2024
ePortfolio Submission Window	April 1-May 18, 2024
Score Release (all candidates)	December 7, 2024

**New for 2023-24:** Payments from Third-Party Payers for the 2023-24 cycle will only be accepted through February 16, 2024. This earlier date is to allow for the standard 5-7 business day processing time prior to the candidate registration and purchase deadline of February 29, 2024. Please plan accordingly as payments will not be accepted after this date.

## Eligibility Requirements

To be eligible to achieve National Board Certification, candidates must meet the education, licensure, and employment requirements described below. World Languages candidates must also meet the language proficiency requirement.

The rules for meeting eligibility for candidacy are described in the [Guide to National Board Certification](#), but teaching situations across the country vary widely, and the rules may not address a candidate’s particular circumstances. Candidates should contact Customer Support for assistance if they are not sure they meet the eligibility requirements. The score requirements for achieving National Board Certification can be found in the [Scoring Guide](#).

The chart below provides the certification eligibility requirements for beginning the National Board Certification process and when each requirement must be met.

Eligibility Requirement	Requirement Must be Met
Candidates must possess a bachelor’s degree from an accredited institution. (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.)	<i>Before</i> a candidate registers and purchases their first component for National Board Certification.
Candidates must hold a <a href="#">valid state teaching license</a> or meet the licensure requirements established by their state.	<i>Before</i> 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.

<p>Candidates must have successfully completed three years of teaching at one or more early childhood, elementary, middle, or secondary schools to achieve Board certification. (Applicants for ECYA/School Counseling must have successfully completed three years serving as a school counselor.)</p>	<p><u>No later than June 30</u> of a candidate's third year of candidacy. *This requirement must be met for a candidate to be eligible to achieve certification.</p> <p>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.</p>
<p>World Language candidates: ACTFL language proficiency requirement.</p>	<p><u>No later than June 30</u> of the assessment cycle in which a candidate completes initial testing on all four National Board components. When a candidate meets the ACTFL and score requirements and the teaching employment requirement (if not already met), the candidate will achieve National Board certification.</p>

\*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.

## Candidate Fees

Fees and payment processing are subject to change.

### First-time and Returning Candidate Fees

This chart lists the various fees applicable to first-time and returning National Board Certification candidates. When submitting payment on behalf of a candidate, **you must specify the type of fee for which your organization is paying.**

Fees for First-time and Returning Candidates				
Type of Fee	Details	Amount	2022-23 Deadline for Receipt	2023-24 Deadline for Receipt
Registration Fee*	Charged once per assessment cycle. Candidates will not be able to select a component without payment of this nonrefundable and nontransferable fee.	\$75	February 28, 2023	February 29, 2024 (TPP payments due: February 16, 2024)

Component 2, 3, or 4 Fee	Required for each attempt (initial and retake) of all portfolio components.	\$475	February 28, 2023	February 29, 2024 (TPP payments due: February 16, 2024)
Component 1 Fee (first attempt)	Required for the Content Knowledge assessment.	\$475	February 28, 2023	February 29, 2024 (TPP payments due: February 16, 2024)
Component 1 Retake Fee	Required for each portion of Component 1 that a candidate elects to retake.	\$125 per exercise and/or the Selected Response section	February 28, 2023	February 29, 2024 (TPP payments due: February 16, 2024)
Component 1 Reauthorization Fee*	If a candidate misses their assessment center appointment, or does not cancel 24 hours in advance, they must be reauthorized before scheduling a new appointment.	\$175	August 30, 2023	August 30, 2024

*\*Note: This fee must be paid online through the candidate's National Board account via credit or debit card (Visa and MasterCard only). TPPs may submit funding for this fee; however, it must be paid by credit card first. After TPP funding is applied, the initial payment will be refunded.*

### MOC Candidate Fees

This chart lists the various fees applicable to (MOC) candidates. When submitting payment on behalf of a candidate, **you must specify the type of fee for which your organization is paying.**

Fees for MOC Candidates				
Type of Fee	Details	Amount	2022-23 Deadline for Receipt	2023-24 Deadline for Receipt
Registration Fee*	Charged once per assessment cycle. Candidates will not be able to purchase MOC without payment of this nonrefundable and nontransferable fee.	\$75	February 28, 2023	February 29, 2024 (TPP payments due: February 16, 2024)

Maintenance of Certification Fee	Required to register for MOC.	\$495	February 28, 2023	February 29, 2024 (TPP payments due: February 16, 2024)
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*\*Note: This fee must be paid online through the candidate's National Board account via credit or debit card (Visa and MasterCard only). TPPs may submit funding for this fee; however, it must be paid by credit card first. After TPP funding is applied, the initial payment will be refunded.*

## Third-Party Payer Accounts

### Setting-Up and Updating a Third-Party Payer Account

The first step to setting up a third-party payer (TPP) account is to complete the [National Board third-party payer web form](#). Before submitting payment for candidate fees, it's important to ensure our records reflect the most current program information for balance reporting and TPP account management.

### Acceptable Payment Types\*

The National Board accepts payment from third-party payers in the form of purchase orders, checks, wires, ACH transactions, and the use of existing escrow funds (funds remaining on your TPP account from a previous assessment cycle).

All payments should be made payable to the National Board and should include one of the following:

- Transmittal memo – a list of candidates receiving payment, including component selection ([see below](#)), and the amount to be applied to each candidate account; or
- A copy of the invoice provided to you by the National Board.

If you require a W-9, an invoice or additional documentation for payment processing, please submit your request via the [National Board third-party payer web form](#).

### Submitting Payments

Purchase orders and requests to use existing escrow funds must be submitted via the [National Board third-party payer web form](#).

All checks must be submitted to the National Board at one of the following addresses:

- If sending via regular mail:  
  
National Board for Professional Teaching Standards  
P.O. Box 715105  
Philadelphia, PA 19171-5105
- If sending by courier service: (All mail by special couriers should be sent to the actual site address listed below and should reflect Lockbox Services and the Lockbox Number in the reference section of the air bill.)

Lockbox Services - #0075105  
National Board for Professional Teaching Standards  
MAC Y1372-045  
401 Market Street  
Philadelphia, PA 19106

## Managing Candidate Payments\*

### Payment Requirements for All Candidates

Candidates are required to have an active account in the National Board's candidate management system in order to receive third-party payments. Before submitting a transmittal memo, please ensure that each candidate has completed the steps required to create an account and obtain a National Board candidate ID number – this applies to new candidates only. All returning, retake, and MOC candidates with existing National Board accounts will use the candidate ID number for their existing account. You will need to include their candidate ID number with your payment.

To learn more about the National Board's candidate management system and the registration process, please review the [Guide to National Board Certification](#) located in the [First-Time and Returning Candidate Resources](#) section of our website.

You are permitted to submit payment for all components (up to \$1900) for an individual in advance of registration for all components. If you choose this option, you will be required to specify the amount of funding to be allocated to a component in each cycle. You must specify your allocations using the Transmittal Memo provided by the National Board (see [Transmittal Memo](#)).

### Payment and Transmittal Memo Processing

Upon receipt of the transmittal memo and 5-7 business days after the payment has been processed, the National Board will apply funds to a candidate's account. **The candidate must apply those funds and complete the check-out process to purchase the component.** Funds submitted for unregistered candidates will be added to your escrow funds. You may receive notifications during the last month of the registration window regarding candidates who have not yet completed appropriate steps for registration or utilizing the funding. However; you will be responsible for verifying candidates have registered. If you have questions at any time regarding the balance on account or status of candidate accounts, please submit a request in writing via the [National Board third-party payer web form](#).

*\*If you are running a program that supports a large number of candidates, please [contact us](#) to determine if your data needs merit access to regular data reporting.*

### Transmittal Memos

A completed transmittal memo must be submitted with each payment to indicate how funds will be distributed to candidates. Below you will find links to the various transmittal memos available. If you have questions about how to use these transmittal memos, please contact us via the [National Board's third-party payer web form](#).

[Transmittal Memo](#)

## Promised Funds

Funds submitted on behalf of a candidate will be held until the candidate has purchased the components needed to exhaust funding. In the event the candidate does not purchase the components needed to exhaust funding during the current cycle, the funds will be rolled over to the next cycle. A refund may be processed back to your account on file with us, if the candidate withdraws his/her registration prior to the published withdrawal deadline.

## Transferring Funds Between Candidates

Funds may be transferred from one candidate's account to another. Requests to do so must be submitted in writing via the [National Board third-party payer web form](#). The request to transfer funds should include the previously funded candidate's name, National Board ID, and amount funded. The request must also include a transmittal memo which includes the new candidate's information.

## Refunds

### Withdrawals

In the event a candidate withdraws before the withdrawal deadline, you will be eligible for a refund of the fees paid on behalf of the candidate (except those designated as nonrefundable). The National Board will process withdrawal refunds on a monthly basis and funds will be returned to your TPP account.

If you do not want the funds credited to your TPP account and/or would like the funds returned to your organization prior to our year-end reconciliation, you must submit your request in writing via the [National Board third-party payer web form](#).

You will not be eligible for a refund of any fees paid on behalf of a candidate if the candidate did not withdraw prior to the withdrawal deadline.

## Reconciliation of Accounts

The National Board will perform a complete reconciliation of your TPP account after the closing of the assessment cycle, in June or July (dates are subject to change). Upon completion of the reconciliation, if you have a balance on your TPP account\*, you will be provided a year-end report detailing the account activity for the cycle.

*\*If you do not have a balance on your TPP account and would like a year-end report, please submit your request via the [National Board third-party payer web form](#). If you have a balance on your TPP account at the end of a cycle, you can request that remaining funds be refunded to your organization. Otherwise, the balance will be held as escrow funds for use in a future cycle.*

## Contact Us

For questions regarding payment processing, contact us via the [National Board third-party payer web form](#).

For questions regarding National Board Certification candidate processes, contact our Customer Support team via [Live Chat](#), by calling 1-800-22TEACH (83224), Monday–Friday, 8:00 a.m. - 6:00 p.m., CST or by using the [National Board candidate web form](#).