

National Board Certification Third-Party Payer Guide

Version 1.5

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 during the 2020-21 and 2021-22 assessment cycle.

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 candidates submitting components for scoring during the 2020-21 assessment cycle.

2020-21 Important Dates and Deadlines	
Registration Window (first-time, returning, and retake candidates)	April 15, 2020-May 21, 2021
Application Window (MOC and Renewal candidates)	September 1, 2020- May 21, 2021
Fee Payment Deadline	May 21, 2021
Change of Certificate and/or Specialty Area (first-time candidates only)	May 21, 2021
Change of Component Selection	May 21, 2021
Withdrawal Deadline	April 30May 21, 2021
ePortfolio Submission Window	May 24-June 25, 2021
Component 1: Content Knowledge Testing Window	April 15-August 15, 2021
Score Release (all candidates)	December 11, 2021

The following chart is applicable to candidates submitting components for scoring during the 2021-22 assessment cycle.

2021-22 Important Dates and Deadlines	
Registration Window (all candidates)	June 1, 2021-February 28, 2022
Fee Payment Deadline	February 28, 2022
Change of Certificate and/or Specialty Area (first-time candidates only)	February 28, 2022
Change of Component Selection	February 28, 2022
Withdrawal Deadline	February 28, 2022
ePortfolio Submission Window	April 1-mid-May, 2022
Component 1: Content Knowledge Testing Window	March 1-June 15, 2022
Score Release (all candidates)	On or before December 31, 2022

Candidate Fees

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	Deadline for Receipt	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	May 31, 2021	February 28, 2022
Component 2, 3, or 4 Fee	Required for each attempt (initial and retake) of all portfolio components.	\$475	May 31, 2021	February 28, 2022
Component 1 Fee (first attempt)	Required for the Content Knowledge assessment.	\$475	May 31, 2021	February 28, 2022
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	May 31, 2021	February 28, 2022
Component 1 Reauthorization Fee*	If a candidate misses his/her assessment center appointment, or does not cancel 24 hours in advance, he/she must be reinstated before scheduling a new appointment.	\$175	August 30, 2021	August 30, 2022

**Note: This fee must be paid online through the candidate's National Board account via credit or debit card (Visa and MasterCard only).*

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	Deadline for Receipt	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	May 31, 2021	February 28, 2022
Maintenance of Certification Fee	Required to register for MOC.	\$495	May 31, 2021	February 28, 2022

**Note: This fee must be paid online through the candidate's National Board account via credit or debit card (Visa and MasterCard only).*

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 [Third-Party Payer Information 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. The Third-Party Payer Information Form can also be used to provide us with contact and demographic updates to your existing account.

[Click here](#) to complete the Third-Party Payer Information Form.

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, of whom have completed the appropriate 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](#). Please ensure you've completed the [Third-Party Payer Information Form](#) before submitting payment for candidate fees for the first time.

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 First-time and Returning 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. You will need to include their 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 Requirements for MOC 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 MOC candidate has provided you with their National Board candidate ID number. You will need to include their ID number with your payment.

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

Payment and Transmittal Memo Processing

Upon receipt of the transmittal memo and payment, the National Board will allocate the funds to the candidate in the form of a coupon/account credit to their National Board account within 7-10 business days. Candidates will be notified by email of the available credit and will use the coupon to purchase their component(s). The coupons will be component specific.

Funds submitted for unregistered candidates will be added to your escrow funds. While we will notify you periodically of candidates that have not yet completed the appropriate steps, 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](#)

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, during the months of April and May (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, call 1-800-22TEACH (83224), Monday–Friday, 8:00 a.m. - 6:00 p.m., CST or use the [National Board candidate web form](#).