

## **National Board Payment Plan Agreement**

This National Board Payment Plan Agreement (“Agreement”) is an agreement between you and The National Board for Professional Teaching Standards (the “National Board”) to set up an automatic recurring payment under the National Board Payment Plan (the “Payment Plan”). Please verify that all information provided is complete and accurate before finalizing your agreement to participate in the Payment Plan. You will need to enter into a National Board Payment Plan Agreement each time you set up a new payment plan.

### **Recurring Payment Process**

The Payment Plan allows you to pay for your component(s) by spreading the cost evenly over a six month period (the “Term”). Your first payment will be due the month after you sign up for the payment plan, on the date you select, and monthly thereafter for a total of six recurring payments (e.g., if you sign up for the payment plan in April and choose the 15th, your first payment will be due May 15th). Once you have selected your monthly payment date, you will not be able to change it. You will not receive any advance notice of this payment, but you will receive a post-payment confirmation email following all six automatic recurring payments. Our authorized payment vendor, Authorize.net, will store your credit or debit card information in order to complete the monthly recurring payments. Once the Payment Plan Term has expired, your payment information will be stored on the candidate’s Authorize.net customer payment profile and can be deleted by reaching out to Customer Support.

Payments made pursuant to the Payment Plan will be governed by the same National Board policies and guidelines that otherwise govern payment of assessment fees. You can find these policies listed in the “Guide to National Board Certification” and the “Guide to Maintenance of Certification” available at [www.nbpts.org](http://www.nbpts.org). If you sign up for more than one Payment Plan, the Payment Plans will not be combined into one single plan and you may have multiple payments charged to your credit or debit card each month pursuant to each selected Payment Plan.

### **Automatic Recurring Payment Failure**

You are responsible for ensuring that your credit or debit card information is up to date in order to complete the necessary automatic monthly payments during the Term(s). You must contact National Board customer support via webform to update your credit or debit card information as required to continue automatic monthly payments under the Payment Plan. National Board customer support will never ask for your credit card information via email.

If your automatic recurring payment is declined or unable to be processed for any reason, Authorize.net will try to re-process the payment up to three times, once a day for three days, within three business days of the payment failure. If your payment is still unsuccessful, your automatic payments will be suspended and a National Board customer support representative will contact you by phone or email. In the event you do not make all required payments under the Payment Plan, services may be withheld by the National Board and its supporting vendors until payments are up to date. Services that may be withheld include but are not limited to scheduling and/or completing assessment center testing, portfolio upload, scoring services, and/or score reporting and certification decisions. Any outstanding balance still remaining on the October 31st prior to Score Release will result in your scores and/or certification decision being held until payment is made in full.

### **Non-Completion of Payment Plan**

If full payment is not complete by the December 31st post-Score Release, your component(s) will be withdrawn. Any fees collected to date will not be refunded. Because your component will be withdrawn, it will not count as an attempt for that component. If you decide to register and purchase this component in another cycle, you will be required to pay all required fees and you will not be able to reuse your portfolio materials.

### **Pre-Authorization Charge for Payment Plan**

A pre-authorization in the amount of \$1 is required to validate your card when creating a payment plan. Pre-authorization allows us to confirm that a credit card will accept charges from our company before placing an order, and also helps us prevent fraudulent transactions. The \$1 pre-authorization is placed on a temporary hold with your card provider and is typically released within 2-3 business days, although in rare cases it can be up to 10 days depending on your card provider's policy

### **Changing Authorized Payment Card**

If you would like to change your authorized credit or debit card during a Term, you must authorize the recurring payment with the new credit or debit card by calling National Board customer support at least ten (10) calendar days prior to the next payment authorization date. If the change is approved, your previously approved credit or debit card on file will be removed by Authorize.net within 24 hours of approval of the new card.

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## **AGREEING TO THESE CONDITIONS**

By signing up for the Payment Plan and providing my credit or debit card information, I agree that I have read and understand this Agreement and that I am bound by the terms and conditions herein. In addition, I hereby authorize the National Board, through its authorized payment processing vendor Authorize.net, to charge the full amount required by my Payment Plan to the credit or debit card provided in accordance with this Agreement and for Authorize.net to remit the payments to the National Board. This authorization will remain in effect for the Term unless I give written notification to the National Board that I want to terminate this authorization, in which event no additional charges will be made unless they are already in process. I recognize and agree that termination of authorization will not relieve me of my obligation to pay amounts due the National Board for purchases made, and that services may be withheld by the National Board if amounts due are not paid in full. I have full authority to use the credit or debit card that I have provided for use under the Payment Plan, and I will not dispute the scheduled transactions unless they fail to comply with the terms of this Agreement and the scope of my authorization. I will complete and sign in a timely manner any documents that may be reasonably required to effectuate the foregoing authorization. I authorize the National Board, Authorize.net, and their respective agents and contractors to contact me regarding my payments under the Payment Plan and any amounts that I owe the National Board at the current telephone number and/or email address(es) that I have provided or at any future number or email address that I provide.

**Last Updated: August 7, 2024**