

Pre-requisites

1. Create an account
2. Pay \$75 registration fee.
3. After paying the registration fee, you will need to complete the Candidate Registration Agreement located on the Certification Dashboard of your National Board account.

Signing up for a payment plan - First Time Certification

4. If you don't already have a certificate area selected, click "Browse" under Certifications in the left-hand navigation menu. Once you've located the certification area you'd like to pursue, click "Save to my home" (This will bring you back to the homepage.). Skip this step, if you've already selected a certification area.

Art-Early Adolescence through Young Adulthood

Component 1 - Full Exam

[Art-EAYA Component 1](#) ➔

Component 2

[Art-EAYA Component 2](#) ➔

Component 3

[Art-EAYA Component 3](#) ➔

Component 4

[Art-EAYA Component 4](#) ➔

[Save to my Home](#) ➔

5. Under the "Your Component Selections" section, click the name of the component you would like to pursue and purchase this cycle using a payment plan.

Your Component Selections

Art-Early Adolescence through Young Adulthood

Component 1 - Full Exam

[Art-EAYA Component 1](#) ➔

Component 2

[Art-EAYA Component 2](#) ➔

Component 3

[Art-EAYA Component 3](#) ➔

Component 4

[Art-EAYA Component 4](#) ➔

6. Sign the attestation (you'll need to scroll down) and agree to the terms.

Top of attestation.



Attestation

Candidate Agreements

In order to register for electronic submission, you must read and agree to the following terms:

Candidate Registration Agreement

I understand that I am registering to use the National Board Candidate Management System (NBCMS) for the purposes of submitting my materials to the National Board for scoring. My uploaded materials are subject to all current National Board policies, guidelines, and technical specifications as described in the instructions provided on the National Board website. I am responsible for ensuring that my materials meet all National Board requirements.

7.

Bottom of Attestation

may receive fees from those to whom it grants access to the Submission(s) and Student Work. These uses may make my Submission(s) and the Student Work available for viewing by a broad range of individuals, educators, and students. The National Board's rights in Student Work are as authorized by the Release Forms.

The National Board will not publicly connect my name with my Submissions. Although the National Board, or its designee, may use and make my Submission(s) available to others as discussed above, the National Board will not affirmatively connect my name, nor the last names of my students, with the Submission(s) and the Student Work. I understand, however, that those viewing the Submission(s) may be able to identify me or my students by recognizing me or them by sight or voice. Moreover, if one of the video participants addresses me or another student by name, or if I am wearing a name tag, the National Board will not redact the name before making use of the Submission(s).

I acknowledge that I have read and agree to all terms and conditions in the Candidate Release Agreement.

Sign here

Agree

Disagree

8. Verify your contact information verification details and select if you need [test accommodations](#).

Contact Information Verification

APPLICANT REQUEST FOR TEST ACCOMMODATIONS

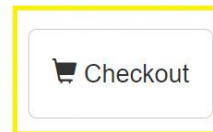
Are you requesting special accommodations in accordance with the Americans with Disabilities Act (ADA) for testing?

9. You are now ready to pay! Select the “Payment Plan” option, then click the checkout button below.

Payment Options

National Board now allows you to set up a payment plan. [Click here](#) to find out more. Select the “Payment Plan” option, then click the checkout button below.

To complete your purchase using a credit card, select the “Pay in Full Now” option, then click the checkout button below.



10. After you’ve selected your payment schedule, signed the payment plan confirmation, agreed to the terms and conditions, click “Enter Payment Details” to input your credit card details.

Create your National Board payment plan

First Name Last Name Candidate ID

You have selected: **Art-EAYA Component 4** for \$475.00

BASED ON YOUR SELECTION(S)

The total amount applied to your payment plan is	\$475.00
This means you will pay six monthly installments of	\$79.17
Your first payment will start on	

Payment Schedule
Please select the date you would like payment to be taken each month.
You will set up your payment card details on the next page.

---- Select ----

Payment plan confirmation
If you are happy with the above payment plan details, please sign below:

I agree to the [terms and conditions](#) of payment plan

11. Click “Submit Payment Plan”. Your purchase is now complete. Do not refresh the screen while the payment confirmation loads.

You will need to repeat these steps for each component and should only purchase the components you plan to complete during the current assessment cycle.