

## Pre-requisites

1. Create an account
2. Complete Registration Agreement.
3. Pay \$75 registration fee.

## Signing up for a payment plan - First Time Certification

1. 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 ➔

a.

2. 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 ➔

a.

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

Top of attestation.



## Attestation

### Candidate Agreements

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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.

4. 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

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

### Contact Information Verification

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## APPLICANT REQUEST FOR TEST ACCOMMODATIONS

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

- You are now ready to pay! Click the “Checkout” button below.

### Payment

You will be redirected to National Board Payment portal

 Checkout

7.

- To use Payment Plan, select “Pay in 6 Monthly Installments.”

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*for Professional Teaching Standards®*

[Back to Home](#)

Coco Chanel | Candidate ID

### Purchase Screen : No Funding

Component Selected :

Component Price \$475.00

Amount Due	\$475.00
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Please select a payment option

☐ Pay Now

☐ Pay in 6 Monthly Installments

9.

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

## Purchase Screen : No Funding

Component Selected : Art-EAYA Component 4

Component Price	\$475.00
Amount Due	\$475.00

Please select a payment option

☐ Pay Now  
☒ Pay in 6 Monthly Installments

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:

\_\_\_\_\_

You will see a temporary pre-authorization \$1 charge from your credit card company. This charge will be credited back to your account automatically.

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

[Enter my payment details](#)

11.

12. Provide your billing address and card information, click “Pay”.

## Order Summary

Description	A payment plan in the amount of \$475.0 has been created. You will see a temporary pre-authorization \$1 charge from your credit card company. This charge will be credited back to your account automatically.	Total	\$	1.00
Invoice Number	1470-Q-PP			

Card Number \*
  Exp. Date \*
  Card Code \*

**Billing Address**

First Name
  Last Name

Billing Country  
 USA ▼
  Zip

Street Address
  City

State
  Phone Number

13.

14. After the payment authorization screen loads, click “Continue”.

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Mon Nov 07 2022 9:10:34 PM

Continue

Thank you for your payment.

\$ 1.00

[Hide Details](#)

Total \$ 1.00

Billing Information

14 Main Street Tiruttani TX 12345 9080630710

Paid By Visa XXXX1111  
Authorization Code: TW5P4W  
Transaction ID: 60203733072

Invoice Number: 1475-0-PP  
Description: A payment plan in the amount of \$475 has been created. You will see a temporary pre-authorization \$1 charge from your credit card company. This charge will be credited back to your account automatically.

15.

16. Do not refresh the screen while the payment confirmation loads. Your purchase is now complete.

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Back to Home

Congratulations! Your component purchase is successful.

We are processing your payment. After your payment has been processed, you will receive a notification from Authorize.net. Additionally, your National Board account will reflect that this component is paid.

[Return to Dashboard / Purchase History](#)

If you have any questions, please [contact us](#).

Beginning November 15, 2022, you will see a temporary pre-authorization \$1 charge from your credit card company. This charge will be credited back to your account automatically.

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.

**You can view important dates and deadlines [here](#).**