

APPLYING THIRD-PARTY PAYER FUNDING

Last Modified Date: March 2025

Step 1: Access your existing National Board account or create a new <u>account</u>. **NOTE:** If you do not recall your username, please do not create a new account. Contact <u>Customer Support</u>.

Third Party Release

Step 2: Navigate to "My Profile" and then click "Update Profile." Scroll down to the "Other" section and update the information release question to "Yes." It must be "yes" to use Third-Party Payer funding.

To be eligible to receive funding, support, and rewards from third-party organizations, you must agree to the release of the following information from your National Board account to those organizations:

• Personal Information: Name, candidate ID, email address, employment details (school, district, and state), and years of teaching experience

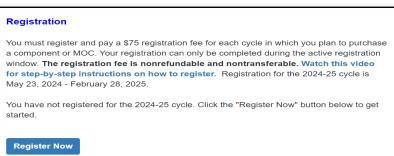
• Candidacy Information: Application status (whether registration fee was paid, amount, and date paid), certification details (certificate and specialty area, start and end cycles, retake attempts completed and remaining), component purchase details (whether component fee was paid, amount, and date paid; whether a purchased component was submitted); and certification status (certification issue and expiration dates). No scores will be released.

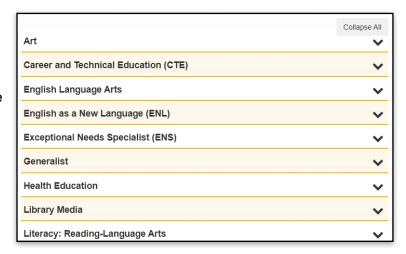
Do you authorize the National Board to release this information to third-party organizations? Note: if you wish to request funding from a third-party (external organization), you must select "Yes". (Note: Changes to this information will take twenty-four (24) hours to be reflected in the data provided to your third-party.) *

Step 3: Register. Candidates are required to register during each assessment cycle in which components will be purchased and completed. To complete your registration, select "Register Now" on your candidate dashboard.

Step 4: Before you will be permitted to purchase a component, you will need to choose your certificate area. Select "Choose Certificate" in the left-hand navigation menu to access the list of available certificate areas. If you are unsure which certificate is appropriate for your specific teaching situation, please review Choosing the Right Certificate. You can use the arrows to the right of each name to view available student developmental levels and paths/specialty areas. Click the green Save to my Home button to save the certificate area to your Candidate Dashboard.

If you've already chosen a certificate area, you may skip this step.







Step 5: Purchase a component using third-party funding. We have a few options available.

A. The National Board has simplified the component purchase process for candidates who receive full* funding from a third-party organization. You may now indicate that you are expecting funding for a component and when the organization designates the funding to your account, we will automatically complete the component purchase for you (instructions here). *Note: Candidates who receive partial funding will be required to complete the component purchase manually and pay the remaining balance.



- B. For those of you who have received full funding but do not wish to use the expecting funding automation, you can complete your component purchase using the instructions here.
- C. For those of you who have received partial funding, you can complete your component purchase using the instructions <u>here</u>.

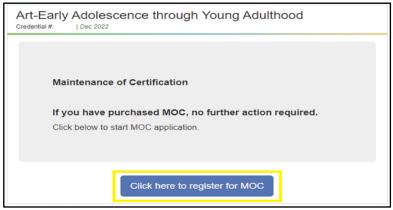
Expecting Funding Option

Use this option if you're expecting your Third-Party Payer to fully fund this component. Once your Third-Party Payer has designated funds for this component, we will automatically complete the component purchase for you.

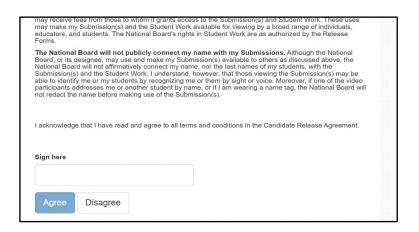
 Under the "Your Component Selections" section, click the name of the component you would like to purchase. <u>Note: Candidates</u> <u>must complete (test/submit) components in</u> <u>the cycle in which they are purchased.</u> Only purchase <u>the</u> components you plan to complete this cycle.



For NBCTs completing Maintenance of Certification (MOC): Once you are eligible to complete MOC, there will be a button on your candidate dashboard, "Click here to register for MOC." Click on the button (pictured right).



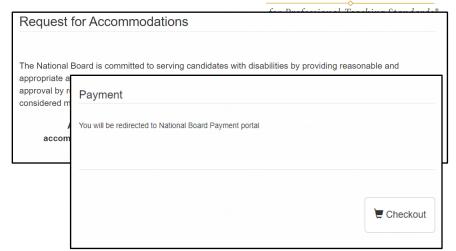
 If a portfolio component is selected, you will need to sign an attestation. Scroll to the bottom of the page (pictured right) for the attestation signature.



3. Verify your Contact Information Verification details and select if you need testing accommodations.



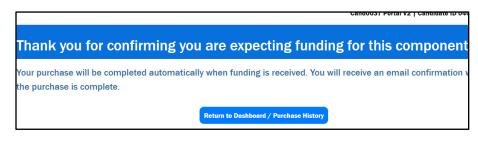
4. You are now ready to pay! Click the "Checkout" button.



5. Check the "I am expecting funding..." box and click "Submit".



6. Your component is now awaiting funds from your Third-Party Payer. Once funds are received, your component purchase will be completed automatically. Note: Once the Third Party-Payer designation deadline has passed, if you have not been allocated funding you will need to self-pay by the registration deadline.



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



Full Funding

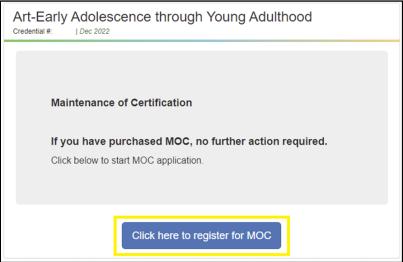
Partial funding covers less than 100% of the cost of a component, while full funding covers 100% of the cost of the component.

 Under the "Your Component Selections" section, click the name of the component you would like to purchase. Note: Candidates must complete (test/submit) components in the cycle in which they are purchased. Only purchase the components you plan to complete this cycle.



For NBCTs completing Maintenance of Certification (MOC):

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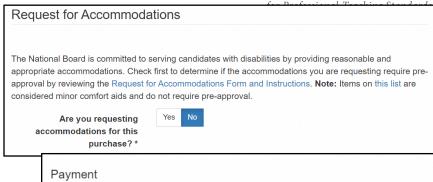


2. If a portfolio component is selected, you will need to sign an attestation. Scroll to the bottom of the page (pictured right) for the attestation signature.

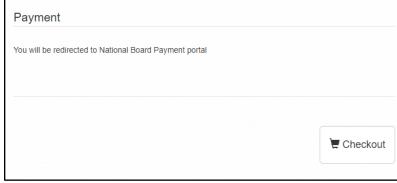




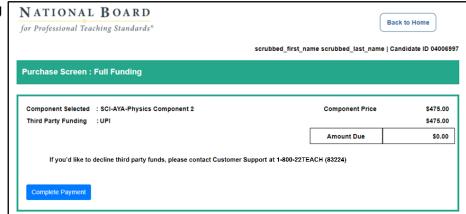
 Verify your Contact Information Verification details and select if you need testing accommodations.



4. You are now ready to pay! Click the "Checkout" button.



 To complete your purchase using the available funding, Select "Complete Payment."



6. 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 assessment cycle.

You can view important dates and deadlines <u>here</u>.



Partial Funding

Partial funding covers less than 100% of the cost of a component, while full funding covers 100% of the cost of the component.

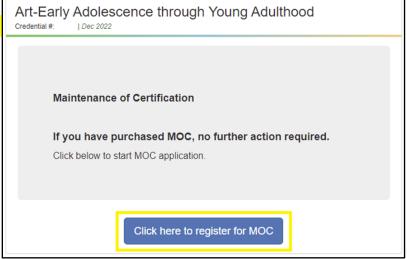
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Once you are eligible to complete MOC, there will be a button on your candidate dashboard, "Click here to register for MOC." Click on the button (pictured right).

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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

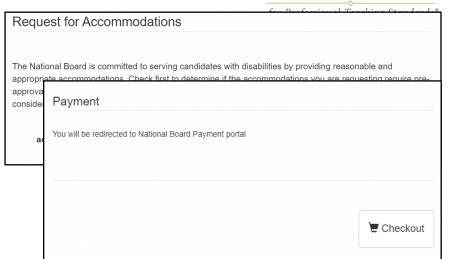
Disagree

Disagree

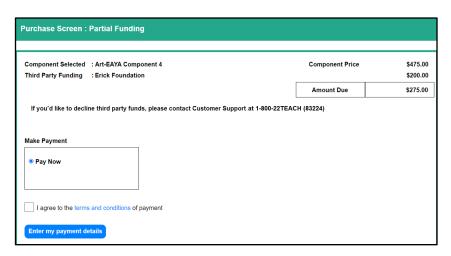
3. Verify your Contact Information Verification details and select if you need testing accommodations.

4. You are now ready to pay! Click

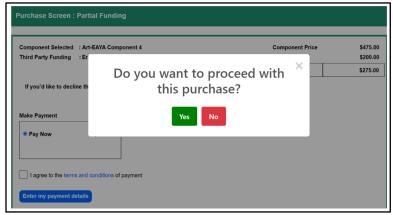
the "Checkout" button.



5. Click "Pay Now," agree to the terms and conditions, click "Enter Payment Details".



6. Confirm that you want to proceed with purchasing by selecting "Yes".



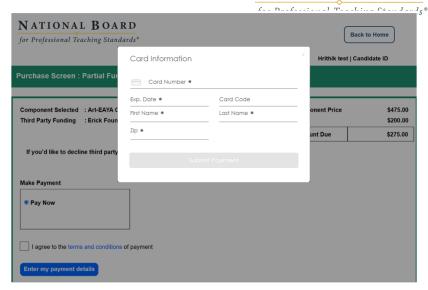
7. Input your credit card details and click "Submit Payment." Note: The National Board's payment plan cannot be used to cover partial payments.



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

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deadlines here.