

Guide to Maintenance of Certification

Version 2.3

*National Board Certification
Promotes Better Teaching,
Better Learning, Better Schools*

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The fees and other terms and conditions contained in this Guide are subject to change. Please visit the National Board's website to locate any changes or updates to applicable terms and conditions.

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Introduction

This guide provides information related to National Board's [Maintenance of Certification](#), your pathway for keeping your current National Board Certification® active. This information will help you determine your next steps as you plan for and engage in Maintenance of Certification.

Please note that this guide contains information for NBCTs® seeking Maintenance of Certification. If you are interested in pursuing initial National Board Certification, please visit the [National Board website](#).

Maintenance of Certification

National Board's Maintenance of Certification allows current National Board Certified Teachers (NBCT®) to extend their certificate for five years from their current certificate's expiration date. Maintaining certification is different from going through the certification process or recertifying. Maintenance of Certification measures how you, as an NBCT who has demonstrated that you are an accomplished teacher, have continued to grow in your professional practice and have positively impacted student learning. Maintenance of Certification has fewer parts and will require less preparation time than initial certification.

Designed to support ongoing professional learning and signal demonstration of performance over time, Maintenance of Certification requires you, as a National Board Certified Teacher® (NBCT®), to document your professional accomplishments every five years in order to keep your Board certification current and valid. This five-year timeline is aligned with the five-year renewal period found in a majority of state licensure systems. Maintenance of Certification is intended to make ongoing certification engaging and professionally meaningful for NBCTs®. In addition, Maintenance of Certification communicates to both the public and policymakers that the profession is continuously ensuring the knowledge and skills of its own practitioners.

Maintenance of Certification consists of a portfolio submission of two components that are evaluated together and scored holistically. The two components draw upon two Professional Growth Experiences (PGEs) related to your original certificate area. PGEs are professional activities that you have undertaken that have evolved to become an important focus of your professional growth that have influence within or beyond the classroom and have had a direct or indirect impact on student learning. To meet the requirements for Maintenance of Certification, you will describe, demonstrate, analyze, and reflect on how your PGEs and teaching practices continue to align with the [Five Core Propositions](#), the [Architecture of Accomplished Teaching](#), and the [current National Board Standards](#) for your original area of certification. You will receive a single decision either that you demonstrated you are maintaining certification or that you did not demonstrate that you are maintaining certification based on the entire body of evidence that you submit. See the National Board [Maintenance of Certification instructions](#) for more information and specific requirements for your submission.

Whether you are teaching in your original area of certification, or the content area, specialty, path, or student developmental level you teach has changed, or you have moved into a different role (e.g., administrator, education faculty member, instructional coach) since you certified, you can maintain your National Board Certification in your original content area and student developmental level by meeting the National Board Maintenance of Certification requirements. There are no limitations on the number of times you can extend your certificate.

Maintenance of Certification Eligibility Requirements:

- Your National Board certificate is still valid.
- Your state teaching license is current and unencumbered (e.g., not suspended or revoked).
- First opportunity to register for Maintenance of Certification: during the assessment cycle that begins **two years before** your certificate expiration date.
- Second and last opportunity to register for Maintenance of Certification: during the assessment cycle that begins **one year before** your certificate expiration date

Refer to the Maintenance of Certification calendar below for current registration windows and deadlines. You can also view the assessment cycles in which you are eligible to complete Maintenance of Certification in your National Board account.

Maintenance of Certification Calendar

Find the row with the year your National Board Certificate expires to find key dates that apply to your Maintenance of Certification. Dates are subject to change. For more information, see [MOC Questions & Answers](#).

Year Your Certificate Expires	Registration/Purchase Window	Registration/Purchase Deadline*	Submission Deadline	Results Released by
2026	First Opportunity: May 23, 2024- Feb 28, 2025	Feb 28, 2025	May 17, 2025	Dec 6, 2025
	Second Opportunity: May 22, 2025- Feb 28, 2026	Feb 28, 2026	May 16, 2026	Dec 5, 2026
2027	First Opportunity: May 22, 2025- Feb 28, 2026	Feb 28, 2026	May 16, 2026	Dec 5, 2026
	Second Opportunity: June 1, 2026- Feb 28, 2027	Feb 28, 2027	June 15, 2027	Dec 4, 2027
2028	First Opportunity: June 1, 2026- Feb 28, 2027	Feb 28, 2027	May 26, 2027	Dec 5, 2027
	Second Opportunity: May 2027- Feb 29, 2028	Feb 29, 2028	June 2028	Dec 2028
2029	First Opportunity: May 2027- Feb 29, 2028	Feb 29, 2028	June 2028	Dec 2028
	Second Opportunity: May 2028- Feb 28, 2029	Feb 28, 2029	June 2029	Dec 2029
2030	First Opportunity: May 2028- Feb 28, 2029	Feb 28, 2029	June 2029	Dec 2029
	Second Opportunity: May 2029- Feb 28, 2030	Feb 28, 2030	June 2030	Dec 2030

How to Register

Register online using your existing National Board account in the [Pearson Educator Portal](#) during the published registration window.

Registration is a **two-step process**:

1. **Register and pay the \$75 registration fee.**
2. **Purchase Maintenance of Certification (MOC)** by the registration deadline.

You must complete **both steps** to be considered registered for Maintenance of Certification.

Take time to read all the information provided in this guide prior to registering. Pay close attention to the important dates and deadlines, and to the information regarding the required fees.

There may be fee support offered by your state or district. Check early with your district administration and your state department of education to determine what is offered and if you qualify. You can also go to www.nbpts.org/support/in-your-state/ for more information.

Important Dates and Deadlines

All dates and deadlines are subject to change.

2025-26 Important Dates and Deadlines	
Registration Window	May 22, 2025 - February 28, 2026
Fee Payment Deadline	February 28, 2026
Third-Party Payer Funding*	February 6, 2026
Third-Party Payer Designation**	February 20, 2026
Withdrawal Deadline	February 28, 2026
ePortfolio Submission Window	April 1-May 16, 2026
Decisions Released	December 5, 2026

**This is the final date we will accept funding from Third-Party Payers. ** This is the final date for Third-Party Payers to allocate funding to candidate accounts. Candidates will be allowed to purchase MOC through February 28.*

2026-27 Important Dates and Deadlines	
Registration Window	June 1, 2026 - February 28, 2027
Fee Payment Deadline	February 28, 2027
Third-Party Payer Funding*	February 8, 2027
Third-Party Payer Designation**	February 22, 2027
Withdrawal Deadline	February 28, 2027
ePortfolio Submission Window	April 1-June 15, 2027
Decisions Released	On or by December 4, 2027

**This is the final date we will accept funding from Third-Party Payers. ** This is the final date for Third-Party Payers to allocate funding to candidate accounts. Candidates will be allowed to purchase MOC through February 28.*

Fees

This table lists the fees associated with Maintenance of Certification. Fees are assessed and displayed in your National Board account. You are responsible for completing purchases and ensuring required fees are paid, regardless of fee support, for the assessment cycle in which you plan to complete Maintenance of Certification.

Type of Fee	Details	Fee	2024-25 Deadline	2025-26 Deadline
Registration Fee	Required each time you purchase Maintenance of Certification. You will not be able to proceed without payment of this nonrefundable and nontransferable fee.	\$75	February 28, 2026	February 28, 2027
Maintenance of Certification Fee	Required for each attempt of Maintenance of Certification.	\$495	February 28, 2026	February 28, 2027

Note: The National Board reserves the right to change the fees stated above at any time.

Payment Options

You may pay your Maintenance of Certification fees in one of the following ways:

- **Pay in full** at the time of purchase
- **Payment plan**, which allows you to spread the cost of your purchase over six equal monthly installments. **Important note:** Payment plans for the 2026–27 cycle will be available starting October 1, 2026, as we transition to a new payment processor.
- **Fee support**, if available. Details about fee support are provided on your [state page](#).

All payments and payment options are managed through your National Board account; more information about payment options, including the payment plan, can be found [here](#).

Coordinating Third-Party Payments

If your Maintenance of Certification candidacy is being subsidized by a third-party payer (TPP), you are responsible for contacting the payer to arrange for fee payments. Some third-party payers have specific requirements for candidate funding, including requirements for completion. Be sure you understand all the criteria and work closely with the payer to ensure that you meet all funding requirements.

Withdrawals

You are expected to complete your Maintenance of Certification submission during the cycle in which it is purchased. If you are unable to complete your submission, you can withdraw through your National Board [account](#) prior to the withdrawal deadline by clicking the *Withdraw* button located on your *My Components* page. Note: If you register but do not purchase Maintenance of Certification by the deadline, your registration for the current cycle will expire.

Refunds

Candidates who withdraw prior to the withdrawal deadline will be eligible for a refund of assessment fees paid, minus the \$75 registration fee. Refund processing time is six weeks from the date your withdrawal is processed.

Note: Funding received from third-party payers will be refunded to the third-party payer's National Board account.

You are NOT eligible for a refund if the withdrawal deadline has passed. Additionally, the Maintenance of Certification fee is not transferrable and cannot be applied to another cycle.

Exceptions

All candidates are required to express their understanding of National Board policies and deadlines during the registration process. However, if you have encountered a hardship during the cycle in which you register and pay the MOC fee or have missed the withdrawal deadline, the National Board may consider offering an exception to deadlines and policies such as a late withdrawal and refund; an extension to the portfolio submission window; or other reasonable accommodation.

All requests are considered on a case-by-case basis. National Board will consider requests based on personal and/or family illness, military deployment, death of an immediate family or school community member, adoption, visa rejection, divorce, and natural disaster. The following hardships do not qualify for an exception: financial hardship, changes in teaching assignment, work schedule conflicts, and failure to adhere to National Board policy.

For an exception request to be considered, you must submit evidence of the hardship that will prevent or has prevented you from completing the submission requirements by the published deadlines. Submitting a request with supporting documentation does not guarantee an exception to policy will be approved. Circumstances that predate registration or Maintenance of Certification purchase may not be considered.

To submit an exception request,

1. Describe your situation that qualifies for an exception. You should include the specific amount of extra time (or other relief) you are requesting.
2. Collect documentation to support your exception request. Screenshots of your documentation are permitted. Documentation may include, but is not limited to, evidence of
 - a. a medical leave of absence from work, e.g., approved FMLA documentation,
 - b. a personal or family medical condition on physician/medical group letterhead, signed and dated, or
 - c. a hardship or leave of absence from work on school/district administrative letterhead, signed and dated.
3. Prepare your documentation.
 - a. **Do not** include Sensitive Personally Identifiable Information (SPII). SPII is defined as information that if lost, compromised, or disclosed could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. Black out SPII such as social security numbers, medical insurance information, credit and debit card numbers, and driver's license and state ID information.
 - b. **Do not** submit copies of text messages, news articles, invoices, bills, or insurance claim documents, as they are not considered sufficient documentation for an exception request. Ensure that your documentation clearly demonstrates the direct impact of the hardship on your ability to meet the required deadlines.
4. Send your documents using the National Board [Customer Support web form](#).

For more information on this exception service, please [contact our Customer Support team](#).

Incentives and Fee Support

Various states and local school districts have recognized the value of National Board Certification by offering salary increases, bonuses, and/or other incentives to educators who become NBCTs®. There may also be some state, and/or local funds available to support Maintenance of Certification fees.

Before you register, contact your state or local program administrator for information about fees and incentives available in your state, as well as for any special funding application requirements that may apply. Many states set application deadlines that differ from those set by the National Board, but the state application deadlines must be met for a candidate to be eligible for state fee support. Visit your [state page](#) on the National Board website to learn more about how states and school districts support certification.

What Is Next

The sections below describe what to expect after you register for and purchase Maintenance of Certification.

Accessing the Instructions

Maintenance of Certification instructions, Maintenance of Certification Artificial Intelligence Instructions and required resources are provided digitally through the [Candidate Center](#). You are responsible for accessing and reviewing these materials throughout your candidacy

Read the Maintenance of Certification Instructions Carefully

Follow the complete National Board [Maintenance of Certification instructions and Maintenance of Certification Artificial Intelligence Instructions](#) to ensure your submission meets all requirements and can be scored. Assessors evaluate your Maintenance of Certification submission according to the criteria listed in the "Evaluation Rubric for MOC Submission" provided in the instructions. Overall, your Maintenance of Certification submission must demonstrate that your professional growth continues to align with the [Five Core Propositions](#), the [current National Board Standards](#) for your area of certification, and the [Architecture of Accomplished Teaching](#). Failure to adhere to MOC Instructions may result in an (NS) not scorable designation or in immediate disqualification or revocation of National Board Certification.

Communications

You are responsible for monitoring your National Board [account](#) and the [Candidate Center](#) for information, instructions, and deadlines throughout your candidacy.

Email is used to share updates and reminders. To ensure you receive these messages, keep your preferred email address updated in your account and add NBPTS.org and Pearson.com to your safe senders list so our emails do not end up in your spam filter. The National Board may also occasionally contact you via text message. Text messages will be sent by a staff member who identifies themselves as National Board staff, and you will be able to text or call back the number to verify its validity.

Submit your Maintenance of Certification Portfolio Electronically

You will submit your completed Maintenance of Certification portfolio for scoring via your National Board account during the designated submission window. Refer to the Important Dates and Deadlines section for submission windows. Visit our website's [ePortfolio Submission](#) page for more information on the electronic submission process.

Scoring Results and Feedback

Official Maintenance of Certification score results are released only to candidates via their National Board account. Candidates will be notified of their Maintenance of Certification decision by December 31 each year.

For Maintenance of Certification, rigorously trained assessors independently and holistically read and evaluate the two components that you submit. Based on the entire body of evidence that you submit, the assessors make a single decision—either that you demonstrated you are maintaining certification or that you did not demonstrate that you are maintaining certification. You will receive their decision—rather than a score—that you are either maintaining or *not* maintaining certification in the fall.

All decisions of *not* maintaining certification are reviewed by a scoring leader to ensure fairness and accuracy. If you receive a decision that you are *not* maintaining certification, you will also receive feedback, indicating one or more aspects of your submission that need strengthening.

The reliability of the Maintenance of Certification decisions assigned to the performance of candidates is contingent upon maintaining the standardized scoring protocols that National Board has developed and refined since the certification program was first offered. For this reason, all scoring events occur under the direction of experienced trainers and content specialists who are tasked with ensuring that the integrity of the process is maintained. Before candidates submit their material for scoring, assessors who have served at a scoring site for National Board, especially NBCTs, may be willing to provide supportive, constructive feedback to candidates regarding their performance. It would be inappropriate, however, for any person who has served as a member of the National Board scoring staff to make a judgment about the score that a performance should be given if reviewed outside of a formal scoring session. Candidates are cautioned against relying too heavily on the opinions of support providers, professional associates, or others who may have served as a member of the scoring staff for National Board. National Board assessors sign a statement agreeing that they will not give their opinions about the potential score that might be assigned to a performance when reviewing candidate performances outside of the scoring session.

Contact Us

You can find all the information you need for your Maintenance of Certification journey on our [website](#).

- **[Candidate Center](#)**: Visit the Maintenance of Certification page for policy information, access to your certificate-specific Standards and Maintenance of Certification instructions, FAQs, and more.
- **[Support](#)**: Access support programs for Maintenance of Certification.

[Pearson Educator Portal](#)

The Pearson Educator Portal is our secure, online system for managing your National Board account and candidacy. Here you can manage your National Board account, register and purchase Maintenance of Certification, review your status, view payment history, submit material for scoring, and more.

Customer Support

If you need help with registration, or have questions about deadlines, policies, or the status of your account, our Customer Support team is available to help by phone at 1-800-22TEACH (83224), Monday through Friday, from 8:00 a.m.-6:00 p.m., CT, and [online](#) via web form and live chat.

National Board Policies

The National Board makes every effort to ensure that the National Board Certification and Maintenance of Certification processes are fair for all applicants. The National Board is committed to examining and refining its policies continuously in ways that benefit all candidates and enhance its delivery of efficient and high-quality services. The following policies (in italics, below) have been adopted by the Board of Directors and are applicable to National Board Certification and Maintenance of Certification.

NOTE: The National Board's policies and procedures relating to assessment and certification, as set forth in this guide and in the sources referenced in this guide, are subject to change at the sole discretion of The National Board for Professional Teaching Standards, as it deems necessary for the betterment of the program.

Candidates with Disabilities

It is the policy of the National Board for Professional Teaching Standards to comply with the Americans with Disabilities Act of 1990 (ADA) regulations governing both facilities and administration. The National Board program is committed to serving candidates with disabilities by providing services and reasonable accommodations that are appropriate given the purpose of the assessments.

If you have a disability or medical condition that necessitates an accommodation under the ADA, your request should be made as soon as possible in your National Board account at the time of your MOC purchase. If you need to request an accommodation after February 28, please contact the Accommodations Team Monday – Friday between 9:00 a.m. and 5:00 p.m. EST at 1(800) 8774590 for assistance. Review the [Request for Testing Accommodations Instructions](#) for additional details.

You are urged to submit your request as early as possible to allow 6–8 weeks for review. All requests for accommodations must be approved in accordance with National Board policies and procedures.

The deadline to submit an accommodations request is April 30.

Confidentiality Guidelines

- I. The National Board for Professional Teaching Standards will take precautions so that all information about a candidate's candidacy and performance is strictly confidential. The names, school districts, certificate areas, and certification expiration dates of National Board Certified Teachers will be published and NBCT mailing addresses will be shared with public officials representing NBCTs' jurisdictions. Candidate scores will not be published or released by the National Board without prior written consent. The National Board will release certification decision information only to the candidate seeking National Board Certification unless the National Board receives written authorization from the candidate.*
- II. Any candidate who accepts full or partial payment of the assessment fee by a third-party agency is deemed to have given permission to the National Board for release of the certification decision to that third-party agency.*
- III. During the registration process, the National Board will collect information necessary to communicate with candidates, to verify that candidates have met eligibility requirements, and to conduct research projects.*
- IV. On the registration, the National Board offers potential candidates the option of having*

limited candidate information released to third-party agencies that may provide incentives, supports, and rewards for teachers/school counselors seeking National Board Certification. Such agencies may include national, state, and local professional and disciplinary associations whether or not the candidate is a member of such associations, state education agencies, county education agencies, local school districts, and community foundations. Candidates who do not wish to have their names released for this purpose can indicate this preference on the registration form; however, doing so may result in missed opportunities for candidacy funding support. Candidates who accept full or partial funding from a third-party agency are deemed to have authorized permission for release of information to that third-party agency, regardless of the preference indicated on their registration.

- V.** *Upon full or partial payment of a candidate's assessment fee by a third-party agency, the National Board will provide the candidate's completion and certification status to the third-party agency. Neither total scores nor individual exercise scores will be released to third parties.*
- VI.** *The National Board will establish procedures requiring that all employees, contractors, assessors, or administrators who have access to information about the identity or performance of candidates understand the strictly confidential nature of this information.*
- VII.** *National Board will take precautions to assure that written and electronic confidential information is reasonably protected.*
- VIII.** *The National Board will assure that when research data are shared, any information about the identity or performance of individual candidates will be concealed.*

Policy on Denial or Revocation of Certification Based on Misconduct

Revised November 2017

The National Board for Professional Teaching Standards (NBPTS) reserves the right to deny certification to a candidate or to revoke NBPTS certification of a teacher for certain forms of misconduct. This policy sets forth the type of misconduct that can result in a denial or revocation of certification, and describes applicable procedures.

The purpose of this policy is to maintain the integrity of National Board Certification and to prevent any candidate from gaining an unfair advantage over others. It applies to all candidates for National Board Certification and to all teachers who hold a certificate from NBPTS as a National Board Certified Teacher.

I. Misconduct Warranting Denial or Revocation of Certification

Certification may be denied or revoked for any candidate or certificate-holder who, in the sole judgment of NBPTS:

- A.** *Has knowingly misrepresented or falsified material information in connection with a registration, credentials, assessment documentation, or other information submitted to NBPTS or any of its agents; or*
- B.** *Has knowingly misrepresented or falsified material information regarding his or her National Board Certification; or*
- C.** *Has knowingly engaged in inappropriate conduct in connection with the certification process or renewal/maintenance of the certification process, including but not limited to:*
 - 1.** *Violation of confidentiality obligations imposed under applicable NBPTS policies, including sharing, publishing, electronically distributing, or otherwise disclosing or reproducing secure assessment materials or information;*
 - 2.** *Obtaining improper access to secure assessment materials or information prior to*

the administration of an assessment;

- 3. Violation of NBPTS policies that describe or limit permissible collaboration with others;*
 - 4. Noncompliance with other assessment policies, procedures, or instructions;*
 - 5. Any other form of misconduct that might compromise the integrity of the certification process; or*
- D. Has been convicted of a felony, has had a teaching license denied, suspended or revoked, or, in the case of an unlicensed teacher, has been fired or suspended, where the conduct leading to such an outcome has involved:*
- 1. Child abuse;*
 - 2. Job-related crimes;*
 - 3. Violent crimes against persons; or*
 - 4. Other conduct of similar severity that NBPTS determines is inconsistent with the standards required of a National Board Certified Teacher.*

Any denial or revocation of certification under this policy shall be subject to the following procedures.

II. Initial Investigation

- A. A three-person Initial Review Panel (IRP) will investigate instances of possible misconduct that fall within the scope of this policy. Based upon information gathered in that investigation, the IRP will decide whether certification should be denied or revoked based on the criteria in the preceding section. The decision must be supported by at least two of the three panel members, all of whom shall be current full-time employees of NBPTS.*
- B. If the IRP concludes that misconduct has occurred, it may impose appropriate sanctions, including but not limited to:*
 - 1. Denial of certification and withholding of score report, with leave to retake one or more assessment exercises;*
 - 2. Denial of certification and withholding of score report, with exclusion from future participation in the assessment program (permanent or for a specified period of time); or*
 - 3. Revocation of certification.*
- C. A member of the IRP shall not participate in any decision where either the member or the President of the NBPTS determines that a disinterested third party could reasonably question whether the member is able to act fairly and impartially. If a member of the IRP cannot participate in a given initial review for any reason, a replacement member will be selected who is also be qualified to serve on the IRP.*
- D. The IRP will notify in writing any candidate or teacher who is being investigated for possible misconduct. The notice will provide a general description of the conduct that is the subject of the investigation and will ask the candidate or teacher to provide a written response. Candidates will be given at least fifteen (15) calendar days to provide their responses.*
- E. The IRP may request additional information from a candidate or teacher who is being investigated for possible misconduct. Candidates and teachers shall cooperate in good*

- faith and on a timely basis with any such request. The IRP may also ask NBPTS staff to provide information that the IRP believes may be relevant to its investigation.*
- F. All decisions by the IRP will be based upon the written record. The IRP will provide a written decision to the candidate or teacher that includes a general description of the IRP's findings and the information that the IRP relied upon in making those findings. The decision will also state what sanctions, if any, the IRP has imposed in light of its findings.*
 - G. If a candidate or teacher does not request further review of an IRP decision pursuant to the appeal process provided below, the findings and decision of the IRP will constitute the final decision of the NBPTS.*

III. Appellate Review

- A. A candidate or teacher may appeal a decision by the IRP by submitting a written request for further review and payment of the required fee. The appeal should be submitted to NBPTS and clearly marked "ATTENTION: CERTIFICATION APPEALS."*
- B. All appeals must be submitted within twenty (20) calendar days of the candidate's or teacher's receipt of the IRP's written decision. If an appeal is not timely, it will not be considered and the decision of the IRP will be final.*
- C. In order to have a decision by the IRP overturned, a candidate must provide substantial evidence that the IRP made a clear error in its fact findings. Candidates should be as specific as possible in describing any such alleged error and should provide whatever supporting documentation they would like to submit.*
- D. Appeals will be decided by an Appellate Review Panel (ARP). The ARP shall consist of three persons, each of whom shall be appointed by the Certification Council of NBPTS to serve three (3)-year terms and shall not serve more than two (2) consecutive three (3)-year terms. All ARP members shall be "teaching professionals" defined as persons who spend half or more of their work time in direct contact with PreK - 12 children in a teaching capacity, or in serving as mentors or coaches to teachers and their students in an instructional setting. The majority of the ARP members shall be National Board Certified Teachers. No panel member may serve more than two consecutive three-year terms. A member of the ARP may resign at any time by notifying the Certification Council of NBPTS in writing. Such resignation shall take effect at the time specified by the resigning member, or, if no time is specified, on receipt by the Certification Council of the notice of resignation.*
- E. Action by the ARP shall be by majority vote, with at least two supporting votes required for any decision. The ARP may meet in person, by telephone, or by videoconferencing.*
- F. A member of the ARP shall not participate in any decision where either the member or the Certification Council of NBPTS determines that a disinterested third party could reasonably question whether the member is able to act fairly and impartially. If one or more members of the ARP cannot participate in a given appeal, the Certification Council shall appoint one or more persons on an interim basis if necessary for the appeal to be decided, provided that any replacement member must also be qualified to serve on the ARP.*
- G. The ARP may request additional information from a candidate or teacher who is appealing a decision by the IRP. Candidates and teachers shall cooperate in good faith and on a timely basis with any such request. The ARP may also ask NBPTS staff to provide information that the ARP believes may be relevant to an appeal.*
- H. In almost all instances, the ARP will decide the appeal on the basis of the written record. The ARP may, in its sole discretion, schedule an oral hearing if it believes that a hearing*

is warranted, to be held at a time and place to be determined by the ARP.

- I. Absent unusual circumstances, the ARP will decide all appeals within ninety (90) calendar days after it receives a candidate's appeal letter. Requests by the ARP for additional information might result in a longer decision period.*
- J. After reviewing a candidate's appeal letter, supporting documentation, and any other information that the ARP deems relevant to the appeal, and conducting any hearing that the ARP believes to be warranted, the ARP shall provide the candidate with written notice of the ARP's decision. If the ARP overturns the decision of the IRP in any respect, the written notice shall so state and shall inform the candidate of the ARP's findings and the relief that will be provided.*
- K. If the ARP overturns the IRP in any respect, it may provide the following relief:*
 - 1. Withdrawal of the denial or revocation of certification; or*
 - 2. Removal of any limitations on the individual's right to retake one or more assessments or to participate prospectively in NBPTS certification programs; or*
 - 3. Such other relief as the ARP deems to be warranted.*
- L. If the ARP affirms the decision of the IRP, the written notice shall so state and shall briefly describe the information considered by the ARP and the reasons for its findings.*
- M. The decision of the ARP shall constitute the final decision of NBPTS and shall not be subject to any further internal appeal or judicial challenge by the candidate.*
- N. Upon the conclusion of any appeal, or the expiration of the appeal period, the name of any teacher found to have engaged in misconduct will be removed from all NBPTS official listings of National Board Certified Teachers.*

IV. Filing Fee

- A. NBPTS shall establish a filing fee that must be paid by candidates or teachers who appeal a decision by the IRP. The amount of the filing fee will be published on the NBPTS website or otherwise made available to candidates. NBPTS may revise the amount of that fee from time to time.*
- B. If the ARP concludes that a candidate has substantially prevailed in appealing a decision by the IRP, the filing fee paid by the candidate or teacher will be reimbursed.*

V. Notice to Legitimately Interested Third Parties

- A. In the interest of protecting the integrity of the teaching profession and National Board Certification, NBPTS reserves the right, at its sole discretion, to provide legitimately interested third parties with the following information regarding teachers whose certification has been revoked by NBPTS:*
 - 1. Teacher name, last-known address and last-known school*
 - 2. Action taken by NBPTS, and date of that action*

VI. Reports to NBPTS Board

The NBPTS Board of Directors shall be informed of all instances in which a certification is denied or revoked under this policy.

Ethics

The National Board does not tolerate cheating or confidentiality breaches of any type. Help protect the integrity of National Board Certification and Maintenance of Certification. Immediately report breaches of security, misconduct, and/or unethical practice by calling National Board at 1-800-22TEACH (83224) or using the Customer Support web form.

For important information regarding adherence to ethical behavior that is expected of all National Board candidates and National Board Certified Teachers see the [National Board Policy Guidelines for Ethical Candidate Support](#).

Use of Generative Artificial Intelligence (AI)

The National Board allows the use of AI to generate assessment questions and instructional materials for students. AI may be used to brainstorm instructional strategies and practices. If you are considering using content created by generative AI within your submission:

- Follow the originality requirements. All of the work you submit as part of your response to a portfolio component must be yours and yours alone. You may not use AI to write any part of the written commentary or to complete any forms. The written analyses and other evidence you submit must feature teaching that you did and work that you oversaw. If you fail to adhere to the originality requirements you could be disqualified from the certification process or your National Board Certification could be revoked, and the organization or entity funding your certification assessment fee, if any, will be notified of this disqualification or revocation and the reason for it. For more detailed information, see the ethics and collaboration section in the [General Portfolio Instructions](#).
- AI may not be used to draft or write any part of the written commentary or any forms. You are responsible for describing, analyzing, and reflecting on your own practice.
- AI may not be used to generate any evidence including but not limited to assessment data, videos, or student work samples. The student work samples must be original work that the student(s) completed or created by themselves.
- AI may not be used to translate any part of the written commentaries, student work samples, or forms.
- AI may not be used to obtain feedback, generate scores, or attempt to improve assessment outcomes. You are encouraged to seek human feedback from a colleague on your entries. However, under no circumstances may you or others upload, submit, or otherwise provide your component submissions, to any artificial intelligence system or tool for any purpose, including but not limited to generating transcripts of videos, obtaining feedback, generating scores, or attempting to improve your assessment outcomes. **Any violation of this requirement constitutes a breach of the certification process and may result in immediate disqualification or revocation of National Board Certification. In case of disqualification or revocation, the sponsoring organization or entity, if any, that has funded your certification assessment fee will be notified of both the disqualification or revocation and the specific reason for it.**
- AI may be used for spell check and grammar check. For example, when using Word/Copilot on your own laptop. However, you should check your work for accuracy after using AI and before submitting your material for scoring.
- You must disclose your use of generative AI in the written commentary or in the instructional materials, in keeping with the practice of citing sources for any selected or mandated assessment.

- The National Board’s AI Instructions are tool agnostic. **If the use case is not explicitly listed as allowed, then it’s prohibited.**
- Refer to the certificate-specific [Standards](#) for guidance on assessment quality, selection, adaptation, and evaluation practices, which apply to all assessments, including those created with generative AI.
- Review the [Maintenance of Certification instructions](#) for a comprehensive overview of submission requirements.

Language Accommodations

We recognize that languages other than English are frequently used in the classroom; therefore, for the following circumstances, the accommodations described are allowed.

- **Materials and Video Evidence with Brief Expressions or Phrases in a Language other than English.** Materials and video evidence may include brief expressions or phrases in a language other than English. The inclusion of such expressions or phrases must be limited because assessors do not have fluency in languages other than English. If expressions or phrases in a language other than English that are important for an assessor to understand are included, you must include brief explanations of these expressions or phrases in the Written Commentary for each component. See the complete National Board [Maintenance of Certification instructions](#) for more information.
- **Materials and Video Evidence in a Language other than English.** If you are submitting samples of products or video evidence in a language other than English, you must provide a written English translation for the materials or video evidence. The translation must include any necessary student identifiers (but **do not** include students’ last names). If you do not include a translation or explanation, language other than English will not be considered in the scoring of your submission (except brief non-English terms or phrases commonly used by English speakers). Your submission will be scored based on the portions in English and the translations/explanations you provide. Your Written Commentaries must be written entirely in English in order to be evaluated. See the complete National Board [Maintenance of Certification instructions](#) for more information.

Exceptions

- **English Language Arts.** Candidates seeking Maintenance of Certification in this area must submit all evidence including student work samples and video evidence in English.
- **World Languages.** For submissions in World Languages, translations are only required for documentation that is written in a language other than English or the target language. Your Written Commentaries must be in English.

Pearson Educator Portal

Overview

The [Pearson Educator Portal](#) (PEP) is your secure, online system for managing your candidacy. Here you can register and purchase Maintenance of Certification, review your status, view payment history, submit material for scoring, and more.

Beginning June 1, 2026: The system has been upgraded to provide a smoother, more user-friendly experience. As part of this update, we're adding Two-Factor Authentication (2FA) to ensure your account remains secure. In addition to your username and password, you will use a temporary one-time code each time you log in.

Log In to your Existing Account

There are two ways to access your account:

- **Log In Credentials:** Enter your username and password.
- **Magic Link:** When you request a magic link, we will send a one-time, secure email that signs you in with a single click for a simple, seamless login experience.

You will be prompted to reset your password the first time you log into the upgraded system. After entering your current username and password, you will be provided with on-screen instructions.

Log in

Username *

Password *

[Forgot password / username?](#)

Log in

Log in with Magic Link

Allows you to bypass username/password with a one-time use link sent to your email.

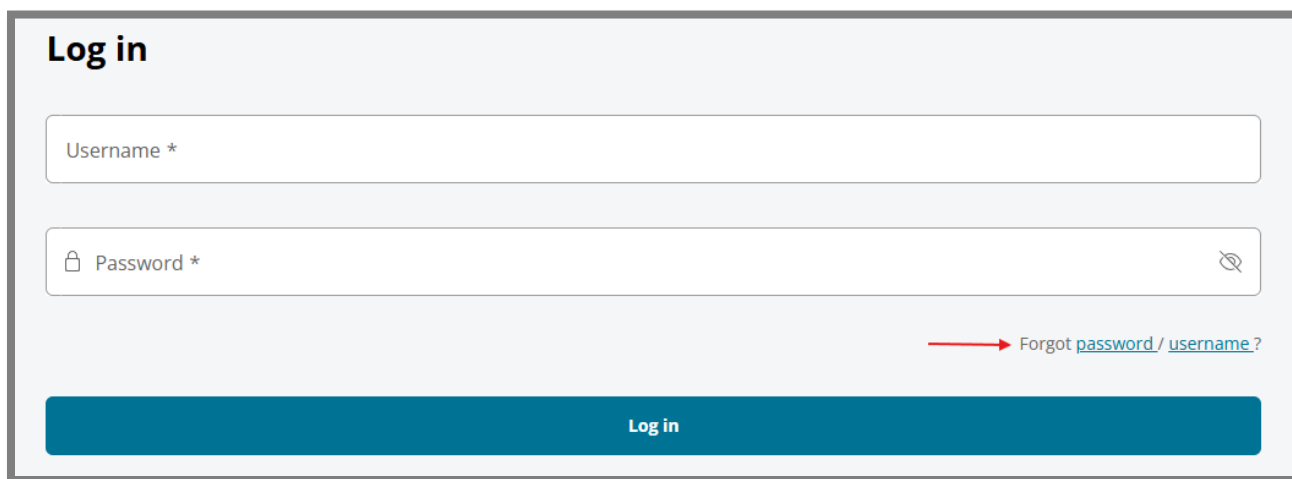
OR

Create an account

Need Password/Username Assistance?

If you can't remember your login credentials, **do not create a new account**—your information will not sync. Use the login assistance options on the log in page or use the Magic Link to log in without entering a username or password.

- If you have forgotten your password, select *Forgot password* on the log in page, enter your username, and we will send an email with instructions to reset it.
- If you have forgotten your username, select *Forgot username*, enter the email address on file, and we will email your username to you.
- Add No-Reply@NBPTS.org to your safe senders list to ensure you receive the message.



Log in

Username *

Password *

[Forgot password / username?](#)

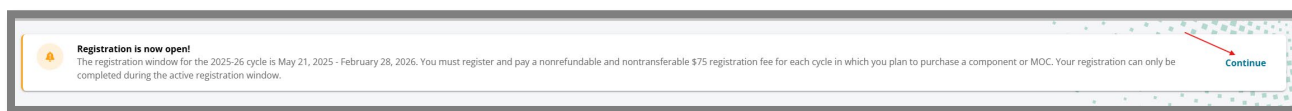
Log in

Register

You will need to register during each assessment cycle in which you plan to purchase and complete Maintenance of Certification (MOC). During the published registration window, the option to register will appear in a banner at the top of your Dashboard.

As part of the registration process, you will complete your account profile, attest to National Board policies, and pay a \$75 registration fee.

- The fee is nonrefundable and nontransferable.
- The fee must be paid by credit card (Visa and Mastercard).
- The fee must be paid before you can purchase MOC.



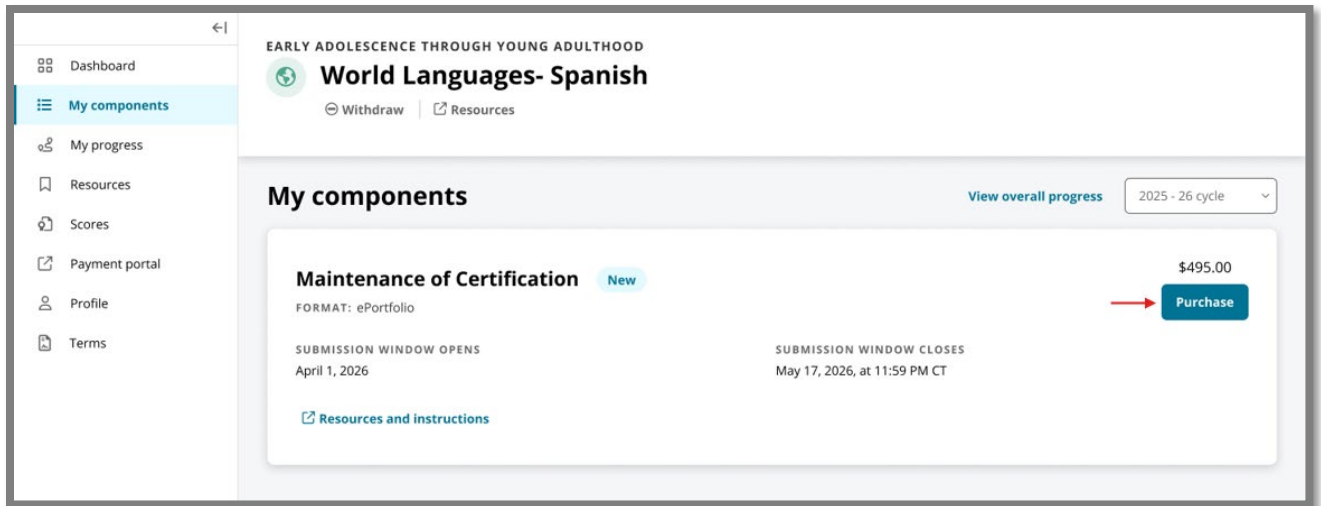
Registration is now open!
The registration window for the 2025-26 cycle is May 21, 2025 - February 28, 2026. You must register and pay a nonrefundable and nontransferable \$75 registration fee for each cycle in which you plan to purchase a component or MOC. Your registration can only be completed during the active registration window.

[Continue](#)

Purchase Maintenance of Certification

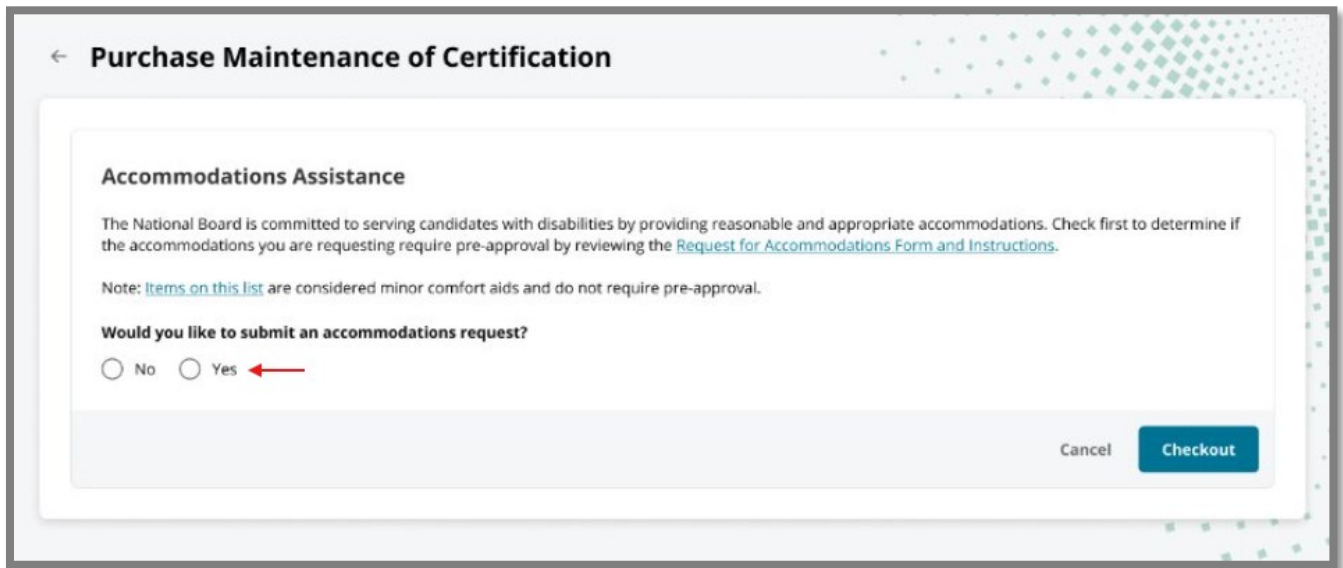
You can purchase Maintenance of Certification from the *My Components* page of your account. Your Maintenance of Certification submission must be completed during the cycle year in which it is purchased.

- Only purchase Maintenance of Certification if you plan to submit during the current cycle.
- Your submission must match your original certificate area (content area and student developmental level).



Accommodations

If you require a portfolio accommodation, you should request it when you complete your purchase. You must include a complete accommodations request form and all supporting documentation. Review [Request for Testing Accommodations Instructions](#) for additional details.



Payment Options

Pay in Full

You may pay for Maintenance of Certification in full using a Visa or MasterCard credit or debit card. Select *Pay in Full*, agree to the terms and conditions, then click the blue *Proceed to Payment* button. **Reminder:** Your submission must be completed during the cycle year in which it is purchased. Only purchase if you plan to submit during the current cycle.

Checkout

Select your payment method and continue to our third party payment provider.

EMC/ENL - P1: MC/Gen Component 4 \$475.00

ASSESSMENT CYCLE 2025-26

Amount due **\$475.00**

I am expecting Third-Party Payer funding for this component purchase.

Select your payment method

Pay in full

Pay in 6 Monthly Installments - [Review Payment plan details and FAQs](#)

I have read and agree to the payment [Terms and Conditions](#).

[Back to Component](#) Proceed to Payment

National Board Payment Plan

Important note: Payment plans for the 2026–27 cycle will be available starting October 1, 2026, as we transition to a new payment processor.

The National Board payment plan is available to candidates pursuing Maintenance of Certification.

To set up a payment plan, select *Pay in 6 Monthly Installments* during checkout and follow the onscreen steps to set up your payment schedule and complete your payment details. **Reminder:** Your submission must be completed during the cycle year in which it is purchased. Only purchase if you plan to submit during the current cycle.

Checkout

Select your payment method and continue to our third party payment provider.

EMC/ENL - P1: MC/Gen Component 4 \$475.00

ASSESSMENT CYCLE 2025-26

Amount due **\$475.00**

I am expecting Third-Party Payer funding for this component purchase.

Select your payment method

Pay in full

Pay in 6 Monthly Installments - [Review Payment plan details and FAQs](#)

Payment plan details

6 months installment amount: **\$79.17/month**

Total amount applied to payment plan: \$475.00

Payment schedule Monthly date *

Start date: March 15, 2026

End date: August 15, 2026

Payment plan confirmation

Signature *

Once submitted, 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 have read and agree to the payment [Terms and Conditions](#).

[Back to Component](#)

[Proceed to Payment](#)

Third-Party Payer Funding

If You Are Waiting for Third-Party Payer Funding

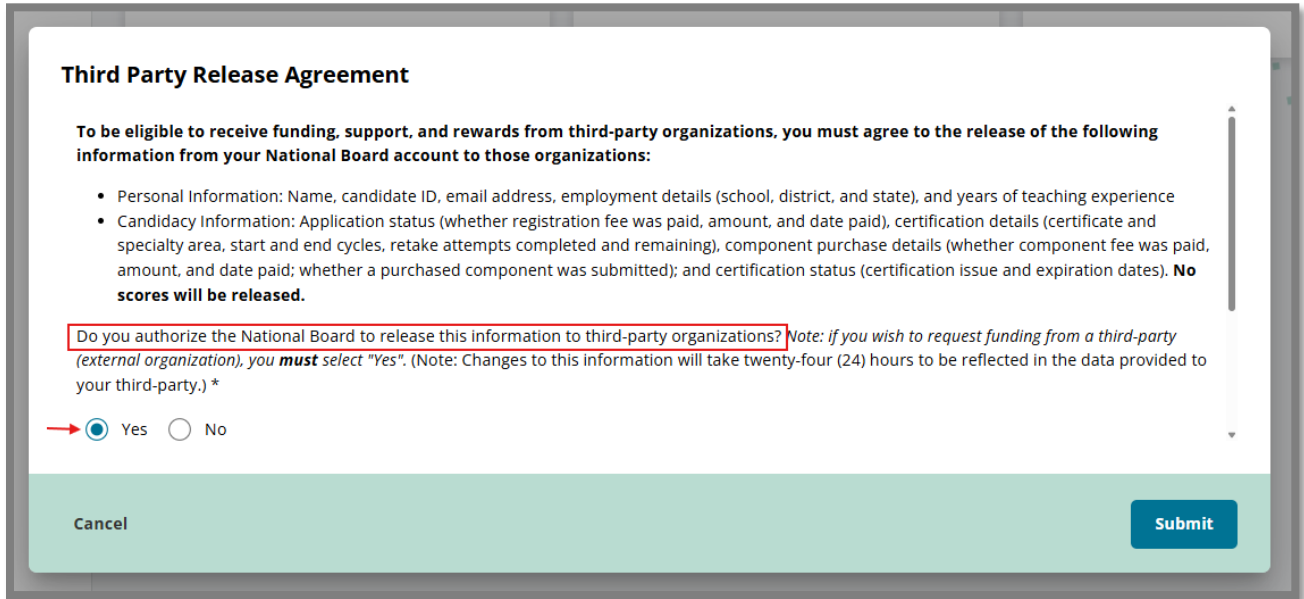
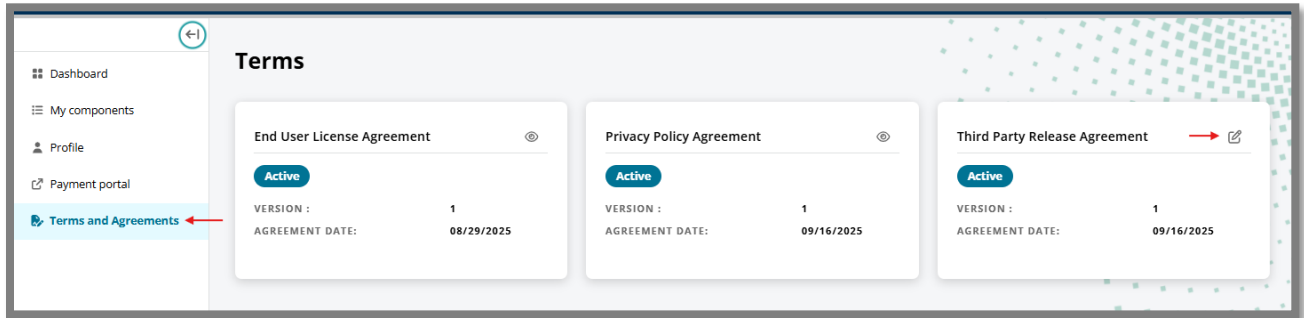
If you are expecting funding from a third-party organization, you can indicate this during the purchase process. This option allows you to initiate the purchase while funding is pending. Selecting the *I am expecting Third-Party funding* option tells the system to hold your purchase open until funding is designated or further action is required.

Important Details:

- Selecting the *I am expecting Third-Party funding* option does not guarantee funding will be provided for you.
- Contact your Third-Party Payer for any special application requirements that may apply in advance of the funding designation deadline.
- If funding is not posted to your account by the funding designation deadline, you will need to self-pay before the registration deadline.

Step 1: You must agree to the release of your information before your Third-Party Payer can designate

funds to your account. You can update your *Third Party Release Agreement* from the *Terms and Agreements* page of your account.



Step 2: Begin the purchase process, check the *I am expecting Third-Party funding* box, agree to the payment terms, then click *Submit*.

Checkout

Select your payment method and continue to our payment provider.

EMC/Art Component 4 \$475.00

ASSESSMENT CYCLE 2025-26

Amount due **\$475.00**

→ I am expecting Third-Party Payer funding for this component purchase.

Checking this box does not guarantee funding. Your Third-Party Payer (TPP) has until **February 20, 2026**, to allocate funds to your account. Confirm with your TPP that funding will be provided. If funds are not in your account by that date, you must self-pay by **February 28, 2026**.

→ I have read and agree to the payment [Terms and Conditions](#).

Back to Component
Submit

Your purchase will be marked *Awaiting Funding*. At this stage, the purchase is **not complete**.

- **If full funding is designated** to your account, the system will automatically complete the purchase.
- **If partial funding is designated**, you must return to your account and pay the remaining balance to complete the purchase by the registration deadline.

Maintenance of Certification Awaiting funding ←

FORMAT ePortfolio

<p>SUBMISSION WINDOW OPENS</p> <p>April 1, 2026</p>	<p>SUBMISSION WINDOW CLOSSES</p> <p>June 15, 2026</p>
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[🔗 Resources and instructions](#)

If Funding Is Already Posted to Your Account

If third-party funding has already been designated to your account, you will see the available

funding reflected before you begin the purchase process.

You can view available funding by clicking the *My Purchases* link in the left-hand menu. Available funding will be listed at the top of the screen. After the registration window closes, unused funding in your account will be returned to your third-party payer and may be available for use in a future cycle.

Available Third Party Funds			
Component	Third Party Payer	Funding Date	Funds Available
Component 1	My TPP Organization	03/25/2026	\$475.00
Component 2	My TPP Organization	03/25/2026	\$475.00
Component 3	My TPP Organization	03/25/2026	\$250.00
Component 4	My TPP Organization	03/25/2026	\$125.00

If you receive full funding before checking the *I am expecting Third-Party funding...* box, you will need to complete the component purchase manually. Because the funding covers the full cost, **no additional payment is required.**

Agree to the payment terms, then click *Submit* to complete your purchase. **Reminder:** Your submission must be completed during the cycle year in which it is purchased. Only purchase if you plan to submit during the current cycle.

Checkout

If you'd like to decline funds, please contact your Third-Party Payer.

EMC/Art Component 1	\$475.00
ASSESSMENT CYCLE 2025-26	
→ My TPP Organization	-\$475.00
Amount due	\$0.00
→ <input checked="" type="checkbox"/> I have read and agree to the payment Terms and Conditions.	

[Back to Component](#) **Submit**

If you receive partial funding, you will be required to pay the remaining balance. Agree to the payment terms, then click *Proceed to Payment* to enter your credit card details and complete your purchase. Payment is due at the time of purchase, and the Payment Plan cannot be used to cover partial payments **Reminder:** Your submission must be completed during the cycle year in which it is purchased. Only purchase if you plan to submit during the current cycle.

Checkout

If you'd like to decline funds, please contact your Third-Party Payer.

EMC/Art Component 4	\$475.00
ASSESSMENT CYCLE 2025-26	
→ My TPP Organization	-\$125.00
Amount due	\$350.00

→ I have read and agree to the payment [Terms and Conditions](#).

[Back to Component](#) [Proceed to Payment](#)

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for Professional Teaching Standards®

by



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