

# Guide to National Board Certification

Version 4.8

- Register online at [www.nbpts.org/certification/](http://www.nbpts.org/certification/)

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



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# Introduction

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## What is the National Board?

The National Board for Professional Teaching Standards (National Board) is a not-for-profit professional organization, created and governed by practicing teachers and their advocates. The founding mission of the National Board is to advance the quality of teaching and learning by

- maintaining high and rigorous standards for what accomplished teachers should know and be able to do;
- providing a national voluntary system certifying teachers who meet these standards; and
- advocating related education reforms to integrate National Board Certification into American education and to capitalize on the expertise of National Board Certified Teachers.

Recognized as the “gold standard” in teacher certification, the National Board believes higher standards for teachers means better learning for students.

Founded in 1987, the National Board began by engaging teachers in the development of standards for accomplished teaching and in the building of an assessment – National Board Certification – that validly and reliably identifies when a teacher meets those standards. Today, there are 25 certificate areas that span 16 content areas and four student developmental levels. The essence of the National Board’s vision of accomplished teaching is captured in the enduring document [What Teachers Should Know and Be Able to Do](#), at the heart of which are the Five Core Propositions:

1. Teachers are committed to students and their learning.
2. Teachers know the subjects they teach and how to teach those subjects to students.
3. Teachers are responsible for managing and monitoring student learning.
4. Teachers think systematically about their practice and learn from experience.
5. Teachers are members of learning communities.

## Certification – An Overview

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Over the last 30 years the National Board has advanced the teaching profession by establishing and maintaining the definitive standards of accomplished teaching and certifying more than 146,000 teachers across the country against those rigorous standards.

That number is significant but too small in a profession of more than three million practitioners. To make the dramatic improvements we seek in education for every student, National Board Certification needs to be the norm, not the exception. It also must be what the profession expects and is designed to support. To meet this goal, the National Board provides options for educators to pursue certification. While teachers can complete the entire certification process in one year, some may choose to do so over several years if that fits better with other demands on their time. The assessment is grouped into four components. With each of the four components costing \$475, the total cost of certification is \$1,900. Candidates can pay for and submit each component separately.

The National Board has revised its policy for maintaining certification. The National Board for Professional Teaching Standards' Maintenance of Certification (MOC) is a process that will allow a National Board Certified Teacher (NBCT) to extend certification in five year increments. The process is designed to ensure that Board certified teachers are continuing to grow professionally while maintaining a strong impact on student learning. This policy is aligned with the movement of 40 state licensure systems to a five-year renewal period, but also reflects efforts to make certification more affordable and efficient for all teachers, so that that it can become the norm in the profession. Visit our [website](#) to learn more about the MOC process.

Our principles remain the same. This National Board's Standards, the Five Core Propositions, and the Architecture of Accomplished Teaching have stood the test of time. This is an indication of the teaching profession's ability to create and maintain a body of knowledge that guides practice. And, just as when the first teachers earned Board certification in 1994, National Board Certification remains performance-based and peer-reviewed, with the same emphasis on content knowledge and commitment to student learning.

## The Certification Process

The National Board Certification process is designed to collect standards-based evidence of accomplished practice. In all 25 certificate areas, candidates for National Board Certification must complete four components: three portfolio entries, which are submitted online, and a computer-based assessment, which is administered at a testing center. To better understand each component, please watch [this video](#).

- Computer-based assessment
  - Component 1: Content Knowledge
- Portfolio entries
  - Component 2: Differentiation in Instruction
  - Component 3: Teaching Practice and Learning Environment
  - Component 4: Effective and Reflective Practitioner

### Fields of Certification

The National Board offers standards, based on the [Five Core Propositions](#), in 25 certificate areas. A standards committee composed of a majority of Board-certified teachers is appointed for each certificate area. Other members of the committee may include experts in child development, teacher education and relevant disciplines. Standards committees recommend to the National Board the specific standards for each certificate area and advise those involved in developing the corresponding certification process. The standards and the certificates are structured along two dimensions: the developmental level of students and the discipline. Candidates may choose either a generalist or a subject-specific certificate. View a list of the [available certificates](#) and the links to the [standards](#).

### Choosing your Certificate Area

Before purchasing components, you must choose the certificate area that best matches your teaching assignment and the age range of the students you teach. Your certificate area determines the requirements you must meet throughout the certification process.

To help you choose, review [Choosing the Right Certificate](#) in the [Candidate Center](#). Selecting the correct certificate area is important—evidence submitted outside your selected certificate area or age range will not be scorable, you may receive an (NS) designation and it will count as an attempt

### Certification Timeline and Requirements

Completing National Board Certification may take anywhere from one to five years, depending on the approach you take. The following rules apply:

- **You must attempt each of the four components within the first three years of your candidacy.** Candidates who do not meet this requirement will have their candidacy terminated and will be required to start the entire certification process again as a first-time candidate.
- You have a five-year window to achieve certification. If you do not achieve certification within the five-year window, you may start the entire certification process again as a first-time candidate.
- Components must be completed during the assessment cycle in which they are purchased. If they are not, you will receive an NS (not scoreable), the cycle year will count as an attempt, and you will have to pay to retake them.
- There is no minimum or maximum score requirement to retake a component; you can elect to retake any component even if you have met the required minimum average section score(s). However, once you achieve National Board Certification, retake attempts are no longer available.
- You have up to two retake attempts for each component. For Component 1, you can

elect to retake one or more of the three constructed response items/exercises and/or the selected response item part. Candidates have up to two retakes for each of the four parts of Component 1 at any time during the five-year window.

- You can retake at any time during the five-year window and retake years do not have to be consecutive.
- You can have a year when you take or retake no components; however, it does not extend your three-year window to initially attempt each of the four components or the five-year window within which certification can be achieved.
- The highest numeric score received from all attempts of an individual component will be used for total score calculation.

For additional information on scores and retaking components refer to the [Scoring Guide: Understanding Your Scores](#), found on the National Board website.

## The Components

A general description of each component follows. The specific instructions will vary by certificate area, as will the standards assessed by each component.

### Component 1: Content Knowledge

In this computer-based assessment, candidates demonstrate knowledge of and pedagogical practices for teaching their content area. Candidates must demonstrate knowledge of developmentally appropriate content, which is necessary for teaching across the full age range and ability level of the chosen certificate area. This is assessed through the completion of three constructed response items and 45 selected response items (SRIs) of which five are embedded field test items and do not contribute to the score. (Refer to the [Scoring Guide: Understanding your Scores](#) for additional information). Candidates will have up to 30 minutes to complete each of the three constructed response items. The time allotted for the selected response section varies by certificate area but will be no less than 60 minutes.

### Component 2: Differentiation in Instruction

This classroom-based portfolio entry is primarily comprised of samples of student work and an accompanying written commentary. Candidates will submit selected work samples that demonstrate the students' growth over time and a written commentary that analyzes the candidate's instructional choices.

### Component 3: Teaching Practice and Learning Environment

This is a classroom-based portfolio entry that requires video recordings of interactions between candidates and their students. Two written commentaries, in which the candidate describes, analyzes and reflects on their teaching and interactions will also be submitted. Both the videos and the written commentaries should demonstrate how candidates engage students and impact their learning.

### Component 4: Effective and Reflective Practitioner

This portfolio entry requires candidates to gather information from a variety of sources about a class of students with whom they work and demonstrate their knowledge of assessments and assessment practices to effectively plan for and positively impact student learning. The portfolio will also require candidates to provide evidence of collaboration with families, the community, and colleagues and the candidate's contributions to learning communities to advance student growth.

## How to Register and Select Components

- ✓ Take time to read all the information provided in this guide prior to registering. Pay close attention to the eligibility requirements on page 7 and the [Important Dates and Deadlines](#) chart below.
- ✓ Determine if your state or district offers [fee support](#). To ensure that you qualify for what is offered, you should begin this process as early as possible.
- ✓ Register online at <https://nationalboard.pearson.com/signin> . If you plan to purchase components during an assessment cycle, you must register and pay the **\$75 nonrefundable and nontransferable registration fee** before purchasing components. Note that the registration fee is separate from the cost of each component.
- ✓ **If you are a first-time candidate, select your certificate area during registration, before purchasing components.** Review [Choosing the Right Certificate](#) in the [Candidate Center](#) if you need help selecting the appropriate area. English as a New Language candidates may find additional guidance in the Choosing the Right ENL Path publication.
- ✓ Purchase **only** the components you plan to complete during this assessment cycle, by the registration deadline. Refer to page 37 for instructions. Note: **You must purchase a component to be considered an active candidate and to prevent your registration from being withdrawn.** Refer to the Fees chart on page 12 for associated costs.

You are expected to complete all components during the assessment cycle in which the component is purchased. If you do not purchase a component by the registration deadline, your registration will be withdrawn. Refer to page 13 for additional details.

### Changing your Certificate Area

If you are a first-time candidate, you may change your certificate area prior to the registration deadline through your National Board account by withdrawing all purchased components and repurchasing them in the new certificate area.

If you would like to change your certificate and/or specialty area and it is after the registration deadline or you have already completed components (i.e., you have received scores in a previous cycle), [contact Customer Support](#) for your available options and assistance.

### Important Dates and Deadlines

All dates and deadlines are subject to change.

The following chart is applicable to all candidates submitting components for scoring during the 2025-26 assessment cycle.

<b>2025-26 Important Dates and Deadlines</b>	
Registration Window	May 22, 2025- February 28, 2026
Registration and Component Purchase Deadline (includes payment of registration and component fees)	February 28, 2026
Third-Party Payer Funding*	February 6, 2026
Third-Party Payer Designation**	February 20, 2026
Change of Component Selection	February 28, 2026
Change of Certificate and/or Specialty Area	March 20, 2026
Withdrawal Deadline	February 28, 2026
Component 1: Content Knowledge Testing Window	March 1-June 15, 2026
ePortfolio Submission Window	April 1- May 16, 2026
Score Release	By 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 designate funding to individual candidate accounts. Candidates will be allowed to purchase components through February 28.*

The following chart is applicable to all candidates submitting components for scoring during the 2026-27 assessment cycle.

<b>2026-27 Important Dates and Deadlines</b>	
Registration Window	June 1, 2026- February 28, 2027
Registration and Component Purchase Deadline (includes payment of registration and component fees)	February 28, 2027
Third-Party Payer Funding*	February 8, 2027
Third-Party Payer Designation**	February 22, 2027
Change of Component Selection	February 28, 2027
Change of Certificate and/or Specialty Area	March 19, 2027
Withdrawal Deadline	February 28, 2027
Component 1: Content Knowledge Testing Window	March 1-June 15, 2027
ePortfolio Submission Window	April 1- June 15, 2027
Score Release	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 designate funding to individual candidate accounts. Candidates will be allowed to purchase components through February 28.*

# Eligibility Requirements

To be eligible to achieve National Board Certification, you must meet the education, licensure, and employment requirements described below. If you are a candidate in World Languages, you must also meet the language proficiency requirement.

The chart below provides the certification eligibility requirements for beginning the National Board Certification process and when each requirement must be met.

Eligibility Requirement	Requirement Must be Met
<p><b>Education:</b> You must hold the minimum of a bachelor’s degree from an accredited institution.</p> <p>Career and Technical Education (CTE) candidates: You only need a bachelor’s degree if your state requires one for the teaching license you currently hold.</p>	<p><b>Before you register.</b> Make sure you meet this requirement before you register and purchase your first component.</p>
<p><b>Licensure:</b> You must hold a <a href="#">valid state teaching license</a> or meet your state’s licensure requirements.</p> <p>School Counseling (SC) candidates: You must hold a valid state School Counseling license.</p> <p>Important Note: You must also hold a valid license for each of the three years you verify toward the employment requirement.</p>	<p><b>Before you register.</b> Make sure you meet this requirement before you register and purchase your first component.</p>
<p><b>Employment:</b> You must successfully complete three years of teaching at one or more early childhood, elementary, middle, or secondary schools.</p> <p>School Counseling (SC) candidates: You must successfully complete three years of serving as a School Counselor at one or more early childhood, elementary, middle, or secondary schools.</p>	<p><b>No later than June 30 of your third year of candidacy</b> This requirement must be met for you to be eligible to achieve certification.</p> <p>You will achieve National Board Certification when you meet all score requirements, and all eligibility requirements.</p>
<p><b>Language Proficiency Requirement:</b> World Languages candidates only: You must meet the ACTFL language proficiency requirement.</p>	<p><b>No later than June 30 of the year in which you complete your initial attempt of all four components.</b></p> <p>You will achieve National Board Certification when you meet all score requirements, the ACTFL requirement, and all eligibility requirements.</p>

*\*This policy was revised, effective for first-time candidates in the fall of the 2022-23 registration cycle. Refer to the [Policy Change for Certification Requirements](#) FAQs for additional details.*

In the section below, you'll find instructions for how to verify you meet the requirements located in the [Eligibility Verification Forms and Instructions](#).

**Do you possess a bachelor's degree from an accredited institution?** This requirement must be met before you begin the certification process.

An accredited institution is defined as one that is authorized or accepted by a state as fulfilling the state's educational requirement for initial teaching licensure or school counseling licensure. A teacher or school counselor with a degree awarded by an institution outside the United States must possess a degree equivalent to a bachelor's degree. Equivalency can be verified in one of two ways:

- **State Evaluation:** The state in which you teach, or serve as a school counselor, has accepted the degree for licensure requirements.
- **NACES Evaluation:** A member of the National Association of Credential Evaluation Services has verified your transcripts (see [www.naces.org/members](http://www.naces.org/members)).

*NOTE: Candidates registering for the Career and Technical Education certificate are required to hold a bachelor's degree only if their state requires one for their current license.*

**Do you currently hold a valid state teaching license (or met the licensure requirements established by your state for a "school counselor" if you applied for the ECYA/School Counseling certificate)?**

- This requirement must be met before you begin the certification process.
- This requirement must also be met for each of the three years you verify for the employment requirement.
- Employment under an intern or a similar teaching license does not meet the licensure requirement.

Your state teaching or school counseling license must have been unencumbered (e.g., not suspended or revoked) while you were employed as a teacher or school counselor. Teachers who are or were employed in a facility that requires a state-issued license must hold a valid license during their candidacy period.

If part or all the employment you are verifying was served at a facility in which a state teaching or school counseling license was not required (e.g., private school, parochial school, school outside the United States, or early childhood facility), you must submit proof of this information if requested.

If you have questions about whether your state teaching license counts toward this requirement, consult the [Acceptable State Licenses](#) list or you may [contact Customer Support](#).

**Have you completed three years of successful teaching employment in one or more early childhood, elementary, middle, or secondary schools? Applicants for ECYA/School Counseling must have completed three years successfully serving as a school counselor.**

**Important Note: While you may begin the certification process before completing three years of successful teaching employment, you must meet this requirement by June 30 of your third year of candidacy to be eligible to achieve certification.** Refer to the [Eligibility Verification Forms and Instructions](#) for more information.

- You must have held a valid state teaching license (or state school counseling license if you are a candidate for the ECYA/School Counseling certificate) for each of the three years you verify.
- The employment must have occurred in one or more facilities located within

the United States or at an institution accredited by one of 17 agencies recognized by the U.S. Secretary of Education. For a list of these agencies, access [www2.ed.gov/admins/finaid/accred/accreditation\\_pg6.html](http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html). You should check individual agency websites for the most current contact information.

The following activities **do not** count towards the teaching or counseling employment requirement:

- time spent in administrative positions
- student teaching or teaching internships (or student practice or school counseling internships)
- employment as a teacher's assistant
- employment under an intern or a similar teaching license (consult the [Acceptable State Licenses](#) list)
- teaching or school counseling done at the postsecondary level (e.g., community college or university/college); teachers or counselors with students who are over the age of 18 years must be teaching at the pre-K–12 level and in pre-K–12 settings (e.g., vocational classes in a high school setting), not in a community college or university/college.

**Teachers in administrative positions or those teaching in the adult learner community** may pursue National Board Certification only if they are able to provide evidence of classroom teaching with pre-K–12 students within the timeframe specified in the component instructions.

#### **Part-Time or Substitute Teaching**

Teachers who have taught part time are eligible, provided they have teaching employment that is the equivalent to three years of full-time teaching. Substitute teachers may count teaching time spent in long-term assignments toward the three years; substitute teaching that consisted of short-term or on-call assignments does not accrue toward the three years.

#### **Part-Time School Counseling**

If you serve as a school counselor part time, you are eligible to be an ECYA/School Counseling candidate, provided your counseling employment is equivalent to three years of full-time counseling.

#### **Verifying Your Eligibility**

During registration, you must attest that you understand the National Board's eligibility requirements for education, licensure, and employment. This includes acknowledging that you must meet the employment requirement before you can achieve National Board Certification.

By completing the attestation, you confirm the information you provide is true and understand that misrepresentation or falsification will result in withdrawal from the certification process or, if certification has already been granted, revocation.

#### **Eligibility Audit**

The National Board randomly audits first-time candidates to confirm eligibility. If you are selected, you will receive an email within 30 days of purchasing your first component\*. An *Eligibility Audit* page will also appear in your National Board account.

**What you will be asked to submit:**

What you need to submit depends on how many years of teaching you have completed at the time you register.

Candidates with **three or more years of teaching** must submit:

- Proof of education
- Proof of licensure
- Proof of employment

Candidates with **fewer than three years of teaching** must submit:

- Proof of education
- Proof of licensure

If you have **fewer than three years of teaching**, after you submit your proof of education and licensure, an employment attestation will appear in your account. You must complete this attestation **after you have completed three years of successful teaching**, and no later than **June 30 of your third year of candidacy**, to be eligible to achieve certification. **A candidate who does not meet the employment requirement by this deadline will not achieve National Board Certification.**

**How and when to submit documentation:**

If you are selected for an audit, you must submit the required verification form(s) **and** a copy of your current teaching license by **February 28\***. Forms and instructions are available in the [Eligibility Verification Forms and Instructions](#). You will be notified of your eligibility status within **15 days** after you submit all required documentation.

**If you do not respond to the audit:**

Candidates who do not return the required forms and documentation by the deadline will be deemed ineligible. Their registration and any purchased components will be withdrawn. Candidates deemed ineligible **after February 28 will not receive a refund of component fees**. The registration fee and service fees are nonrefundable regardless of eligibility status.

*\*The Eligibility Audit for the 2026-27 cycle will begin in September. Candidates who register in February will be audited in March and will have until **March 30** to return the required documentation.*

**Language Proficiency Requirement for World Languages Candidates**

The National Board for Professional Teaching Standards uses an external measure of language proficiency to assess World Languages Standards *II: Knowledge of Language* and *III: Knowledge of Culture*.

In addition to the National Board candidate eligibility requirements, to be eligible to achieve National Board Certification World Languages candidates must meet the National Board World Languages Standards for language proficiency by providing official non-expired American Council on the Teaching of Foreign Languages (ACTFL) Speaking and Writing Proficiency Certificates with a rating at or above *Advanced Low*.

Non-expired ACTFL certificates of *Advanced Low* or higher from any version of the Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT), such as OPIc Advanced Level Check – Speaking and Advanced Level Check – Writing, will be accepted.

If you are registering for the World Languages certificate, you may submit non-expired ACTFL speaking and writing certificates of *Advanced Low* or higher after purchasing your first component and *no later than June 30 of the assessment cycle in which you complete initial testing on all four National Board components*.

### Obtaining Your ACTFL Certifications

The National Board, in partnership with ACTFL, will provide each candidate a discounted price of \$60.00 plus a \$35.00 remote proctoring fee to take or retake either the ACTFL Advanced Level Check – Speaking or ACTFL Advanced Level Check – Writing. Candidates should register for and schedule tests at [www.languageesting.com](http://www.languageesting.com).

### Scheduling Your ACTFL Assessments

To purchase your test and create an account, begin by [clicking here](#).

1. Select "Order a Test", then choose your target language (Spanish or French).
2. Click "Choose a test" in the "I am a student or teacher and need to take an ACTFL assessment as a requirement for my academic program." box from the second (orange) column.
3. Enter Institution "National Board for Professional Teaching Standards – Individual"

If you already have an account, begin by [clicking here](#).

1. Enter Email Address and Password then click on "Sign In".
2. Select "Order a Test", then choose your target language (Spanish or French).
3. Click "Choose a test" in the "I am a student or teacher and need to take an ACTFL assessment as a requirement for my academic program." box from the second (orange) column.
4. Enter Institution "National Board for Professional Teaching Standards – Individual"

Follow the prompts to continue through the test registration system. After your test is scored, an electronic certificate will be emailed to you from Language Testing International. The certificate will display your rating on the ACTFL scale. For assistance, contact Language Testing International at (800) 486-8444, ext. 751, or email [customer-care@languageesting.com](mailto:customer-care@languageesting.com).

*\*Tests are available on demand, and are not technically scheduled with LTI, they are merely activated.*

### Submitting Your ACTFL Certifications

After you have purchased your first component, your evidence of language proficiency will be accepted. Submit copies of your ACTFL certificates via the *ACTFL* tab of the *My Components* page of your National Board account. ACTFL certificates from both speaking and writing proficiency assessments must be submitted at the same time.

\*Your ACTFL certificates are still valid for National Board Certification if you completed your first component in:

- 2026-27 and have ACTFL certificates that were issued on or after February 28, 2025.
- 2025-26 and have ACTFL certificates that were issued on or after February 28, 2024.
- 2024-25 and have ACTFL certificates that were issued on or after February 28, 2023.
- 2023-24 and have ACTFL certificates that were issued on or after February 29, 2022.
- 2022-23 and have ACTFL certificates that were issued on or after February 28, 2021.

For additional information regarding the ACTFL requirement, please review our [EAYA World Languages Candidates Requirement FAQ](#).

## Fees

This table lists the various fees associated with National Board Certification. Fees are assessed and displayed in your National Board account. **You are responsible for completing purchases and ensuring all selected components are paid, regardless of fee support.**

Fee Type	Details	Amount	2025-26 Deadline	2026-27 Deadline
Registration fee	Required when you register to purchase components for an assessment cycle. You will not be able to select a component without payment of this nonrefundable and nontransferable fee.	\$75	No later than February 28, 2026	No later than February 28, 2027
Component 2-4 Fee	Required for each attempt (initial and retake) of all portfolio components.	\$475 per component	February 28, 2026	February 28, 2027
Component 1 Fee (first attempt)	Required for the Content Knowledge assessment.	\$475	February 28, 2026	February 28, 2027
Component 1 Retake Fee	Required for each portion of Component 1 that you elect to retake.	\$125 per exercise and/or the Selected Response section	February 28, 2026	February 28, 2027
Component 1 Reauthorization Fee	If you miss your assessment center testing appointment or do not cancel within 24 hours, you must be reinstated before you can schedule a new appointment.	\$175	At the time of request – this service will be completed after receipt of payment.	At the time of request – this service will be completed after receipt of payment.

**The National Board reserves the right to change the fees stated above.**

### Payment Options

You may pay your 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 component fees 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](#).

## Withdrawals, Refunds, and Reinstatements

### Component Withdrawal

Each assessment cycle, you are expected to complete all components you purchase. If you are unable to complete a purchased component, you can withdraw the component through your National Board account prior to the withdrawal deadline by clicking the *Withdraw* button located on your *My Components* page.

- If you need to change your component selection (i.e., switch from Component 2 to Component 4), you will need to withdraw your current purchase and repurchase the new component by the registration deadline.
- If you need to change your selected certificate and/or specialty area, you will need to withdraw from your current certificate area and repurchase the component in the correct certificate and/or specialty area by the registration deadline.
  - Withdrawing from your certificate area will automatically cancel any scheduled Component 1 test and withdraw all component purchases.
  - Your specialty area is tied directly to your certificate area – to change your specialty area, you must change your certificate area.

**Note:** If you are withdrawing a component because you want to change your certificate and/or specialty area and it is after the registration deadline, or you have already completed components (i.e., you have received scores in a previous cycle), please [contact Customer Support](#) for your available options and assistance.

**Note:** The National Board does not offer a deferral service. If the withdrawal deadline has passed, we recommend that you consider completing your selected component(s) by the established deadlines as the assessment fees are nontransferable and even if you do not complete the component(s), the assessment year will count toward your five-year window to pursue certification.

### Registration Withdrawal (Current Cycle)

You must purchase at least one component to be considered an active candidate in the current cycle.

- If you are a first-time candidate who has not completed a component (i.e., you have not submitted a portfolio or tested at the assessment center), and do not purchase a component by the deadline, your registration for the current cycle will automatically expire after the registration window closes, and your candidacy will be cancelled. You will be required to register anew if you wish to continue pursuing certification later. Registering anew will restart your 5-year window to pursue certification.
- If you are a returning candidate and do not purchase a component by the deadline, only your registration for the current cycle will expire. All previous registrations, component submissions, and scores will remain intact. Note: You can have a year when you take or retake no components; however, it does not extend your three-year window to initially attempt each of the four components or the five-year window within which certification can be achieved.

### Candidacy Withdrawal

If you no longer wish to pursue certification, you may withdraw your candidacy. By withdrawing your candidacy, you will forfeit all previous scores and payments. You must first withdraw all currently purchased components. You can withdraw your candidacy by [contacting our Customer Support team](#) – this service is not available online. **Note:** You must attempt each of the four

components within the first three years of your candidacy and have a five-year window to achieve certification. Candidates who do not meet the three and five-year completion requirements will have their candidacy automatically withdrawn:

- If you are a returning candidate in your third year of candidacy and do not complete the initial attempt of all four components by the deadline, your candidacy will expire. You will be required to register anew if you wish to continue pursuing certification later.
- If you are a returning candidate in your fifth year of candidacy and do not achieve certification, your candidacy window will expire. You will be required to register anew if you wish to continue pursuing certification later.
- If you are a returning candidate who has not met the assessment section and/or portfolio section average and who has exhausted retake attempts for the section, you will not be able to achieve certification, and your candidacy window will expire. You will be required to register anew if you wish to continue pursuing certification later.

Type of Withdrawal	Implications
Component Withdrawal	<p>Any component(s) not withdrawn prior to the withdrawal deadline must be completed during the assessment cycle in which the component(s) was purchased.</p> <p>Component(s) not withdrawn and not completed during the assessment cycle <b>will</b> count toward your five-year window to pursue certification and toward the three attempts allowed for each component.</p> <p>Assessment fees are nontransferable regardless of the circumstances. Please refer to the Refunds section below for details</p> <p>If you are withdrawing your component to change your certificate area and it is after the registration deadline, or you have already completed components (i.e., you have received scores in a previous cycle), please <a href="#">contact Customer Support</a> for assistance.</p>
Registration Withdrawal	<p>If you do not purchase a component by the deadline, your registration will automatically expire after the registration window closes.</p> <ul style="list-style-type: none"> <li>• First-time candidates: You will be required to register anew for future attempts at National Board Certification.</li> <li>• Returning candidates: Only your registration for the current cycle will be withdrawn. All previous registrations, component submissions, and scores will remain intact.</li> </ul>
Candidacy Withdrawal	<p>All score(s) for component(s) completed during your five-year window to pursue certification will be forfeited.</p> <p>You will be required to register anew as a first-time candidate for future attempts at National Board Certification. The following rules apply:</p> <ul style="list-style-type: none"> <li>• If you previously submitted components for scoring and wish to register again in the <i>same</i> certificate area, you must wait until the next assessment cycle.</li> <li>• You can register again in a <i>different</i> certificate area without restriction. Refer to page 5 for the registration deadline.</li> </ul> <p>You must <a href="#">contact Customer Support</a> for assistance.</p>

**Note:** The National Board may withhold your scores if you withdraw your candidacy after the established deadline. Additionally, the National Board will continue to maintain sole ownership of all assessment-related materials you have submitted notwithstanding any such withdrawal on your part.

### Refunds

If you withdraw prior to the withdrawal deadline, you are eligible for a refund, less the nonrefundable and nontransferable \$75 registration fee and any service fees. Refunds take six weeks to process after the date your withdrawal is processed. **You are NOT eligible for a refund if the withdrawal deadline has passed.**

**Note:** Funding received from a Third-Party Payer (TPP) will be refunded to the TPP's National Board account.

### Reinstatements

If you have withdrawn your candidacy and wish to be reinstated before the withdrawal deadline, please [contact Customer Support](#).

### Exceptions

All National Board 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 purchase a component 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; an extension to the assessment center testing 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/testing requirements by the published deadlines. Submitting a request with supporting documentation does not guarantee an exception to policy will be approved. Circumstances that predate National Board registration or component 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 [Customer Support web form](#).

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

## Scholarships and Rewards

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### Scholarships

Through the generosity of corporate and foundation partners, National Board is periodically able to offer a limited number of scholarships to help offset a portion of the fees for National Board Certification. Scholarships are allocated under the guidelines set by the donors. If you have selected a component and you meet the guidelines for receiving any remaining scholarship funds, you will be notified via email with required next steps. Please note that funding is limited, and you should not rely on a scholarship to cover your component fees.

### Incentives and Fee Support

Various states and local school districts have recognized the value of National Board Certification by offering salary increases, bonuses, or other incentives to educators who become NBCTs. There may also be some state and/or local funds available to support National Board 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 application requirements that may apply. Many states set candidate 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.

Learn more about how states and school districts support National Board Certification at [www.nbpts.org/support/in-your-state/](http://www.nbpts.org/support/in-your-state/).

## What Next?

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The sections below describe key steps and information candidates should be aware of as they move through the certification process.

### Before Registering

- Confirm you meet the eligibility requirements **before registering or purchasing components**.
- Review the National Board Standards and certificate-specific component instructions for your certificate area at [www.nbpts.org/certification/candidate-center/](http://www.nbpts.org/certification/candidate-center/) to understand what is assessed and the evidence required for each component.

### Register and Begin the Process

- Go to <https://nationalboard.pearson.com/signin> to register and pay the \$75 nonrefundable and nontransferable registration fee if you plan to purchase components during this assessment cycle.
- Purchase the component(s) you plan to complete during the assessment cycle by the registration deadline. *You must purchase at least one component to be considered an active candidate. Registrations with no component purchases will be withdrawn after the deadline.*
- Prepare for portfolio submission and assessment center testing:
  - Download the National Board Standards, component instructions, and scoring rubric for your certificate area at

[www.nbpts.org/certification/candidate-center/first-time-and-returning-candidate-resources/](http://www.nbpts.org/certification/candidate-center/first-time-and-returning-candidate-resources/).

- Review the ePortfolio submission resources at [www.nbpts.org/certification/candidate-center/eportfolio-submission/](http://www.nbpts.org/certification/candidate-center/eportfolio-submission/).
- Review the assessment center policy documents, tutorials, and FAQs at [www.nbpts.org/certification/candidate-center/assessment-center-testing/](http://www.nbpts.org/certification/candidate-center/assessment-center-testing/).

### **After You Purchase Components**

National Board Certification resources and instructions are provided digitally through the **Candidate Center**. After purchasing components, you are responsible for accessing required documents, monitoring your National Board account, and completing all required actions by the published deadlines.

As a courtesy, the National Board will also send email notifications when key windows open, such as assessment center scheduling and ePortfolio submission.

### **Communications**

You are responsible for monitoring your National Board [account](#) and the [Candidate Center](#) for information, instructions, and deadlines throughout your candidacy. Email will be our primary means of communication throughout your candidacy. Ensure you receive important updates and information by keeping your preferred\* email address updated in your account and adding, auth.net, NBPTS.org, and Pearson.com to your safe senders list so emails are not filtered to spam.

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.

*\*Note: You are encouraged to use your personal email address as your primary email address.*

### **Portfolio Submissions**

The three portfolio components are submitted electronically to your National Board account during the designated ePortfolio submission window. Refer to the Important Dates and Deadlines chart for submission windows and deadlines.

You are responsible for preparing and submitting materials using the published [General Portfolio Instructions](#) and certificate-specific [component instructions](#) available in the [Candidate Center](#). Email notifications about submission windows are provided as a courtesy.

### **Assessment Center Testing**

Component 1: Content Knowledge is administered at computer-based testing centers across the United States during the designated testing window. Refer to the [Important Dates and Deadlines](#) chart for testing windows.

You are responsible for scheduling your assessment within the testing window and reviewing the [Component 1: Content Knowledge Assessment Center Policy and Guidelines](#) before scheduling. Email notifications are provided as a courtesy when scheduling becomes available.

### **Requesting Accommodations**

If you have a disability or medical condition that necessitates an accommodation under the ADA for any component of the National Board Certification process, you should submit your request as soon as possible. Your request can be submitted in your National Board account at the time of component purchase, through the February 28 registration deadline. 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 [Request for Testing Accommodations Instructions](#) for additional details and instructions.

You are urged to **submit your request as early as possible** to allow a minimum of 6 weeks for the Accommodations Team Monday – Friday between 9:00 a.m. and 5:00 p.m. EST at 1(800) 8774590, to review your request and make all appropriate arrangements for you.

- **The deadline to submit your request for all accommodations is April 30.**

## Scoring

National Board Certification is a standards-based assessment. Your score reflects the degree to which assessors were able to locate clear, consistent, and convincing evidence that you have met the National Board Standards specific to your certificate area. Prepare your submissions using the requirements, policies, and guidelines in the General Portfolio Instructions for your component to be scored. Scoring rubrics and component requirements are available in the component instructions.

The validity and reliability of scores assigned to candidate performance is supported by maintaining the standardized training and scoring protocols that National Board has developed and refined since the certification program was first offered. For this reason, all scoring events for portfolio components and constructed response items occur under the direction of experienced trainers and content specialists who are tasked with ensuring that the integrity of the process is maintained.

One or more assessors in each certificate area score each candidate's portfolio responses. All Component 1: Content Knowledge constructed response items are scored by two independent assessors. The selected response items in Component 1: Content Knowledge are machine-scored. When results are reported, you will receive a score for each component attempted, as well as information to assist you in making decisions on whether or not to retake.

For detailed information on the scoring process, the scores required to achieve National Board Certification, and how to interpret your score report, review the [Scoring Guide: Understanding Your Scores](#), located on the National Board website.

## Resources

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

- **[Candidate Center](#)**: Check here for policy information, access to your certificate-specific Standards and component instructions, AI Instructions, FAQs, and information related to assessment center testing and ePortfolio submission.
- **[Homerom](#)**: Explore optional resources designed to support you throughout your candidacy.
- **[State Support](#)**: Visit your state page to learn about state-specific policies, incentives, and support for National Board Certification.

### [Pearson Educator Portal](#)

The Pearson Educator Portal is our secure, online system for managing your National Board account and candidacy. Here you can create your National Board account, register and purchase components for National Board 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 process is fair for all applicants. 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.

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 National Board for Professional Teaching Standards, as it deems necessary for the betterment of the program.

### **Policies Related to 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, refer to [Requesting Accommodations](#).

### **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 application 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 application, 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 application 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 application.*
- 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 an application, 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.*

#### **Maintenance of Certification**

The National Board for Professional Teaching Standards' Maintenance of Certification (MOC) process is designed to ensure that Board-certified teachers are continuing to grow professionally while maintaining a strong impact on student learning.

As in other professions, MOC allows NBCTs to demonstrate to colleagues, the public, students and themselves that they continue to meet high standards of accomplished practice throughout their careers. The goal of MOC is to ensure all NBCTs can continue to experience professional learning and growth as a practitioner while maintaining a focus on student learning.

The MOC process requires Board-certified teachers to demonstrate their knowledge and skills every five years. This approach is designed to make ongoing certification efficient and professionally meaningful, so it can remain the norm in the teaching profession. The five-year timeline is aligned with the majority of state licensure systems.

For more information about MOC, visit our website at [www.nbpts.org/certification/candidate-](http://www.nbpts.org/certification/candidate-)

[center/maintaining-your-certification/](#).

### Score Verification Service

The Score Verification Service offers candidates the option to verify component responses or material was successfully transmitted and received for scoring. It also ensures the component score shown on the score report matches the score assigned during the scoring process. **Note:** Score verification **is not** a rescoring or reevaluation of the submission, nor does it provide additional score feedback. The National Board does not offer a service for rescoring.

A fee of \$75 per score verified is charged for this service. No explanation of the request is required, and a response is guaranteed within 30 days. In the past, many candidates who filed an appeal could have first verified the accuracy of their results at a lower cost through score verification. The National Board strongly encourages candidates to make use of the Score Verification Service before deciding if an appeal is in their best interest.

Score Verification Service is only available for 30 days after score release.. You can request this service from the *Services* page in your National Board [account](#).

## Policy on Appeals of Denials of Certification Based on Scoring Decisions

*Revised November 2017*

### I. Background

*Candidates may appeal a denial of certification that results from the scores they achieved on their portfolio submissions and their assessments. This policy governs such appeals.*

*NBPTS strongly encourages candidates to use the Score Verification Service prior to filing an appeal from a scoring-related denial of certification. In the past, many candidates could have verified the accuracy of their results more efficiently by using this service.*

*Because the cost to file an appeal is significant, NBPTS also believes it is important to disclose to candidates that most candidates who file an appeal do not establish good cause as required by and defined in this policy. To avoid expending time and money unnecessarily, candidates are encouraged to carefully consider how good cause is defined under this policy when deciding whether it is in their best interest to file an appeal.*

### II. Grounds for Appealing

- A. *It is the policy of NBPTS to alter a report of scores relating to a candidate's portfolio submission or performance on an assessment only where the candidate has demonstrated **good cause** as to why relief is warranted.*
- B. *To establish good cause to support an appeal, a candidate must identify some particular circumstance that makes it fundamentally unfair for NBPTS to maintain the scoring decision(s) previously released to the candidate. The circumstance must consist of an event or occurrence that (i) is **beyond the control of the candidate**; (ii) **does not involve illness, anxiety or other similar personal circumstances** that the candidate experienced while teaching or testing; and (iii) **affected the candidate's performance** on the applicable assessment **or precluded the candidate from meeting an applicable deadline** for submitting assessment material for evaluation.*

*The type of circumstances that will meet the required showing are extremely limited. Examples may include an event at a testing center that significantly disrupts administration of the assessment, or a candidate's inability to submit in a timely manner all required components of a portfolio entry because of the extended unavailability of the NBPTS ePortfolio system.*

- C. *NBPTS carefully reviews all assessment materials, the scoring process, and applicable performance standards to assure itself that they are valid and reasonably reliable*

means of arriving at certification and scoring decisions. Accordingly, for purposes of this policy, a candidate will **not** establish good cause to support a request for reconsideration of a scoring decision by stating, for example, that:

1. The candidate or others believe that one or more of the exercise scores received by the candidate do not accurately reflect the quality of the candidate's performance or teaching abilities; or
  2. The candidate or others disagree with, seek an exception from, or challenge a performance standard that has been adopted by the NBPTS, the portfolio instructions, or scoring processes; or
  3. The candidate failed to understand or follow NBPTS policies or procedures (as outlined in the Guide to National Board Certification and the online Assessment Center Policy and Guidelines), failed to understand or follow an instruction in the assessment materials, failed to submit documents or to do so in a timely manner, or failed to perform in a manner that best presented the candidate's qualifications for certification. Please note this includes, but is not limited to, a candidate's failure to report test center problems within seven days after a testing appointment.
- D. There are no circumstances under which a mere disagreement with the score given to a portfolio entry or assessment center exercise on an assessment will constitute good cause or result in the award of additional "points."
- E. This policy applies regardless of how close a candidate comes to achieving certification.

### **III. Procedure and Timeline for Filing an Appeal**

- A. Candidates may appeal a scoring decision by submitting a letter of appeal in accordance with the following instructions:
- B. Submit a letter by regular mail or commercial delivery service with the filing fee to NBPTS; ATTENTION: CERTIFICATION APPEALS.
- C. Candidates must include in the letter all pertinent details supporting the appeal, as well as any supporting documentation. The letter and any supporting documentation should be specific and only materials that are directly relevant to showing "good cause," as defined in this policy, should be submitted.
- D. The letter of appeal must be postmarked within 60 calendar days of the date that is printed on the score report, and it must be received by NBPTS within a reasonable time of being postmarked.
- E. A candidate can only appeal a scoring decision within the 60-day period following the release of the decision that is the subject of the appeal. Appeals from scoring decisions rendered in former score release periods will not be considered.
- F. If a candidate has not submitted a timely appeal, the scoring decisions will be final and not subject to appeal.

### **IV. Resolution of Appeals**

- A. Appeals from score-related certification decisions will be decided by an Appellate Review Panel (ARP).
- B. 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.*
- C. Action by the ARP shall be by majority vote, with at least two supporting votes required for any decision by the ARP. The ARP may meet in person, by telephone, or by videoconferencing.*
  - D. 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.*
  - E. The ARP may request additional information from a candidate who is appealing a scoring decision. Candidates 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.*
  - F. 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.*
  - G. 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.*
  - H. 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 finds that the candidate has shown good cause for the appeal, the written notice shall so state and shall inform the candidate of the relief that will be provided. If the ARP finds that good cause has not been shown, the written notice shall so state and shall briefly describe the information considered by the ARP and the reasons for its finding.*
  - I. If the ARP concludes that an appellant has shown good cause, it may provide the following relief, subject to such conditions and time limits as the ARP deems reasonable:
    - 1. An opportunity to re-take an assessment;*
    - 2. An extension of a candidate's eligibility period for taking an assessment or submitting portfolio content;*
    - 3. An opportunity to submit additional materials; and/or*
    - 4. Such other relief as the ARP deems to be necessary to avoid fundamental unfairness to the candidate.**

*If the ARP makes a finding that good cause exists to reconsider a scoring decision, the ARP will specify whether that reconsideration should be based on: (1) the documents and performances originally provided by the candidate during the assessment process; (2) the*

*candidate's original documents and performances along with supplemental documents or performances; or (3) new or revised documents or performances to be provided by the candidate. The ARP also shall specify such reasonable conditions or time limits as may be necessary to facilitate an efficient and reasonable reconsideration of the scoring decision in question.*

- J. *A 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.*

## V. Filing Fee

- A. *NBPTS shall establish a filing fee that must be paid by candidates who appeal a scoring decision under this policy. The amount of that 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 scoring decision, the filing fee paid by the candidate will be reimbursed.*

## VI. Reports to NBPTS Board

*The NBPTS Board of Directors shall be informed of all instances in which a candidate has substantially prevailed in appealing a scoring decision.*

## Ethics

Candidates who work as members of a team of teachers or school counselors have an excellent opportunity to collaborate with their peers. However, candidates must adhere to the Ethics and Collaboration guidelines provided in the [General Portfolio Instructions](#). You must submit responses that are unique to your teaching context, feature teaching that you did and work that you oversaw. All of the work you submit as part of your response to each component must be yours and yours alone. The originality requirement applies to Collaboration and the Use of Generative Artificial Intelligence.

Assessors who score(d) portfolios for the National Board may be willing to provide supportive and constructive feedback to you regarding your performance before you submit your portfolio entries for scoring. 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. 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.

The National Board does not tolerate cheating or confidentiality breaches of any type. Help protect the integrity of National Board Certification. Immediately report breaches of security, misconduct, and/or unethical practice 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 [Policy Guidelines for Ethical Candidate Support](#).

## 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.

- **Student Work Samples and Video Evidence with Brief Expressions or Phrases in a Language Other than English.** Student work samples 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.

- **Student Work Samples and Video Evidence in a Language Other than English.** If you are submitting a student work sample, video evidence, or other type of evidence (e.g., an assessment) in a language other than English, you must include a written English translation for the work sample, video evidence, or other type of evidence in the file with the artifact. For a translation of a video, include the translation at the end of the Written Commentary. Include any necessary student identifiers (but do not include students' last names). Note that the pages of your translation do not count toward your page totals.

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. It will be scored as zero if the scorable portions do not merit a score of 1 or higher. However, failure to provide a translation or to properly label your translated submission will mean that your response will not be scored.

Your Written Commentary must be written entirely in English in order to be considered for scoring.

### Exceptions

- **English Language Arts.** Candidates seeking certification in this area must submit student work samples and video evidence in English.
- **World Languages.** Assessors for this certificate area are fluent in English and the target language; therefore, translations are only required for documentation that is written in a language other than English or the target language.

If the majority of your instruction takes place with students for whom English is a new language, the appropriate National Board certificate may be either the Early and Middle Childhood/English as a New Language certificate or the Early Adolescence through Young Adulthood/English as a New Language certificate. To help you make the decision whether to pursue certification in one of the available certificate areas, refer to [Choosing the Right Certificate](#) and [Choosing the Right ENL Path](#) and discuss your teaching situation with professional colleagues, your school faculty, a National Board Certified Teacher, or your faculty support group. For more information on submissions in languages other than English, see the [component instructions](#) for your certificate.

# Pearson Educator Portal

## Overview

The [Pearson Educator Portal](#) (PEP) is the secure, online system for managing your candidacy. Here you can create/manage your National Board account, register and purchase components for National Board 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.

**Important:** If you created an account prior to May 26, 2026, 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.

The screenshot shows a login form with the following elements:

- Log in** (Section Header)
- 
- (with a lock icon on the left and an eye icon on the right to toggle visibility)
- [Forgot password / username ?](#) (with a red arrow pointing to the left)
-

## Create a New Account

If you are interested in starting your National Board Journey, the first step in the registration process is creating an account. Select *Create an Account* and follow the prompts to create your login credentials and provide basic personal and contact information.

**Important for new candidates:** To be considered an active candidate for National Board Certification, you must complete registration AND purchase components.

**Important for returning candidates and NBCTs:** If you started the certification process in a previous cycle or are an NBCT, you already have an account and need to log in with your existing credentials – do not create a duplicate account. Creating a duplicate account may delay registration or access to your records.

**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](#) ←

## Register

You will need to register during each assessment cycle in which components will be purchased and completed. 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.
- If you are personally paying the registration fee, payment must be made by credit or debit card (Visa or Mastercard). The fee must be paid before you can purchase a component.

**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](#)

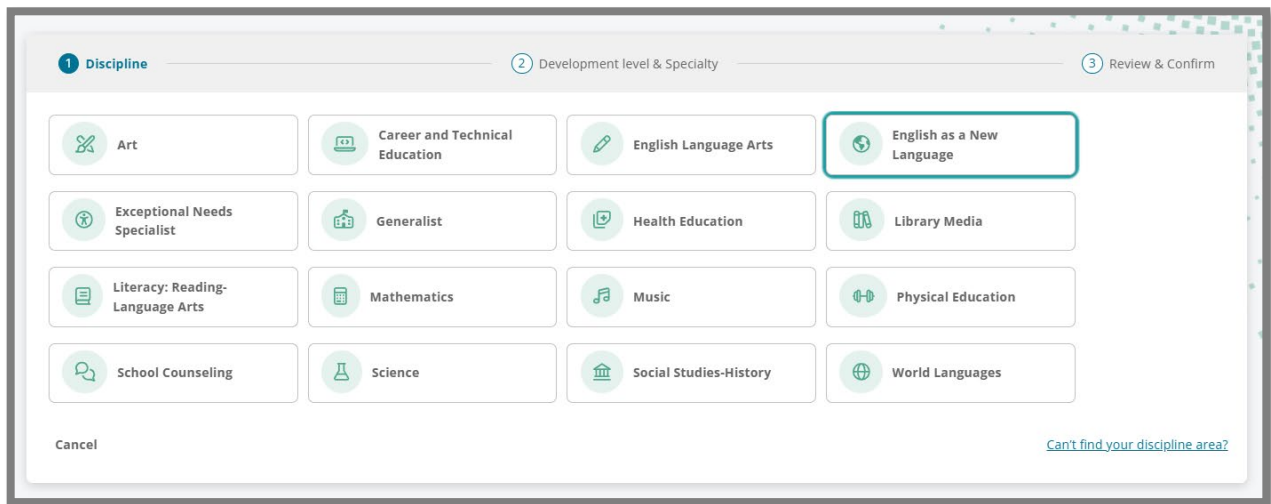
### Choose your Certificate Area (First-time Candidates)

Before you can purchase a component, you must select your certificate area. National Board Certification is offered in 16 discipline areas (content area), across 4 developmental levels (age ranges).

From within your National Board account, select *Certification Management* from the left-hand menu, then click *Get Started*. The following is a step-by-step example for English as a New Language


**Step 1:** Select your *Discipline*. If you are unsure which certificate aligns with your teaching role, please review [Choosing the Right Certificate](#) for an overview of the available certificate areas and student developmental levels.

Important Note: If the evidence you submit for a component does not fall within the stated age range or the content area for the certificate area you select, your component(s) will not be scorable (see the [General Portfolio Instructions](#) and [Choosing the Right Certificate](#) for more information).



The Overview for the discipline will let you know if there are multiple developmental levels and a path or specialty area to choose from.

## English as a New Language



**Overview:**  
The English as a New Language (ENL) certificate is appropriate for teachers who teach linguistically and culturally diverse learners. To successfully achieve certification in this area, you will be assessed on whether your content knowledge and teaching practice meet the English as a New Language Standards.

→ **Developmental Levels:**

- Early and Middle Childhood (EMC), ages 3-12
- Early Adolescence through Young Adulthood (EAYA), ages 11-18+

→ **Specialty Areas:**  
As part of the certificate selection process, you'll select one specialty area:

- Path 1 is designed for bilingual teachers (the term "bilingual" is used here in a nonspecific sense to identify the teacher who uses both English and another language in instruction) who would like to achieve certification within the English as a New Language framework.
- Path 2 is designed for teachers who identify themselves as English Language Development Specialists (the term 'ELDS' is used here to identify the teacher who is an English language development specialist and who may or may not use the students' first language in instruction).

[Go to Candidate Resources](#) ↗

Close
Continue

**Step 2:** Select the *Developmental Level & Specialty Area* that matches your student ages. The developmental level is the age range for your students. At least 51% of your class must fall within these age ranges. A path or specialty area is the specific subject focus you select within the discipline area and it determines the content of your Component 1 assessment (not all disciplines require the selection of a path or specialty area).

1 Discipline ————— 2 Development level & Specialty ————— 3 Review & Confirm

### English as a New Language

[Description and standards](#)

If you teach across multiple developmental levels, choose the one where you can best demonstrate your teaching. You'll complete all certification requirements for the level you select.

Early and Middle Childhood (EMC) Age range: 3-12  Early Adolescence through Young Adulthood (EAYA) Age range: 11-18+

INTERESTED IN LEARNING MORE? Check out the [component instructions \(which include rubrics\)](#) and [standards](#) for your certificate area.

**Great! Now let's select your path:** Choosing the right ENL path

#### Path 1

Path 1 is designed for bilingual teachers (the term "bilingual" is used here in a nonspecific sense to identify the teacher who uses both English and another language in instruction) who would like to achieve certification within the English as a New Language framework while also demonstrating their accomplishment as either Early Childhood (EC) or Middle Childhood (MC) Generalist content specialists.

Select a specific developmental level for your path, which falls within the overall level you chose. The path you select determines your Component 1 test.

Early Childhood Generalist Age range: 3-8  
 Middle Childhood Generalist Age range: 7-12

#### Path 2

Path 2 is designed for teachers who identify themselves as English Language Development Specialists (the term "ELDS" is used here to identify the teacher who is an English language development specialist and who may or may not use the students' first language in instruction).

All candidates must show in their portfolio entries that they are fostering English language development and not another language.

Cancel Previous Next

**Step 3:** Review and confirm your selections.

1 Discipline ————— 2 Development level & Specialty ————— 3 Review & Confirm

### Confirm you want to certify in the following:

DISCIPLINE	DEVELOPMENT LEVEL	SPECIALTY PATH
English as a New Language	<input checked="" type="checkbox"/> Early and Middle Childhood (EMC) Age range: 3-12	<input checked="" type="checkbox"/> Path 1 English Language Development Generalist <input checked="" type="checkbox"/> Middle Childhood Generalist Age range: 7-12

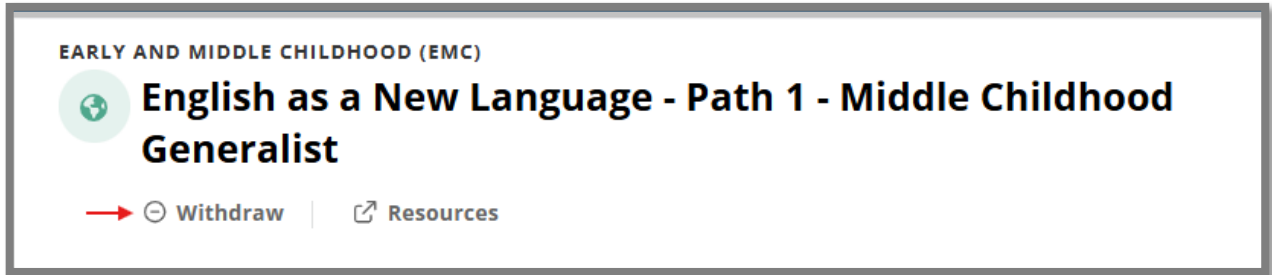
INTERESTED IN LEARNING MORE? Check out the [component instructions \(which include rubrics\)](#) and [standards](#) for your certificate area.

Start over Previous Confirm and Submit

**Select your certificate area carefully.** Your selection must match both the content area and the student developmental level of the evidence you submit. Evidence that does not align with your selected certificate area or age range will not be scorable. You may receive an (NS) designation and it will count as an attempt. Refer to the [General Portfolio Instructions](#) and [Choosing the Right Certificate](#) for more information.

### Change your Certificate Area

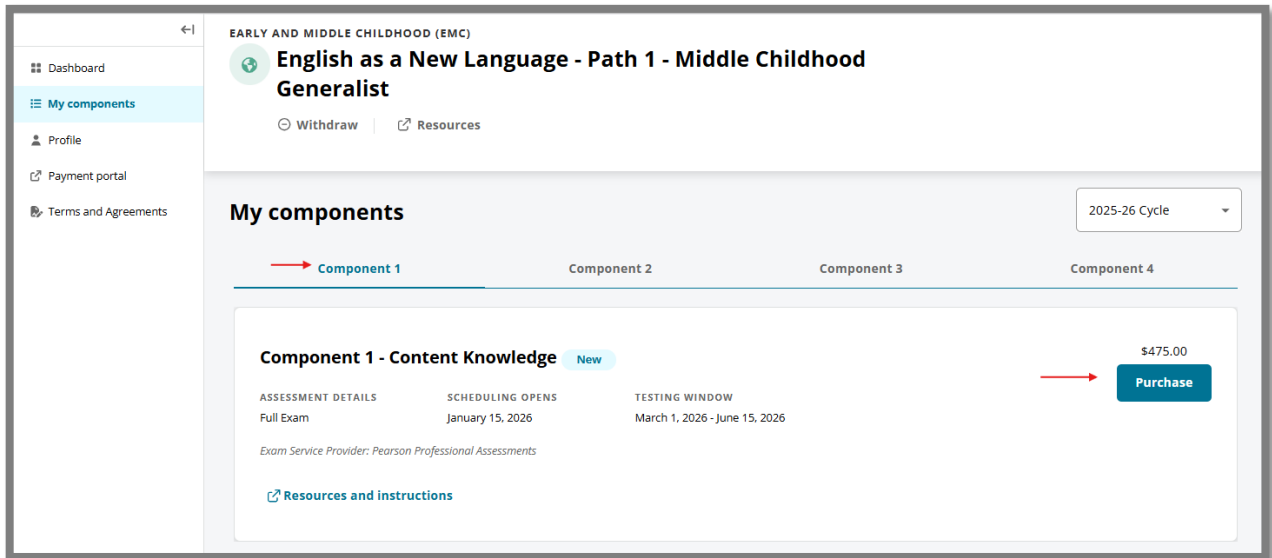
If you are a first-time candidate you can change your certificate area from your account until the published registration deadline. Select *Withdraw* under your chosen certificate area and follow the instructions provided. Note: You must withdraw all purchased components before you can withdraw from the certificate area.



If you would like to change your certificate area and it is after the registration deadline or you have already completed components (i.e., you have received scores in a previous cycle), [contact Customer Support](#) for your available options and assistance.

### Purchase a Component

After choosing your certificate area you can purchase components from the *My Components* page of your account, by clicking the name of the component, then *Purchase*. **Important Note:** Components must be completed during the cycle year in which they are purchased. Only purchase the components you plan to complete during the current cycle.



## Retaking Component 1

Retaking Component 1 works differently than retaking Components 2–4 because you may choose to retake individual parts of the assessment.

### How Retakes Work

- Component 1 consists of four separate parts.
- You may choose to retake **any** part you want, in any order.
- You may retake **each part up to two times** during your candidacy window.

Component 1 includes the following parts. Each exercise will display the certificate-specific name, (for example: *Exercise 1: Documents*).

- Selected Response Items (Multiple Choice)
- Exercise 1
- Exercise 2
- Exercise 3

**Important:** Make sure you select all parts you plan to retake in the current cycle, as Component 1 retakes must be purchased in a single transaction.

The screenshot shows a selection interface titled "Select the exam parts you'd like to retake:". Below the title is a note: "All parts must be purchased in a single transaction. You won't be able to add more parts after your purchase is complete." There are four cards, each representing an exam part. Each card includes a refresh icon, "Retakes available: 2", a price of "\$125.00", a checkbox, the name of the exam part, and "Last completed: 2020-21".

Exam Part	Retakes Available	Price	Last Completed
<input type="checkbox"/> Selected Response Items (Multiple Choice)	2	\$125.00	2020-21
<input type="checkbox"/> Exercise 1: Documents	2	\$125.00	2020-21
<input type="checkbox"/> Exercise 2: United States Economic Policy	2	\$125.00	2020-21
<input type="checkbox"/> Exercise 3: Regional Economic and Geographic Trends	2	\$125.00	2020-21

At the bottom right of the interface are "Cancel" and "Next" buttons.

### Choosing Your Parts

When you begin the purchase, you will see your remaining retakes and the date of your last attempt. Before making your selections, refer to your [certificate-specific Component 1 instructions](#) to ensure you are selecting the correct parts to retake. **Candidates pursuing Path 1 of the English as a New Language** certificate area will be tested on the path selected; review [Choosing the Right ENL Path](#) for details.

### Completing Your Purchase

Make sure you've selected all the parts you plan to test in the current cycle – they must be purchased in a single transaction.

**Important: You cannot add parts to a completed purchase.** If you decide to add another part, you will have to withdraw the purchase, then repurchase the correct parts **before** the registration deadline.

### Retaking Components 2-4

If you are retaking **Component 2, 3, or 4**, you will purchase the retake **the same way you purchase an initial component**.

From the **My Components** page, select the component you plan to retake and complete the purchase. Retakes must be purchased and completed during the assessment cycle in which they are purchased.

**Important:** Only purchase component retakes you plan to complete during the current cycle.

### Accommodations

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

← Purchase Component 1

**Component 1 is administered in Pearson Professional Assessments test centers.** To be admitted, you must present a government-issued photo ID. The name on your ID must exactly match the name shown below. If it does not match, please contact [Customer Support](#) to update your information.

**Name**

FIRST NAME	LAST NAME
Elizabeth	Gutierrez

**Accommodations Assistance**

The National Board is committed to serving candidates with disabilities by providing reasonable and appropriate accommodations. Check first to determine if the accommodations you are requesting require pre-approval by reviewing the [Request for Accommodations Form and Instructions](#).

Note: [Items on this list](#) are considered minor comfort aids and do not require pre-approval.

**Would you like to submit an accommodations request?**

No  Yes

Cancel **Next**

## Payment Options

### Pay in Full

You may pay for your components 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: Components must be completed during the cycle year in which they are purchased. Only purchase the components you plan to complete 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	
<b>Amount due</b>	<b>\$475.00</b>

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 National Board certification, including retakes.

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:** Components must be completed during the cycle year in which they are purchased. Only purchase the components you plan to complete 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

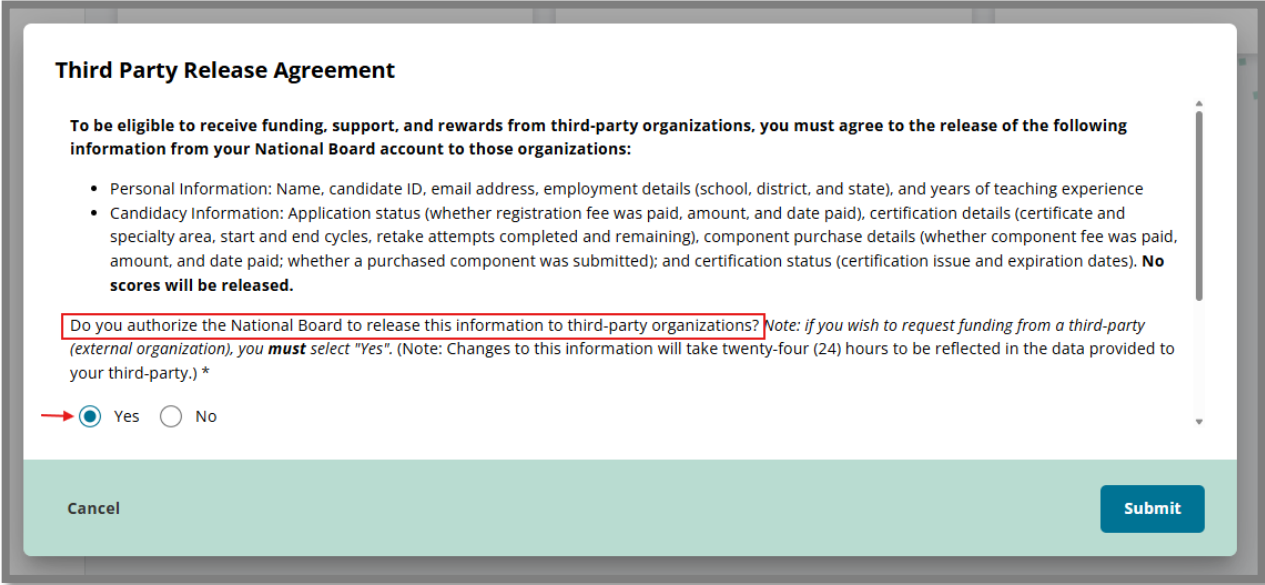
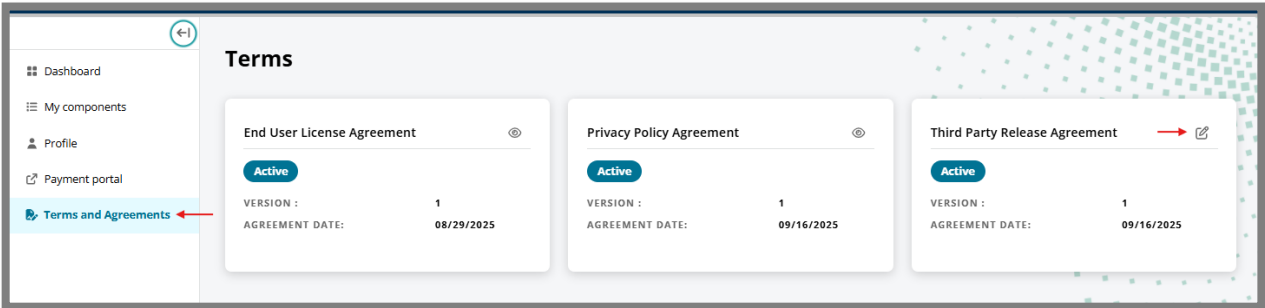
### If You Are Waiting for Third Party Payer Funding

If you are expecting funding from a third-party organization, you can indicate this during the component 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 funding to your account. You can update your *Third-Party Release Agreement* from the *Terms and Agreements* page of your account.



**Step 2:** Begin the component 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.

<b>EMC/Art Component 4</b>	<b>\$475.00</b>
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.

## Component 4 - Effective and Reflective Practitioner

Awaiting funding
←

SUBMISSION WINDOW OPENS	SUBMISSION WINDOW CLOSES
April 1, 2026	June 15, 2026

[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* in the left menu. Available funding will be listed at the top of the screen. After the registration window closes, any 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:** Components must be completed during the cycle year in which they are purchased. Only purchase the components you plan to complete 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 <a href="#">Terms and Conditions.</a>	

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

**If you receive partial funding for a component,** 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:** Components must be completed during the cycle year in which they are purchased. Only purchase the components you plan to complete 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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**NATIONAL BOARD**  
*for Professional Teaching Standards*®

**by**



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The National Board for Professional Teaching Standards, Inc. has been funded in part with grants and foundation support. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the sponsors.

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