

# NATIONAL BOARD

*for Professional Teaching Standards®*

Candidate email distributed April 20, 2020

We hope you and your loved ones remain healthy and are persevering as the nation struggles with the pandemic.

At the National Board, we continue to be committed to answering your questions about the National Board assessment and changes that have been made due to COVID-19. Based on questions received over the past week, here are a few key points we want to clarify.

## Choosing an Option

If you have chosen to submit material in October 2020, defer to 2020-21, switch a component, or withdraw, you must submit the [COVID-19 exception form](#) by April 30, 2020, and notify us of your decision. Should you need to change your selected option, you may do so until April 30. **Note:** After April 30, decisions to **defer and/or withdraw** are final. If you've already submitted an exception form, we are working to process your request and will reach out to you in the next week or two.

If you are unable to make a decision by April 30, [notify us](#) so that we can determine if other options might be available.

## Testing Component 1

The July 15 extension for testing was not automatically extended to all candidates, only to those not scheduled; however, all candidates have the option to test by July 15.

1. **If your appointment was cancelled due to a site closure**, you received a notice of cancellation via email. If you have already rescheduled your appointment, no further action is needed.
2. **If you are currently scheduled to test Component 1** and have an appointment scheduled for June 15 or earlier, you are encouraged to keep that appointment.
3. **If your test was cancelled due to a site closure and you have not scheduled a new appointment or you prefer to reschedule your appointment to later than June 15**, there are steps you will need to take in order to have your authorization to test extended. **Please Note:** Pearson VUE site availability and capacity is based on current social distancing guidelines in each area, meaning test center capacity is somewhat limited. While we cannot guarantee you will be able to reschedule for your preferred date and/or location, we will help you find a workable solution. If you wish to extend your authorization, you will need to follow these steps:
  - Step 1:** Cancel your current appointment by contacting Pearson VUE [online](#) or by phone at 1-888-288-3028. (Pearson VUE cannot extend your authorization and will ask you to contact National Board Customer Support after your appointment has been cancelled.)
  - Step 2:** After you have successfully cancelled your appointment, contact National Board Customer Support [online](#) or by phone at 1-800-22TEACH to have your authorization extended to July 15. It will take 2-3 business days for the reauthorization to be processed.

**Important: The National Board is committed to being equitable and providing testing capacity for candidates in the event of additional site closures and/or delayed testing.**

We know you are concerned about site closures. At this time, Pearson VUE testing centers are scheduled to reopen on May 1. Further updates will be provided should there be significant changes in site availability.

**Score Release Dates**

If you submit **all** of your components in June and/or test by July, you will receive all of your scores prior to December 31, 2020.

If you submit **all** of your components by the October deadline, you will receive all of your scores after December 31, 2020 but before the registration deadline for the 2020-2021 cycle in early 2021.

If you submit one or more components in June (or test by July) **and** submit one or more components in October, you will receive all of your scores after December 31, 2020 but before the registration deadline for the 2020-2021 cycle in early 2021.

Please complete the [COVID-19 exception form](#) to finalize your choices by April 30, 2020. If you have already completed the form but would like to change your submission dates, you may do so by submitting a new COVID-19 Exception form.

**Deferring, Withdrawing, and Your Uploaded Portfolio Files**

If you have elected to defer or withdraw your portfolio component and have already uploaded files to the ePortfolio site, **you will need to remove any uploaded material prior to April 30, 2020.** Your materials that remain uploaded will not be scored and will not be made available to you on the site in the future. If you are deferring until the next cycle, you can upload your materials when that submission window opens.

**Deferring to 2020-21**

- **Certification Candidates:** When registration opens for the 2020-21 cycle, we will automatically process your registration and component fee waivers and default your account to the exact components you deferred. If you decide you want to complete a different component in 2020-21, you will need to contact Customer Support for instructions. If your deferred component was funded by a Third-Party Payer (TPP), you will need to consult with your TPP before making changes to your 2020-21 component selections.
- **Renewal Candidates:** When registration opens for the 2020-21 cycle, we will automatically process your application and fee waiver, defaulting your application to the 2020-21 cycle.

**Submitting Early**

If you choose the October submission window and later find that you are able to submit your material by June 12, 2020, you will need to contact Customer Support no later than June 19, 2020, to change your option.

We will continue to publish information and resources on our dedicated [Covid-19 page](#), and we will provide another update next Monday, April 27.

Together,  
Peggy Brookins, NBCT and the National Board team