

# Guide to National Board Certification

Version 1.4

For candidates beginning the National Board Certification process in 2014–15

- Register online at [www.boardcertifiedteachers.org](http://www.boardcertifiedteachers.org)
- For additional information go to [www.nbpts.org](http://www.nbpts.org)

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

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# Introduction

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## What is the National Board?

Since 1987, the National Board has established the profession's definitive standards of accomplished practice and created a system to determine whether teachers meet those high and rigorous standards.

Created for teachers, by teachers, National Board Certification is a voluntary, performance-based, peer-review process that recognizes the complex nature of teaching. To date, more than 100,000 teachers in all 50 states have achieved this highest mark of distinction in the profession. National Board Certified Teachers (NBCTs) are having a significant impact on student achievement. Research has shown that the students of NBCTs outperform their peers in other classrooms.

Recognizing the power of Board certification, many states and districts offer fee support to candidates and financial incentives, including bonuses and raises for those who achieve it. Moreover, teachers themselves attest to the transformative nature of the certification process, with its focus on reflection, collaboration and ongoing improvement to meet the needs of the diverse learners in their classroom.

The National Board is an independent, nonprofit organization, with classroom teachers involved in every level of decision-making. Teachers develop and revise the standards, serve as assessors for the assessment and make up the majority of the members of the board of directors. The National Board works with a broad array of partners including teachers unions, state and district leaders, foundations and nonprofits to advance the teaching profession.

## Five Core Propositions

The work of National Board is guided by Five Core Propositions. The propositions state what National Board values and believes should be honored in teaching and school counseling. This expression of ideals, "What Teachers Should Know and Be Able to Do," guides the development of National Board Standards and assessments. Details about each of the Five Core Propositions are available online on the National Board website. Whether or not you become a candidate, you are encouraged to read and reflect on the high level of knowledge, skills, dispositions and commitments described by these 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 Revision

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Over the last 25 years the National Board has advanced the teaching profession by establishing and maintaining the definitive standards of accomplished teaching and certifying more than 100,000 teachers across the country against those rigorous standards.

That number is significant but too small in a profession of more than 3 million practitioners. To make the dramatic improvements we all 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 is revising the certification process while maintaining the integrity and transformative nature of National Board Certification. *The certification process revisions take effect with new candidates beginning in 2014–15.*

### Why revise the process?

- **Incorporate the latest research.** Just as we ask teachers to be reflective in their practice, we are reflective to ensure the certification process mirrors the evolving nature of the profession and current research on best practices in teaching. The process was last revised in 2001.
- **Remove barriers.** We are working with National Board Certified Teachers (NBCTs) and other experts in the profession to remove barriers in the process that have nothing to do with whether a teacher is accomplished.

### What's changing in the process?

The National Board will provide options for educators. 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 a teacher's time. While maintaining the same level of rigor, the process will be grouped into four components. The total cost of certification will decrease to \$1,900, with each of the four components costing \$475. Candidates will have the option to pay for and submit each component separately.

\*Note: not all components are available in 2014-15. Please refer to page 5 for the component availability schedule.

### What's not changing?

Though the process is changing, our principles remain the same. This means the National Board Standards, the Five Core Propositions, and the Architecture of Accomplished Teaching will not change. National Board Certification remains performance-based and peer-reviewed, with the same emphasis on content knowledge and commitment to student learning.

## The Certification Process

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The certification process for National Board Certification is designed to collect standards-based evidence of accomplished practice. In all certificate areas, candidates for National Board Certification are required to complete four components: three portfolio entries, which you submit online, and a computer-based assessment, which is administered to you at a testing center.

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

### 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.

#### Content Knowledge

In this computer-based assessment, you demonstrate knowledge of and pedagogical practices for teaching your content area. You must demonstrate knowledge of developmentally appropriate content, which is necessary for teaching across the full age range and ability level of your chosen certificate area. This is assessed through the completion of three constructed response exercises and approximately 45 selected response items (SRIs). You will have up to 30 minutes to complete each of the three constructed response exercises and up to 60 minutes to complete the selected response section.

#### Differentiation in Instruction

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

**Teaching Practice and Learning Environment**—This component is currently under development.

This is a classroom-based portfolio entry that requires video recording(s) of interactions between you and your students. A written commentary in which you describe, analyze and reflect on your teaching and interactions will also be submitted. Both the video and the written commentary should demonstrate how you engage students and impact their learning.

**Effective and Reflective Practitioner**—This component is currently under development.

This is a portfolio entry that requires evidence of your impact across your professional responsibilities as an educator including your students, peers, and community.

## How to Register

- ✓ Take time to read all of the information provided in this guide prior to registering. Pay close attention to the Eligibility Prerequisites on page 5 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.
- ✓ Finally, register online at [www.boardcertifiedteachers.org](http://www.boardcertifiedteachers.org). There is a \$75 nonrefundable annual registration fee. Note that this does not cover the full cost of certification.

### Important Dates and Deadlines

Important Dates and Deadlines	
Registration Window	March 1, 2014–February 28, 2015
Fee Payment Deadline	February 28, 2015
Change of Certificate and/or Specialty Area	March 31, 2015
Change of Component Selection	March 31, 2015
ePortfolio Submission Window	April 1–May 15, 2015
Withdrawal Deadline	March 31, 2015
Component 1: Content Knowledge Testing Window	March 2–June 15, 2015

## Fields of Certification

The National Board offers standards in 25 certificate areas based on its Five Core Propositions. A standards committee composed of a majority of classroom 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 subject area(s). You may choose either a generalist or a subject-specific certificate. For a list of the available certificates and the links to the standards, please visit the National Board website at [www.boardcertifiedteachers.org](http://www.boardcertifiedteachers.org).



## Rollout of Components by Year

National Board Certification will rollout over the course of three cycles.

2014-15*	2015-16	2016-17
C1: Content Knowledge**	C1: Content Knowledge	C1: Content Knowledge
C2: Differentiation in Instruction	C2: Differentiation in Instruction	C2: Differentiation in Instruction
	C3: Teaching Practice and Learning Environment	C3: Teaching Practice and Learning Environment
		C4: Effective and Reflective Practitioner

\* Due to the ongoing revision of the Career and Technical Education (CTE), candidates for the CTE certificate will begin the new process in 2015–16.

\*\*The Content Knowledge component will be delayed for Music until 2015–16 and World Languages (WL) until 2016–17. Differentiation in Instruction will be available for both certificate areas in 2014–15.

Once all components are available, completing National Board Certification may take anywhere from one year to five years, depending on the approach you take, under the following guidelines:

- You may take one or more components per year.
- You must attempt each of the four components within a three year period.
- After each initial attempt of a component, you will have two opportunities to retake.

## Eligibility Prerequisites

To be eligible for National Board Certification, you must meet the education, employment and licensure requirements described below. You must meet all eligibility requirements prior to starting the certification process. The rules for meeting eligibility for candidacy are described in this guide, but teaching situations across the country vary widely, and the rules may not address your particular circumstances. Please contact us for assistance if you are not sure whether you meet the eligibility requirements.

### Do you possess a bachelor's degree from an accredited institution?

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 submit proof that the degree is equivalent to a baccalaureate either by submitting transcripts to an organization that belongs to the National Association of Credential Evaluation Services (see [www.naces.org/members.htm](http://www.naces.org/members.htm)) or by submitting documentation to National Board confirming that the state in which you teach or serve as a school counselor has accepted the degree for licensure requirements.

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

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

- The three years of employment experience must have been completed prior to starting the certification process.
- 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 toward the teaching or counseling prerequisite:

- 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
- 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 that they have teaching employment that is the equivalent of 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.

**Have you held a valid state teaching license (or met the licensure requirements established by your state for a “school counselor” and held that valid license if you applied for the ECYA/School Counseling certificate) for each of the three years of employment you verify? Employment under an intern or a similar teaching license does not meet the licensure prerequisite.**

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 of 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.

### **Verifying Your Eligibility**

During the registration process, you will be required to attest that all eligibility prerequisites will be met before starting the certification process. By attesting to meeting these requirements, you represent the information is true and understand that if misrepresented or falsified, you will be withdrawn from the National Board Certification process or if granted, National Board Certification will be revoked.

National Board will routinely audit candidate records and request proof of meeting these requirements. If you are randomly selected for an audit, you will need to provide supporting documentation demonstrating you met the eligibility requirements. If you are deemed ineligible at any point, you will not receive a refund of the annual registration fee, any service fees, or the assessment fee for any completed components.

### **Audit**

Candidates who are being audited for eligibility will be notified by National Board via email within 30 days of registration. You will then have 30 days to return the appropriate verification forms located in the [Eligibility Verification Forms and Instructions](#). You will be notified of your eligibility status within 30 days of receipt of the completed verification forms. Candidates who do not return the appropriate forms and documentation within the specified time frame will automatically be deemed ineligible and their application will be withdrawn.

*Note: Candidates who apply between May 15-August 1 may not be audited until September.*

## Fees

This table lists the various fees applicable to National Board Certification. You are responsible for confirming receipt by National Board of any payments. After your application has been processed, you can view the fees posted to your individual account at [www.boardcertifiedteachers.org](http://www.boardcertifiedteachers.org).

Type of Fee	Details	Amount	Deadline for Receipt
Annual Registration Fee*	Required annually. Your application will not be accepted without payment of this nonrefundable fee.	\$75	At the time of application submission and no later than February 28, 2015
Component 2–4 Fee (first-time or retake)	Required for all portfolio components.	\$475, per component	February 28, 2015
Component 1 Fee (first-time)	Required for the Content Knowledge assessment.	\$475	February 28, 2015
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, 2016
Application Reinstatement Fee	Required to reactivate a withdrawn application after the withdrawal deadline. (All reactivation requests must first be approved.)	\$25	April 15, 2015
Component 2–4 Reauthorization Fee	If you require a certificate area change after the withdrawal deadline, you must have your eligibility reauthorized before your component can be submitted for scoring.	\$175	April 15, 2015
Component 1 Reauthorization Fee	If you require a certificate or specialty area change after the withdrawal deadline, miss your assessment center appointment, or do not cancel 24 hours in advance, you must be reinstated before you can schedule a new appointment.	\$175	May 15, 2015
Returned Check Fee	This fee is assessed if your personal check is returned.	\$35	30 days after notification

\*Note: The Annual Registration Fee *must* be paid online via credit or debit card (Visa or MasterCard only). Not all fees listed will be assessed during the 2014–15 assessment cycle (for example, the exercise retake fee will not be assessed until the 2015–16 cycle when retakes are first offered).

## Withdrawals and Refunds

If you are unable to complete your selected component(s) you have the option to withdraw. You will be responsible for notifying the National Board of your intent and may be eligible for a fee refund, less the nonrefundable \$75 annual registration fee and any service fees, if you withdraw by March 31, 2015.

You are NOT eligible for a full refund if any of the following apply:

- You attended your Content Knowledge appointment (or scheduled an appointment that was not canceled prior to the appointment, even if you did not attend).
- You submitted a component for scoring.
- The withdrawal deadline has passed, even if you have not yet scheduled or attended an appointment or submitted a component for scoring.
- You select the wrong certificate area or specialty area when registering and do not request a change prior to submitting portfolio entries or attending an assessment center appointment.

## 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. To learn more about scholarship opportunities, access the National Board website.

### 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 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.boardcertifiedteachers.org](http://www.boardcertifiedteachers.org).

The Department of Veterans Affairs offers a reimbursement incentive to eligible veterans of up to \$2,000 for National Board Certification fees for each first-time or retake assessment. For more information, visit the National Board website or, to apply, call (888) GI-BILL-1.

## What Next?

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In our ongoing efforts to streamline the certification process, we've moved to a paperless delivery system. Standards and other materials will be available at [www.boardcertifiedteachers.org](http://www.boardcertifiedteachers.org) and we have an electronic portfolio submission process eliminating the need to ship paper materials. You'll need to check our website and your email regularly for updates and information.

While we continue our work to revise the certification process, some materials are still being developed. As more information about the components is available, this guide will be updated and the new materials will be posted to our website. The expected overall schedule for the 2014–15 cycle is as follows:

### Now

To get started as a National Board candidate:

- Register at [www.boardcertifiedteachers.org](http://www.boardcertifiedteachers.org) and confirm you meet the eligibility prerequisites
- Pay the \$75 annual registration fee
- Select the components you'd like to complete; fees can be paid now or later
- Review the standards for your certificate area

### Fall 2014

The following additional materials will be available on our website:

- Portfolio Entry Instructions for completing Component 2: Differentiation in Instruction
- Component 1: Content Knowledge Exercise Examples
- 2014–15 Assessment Center Policy and Guidelines
- 2014–15 Guide to Electronic Submission
- Additional information about the scoring process and score reporting

### Spring 2015

Candidates who are eligible and fully paid will:

- Receive an email prior to the start of the testing window authorizing them to schedule their appointment to complete the computer-based assessment (Component 1)
- Receive an email prior to the ePortfolio submission window providing your voucher codes and login information to upload and submit your portfolio entry (Component 2).

## Communications

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 NBPTS.org and Pearson.com to your safe senders list so our emails do not end up in your spam filter.

## Portfolio Entry Submission

The three components comprised of portfolio entries will be submitted electronically for scoring using our online submission system. You will receive information about using this system during your candidacy.

## Assessment Center Testing

The Content Knowledge component is administered at computer-based testing centers across the United States. Once test centers are ready to accept appointments and your eligibility has been verified, you will receive an email with instructions for scheduling your appointment. Prior to scheduling your appointment, you should review *Assessment Center Policy and Guidelines* for important information about how the Content Knowledge component is administered and how to prepare for a computer-administered assessment.

If you have a disability that necessitates an accommodation under the ADA for any component of the National Board Certification process, your request must be made using the form and instructions found in the [Request for Testing Accommodations Form and Instructions](#). You are urged to submit your request form as early as possible to allow 6–8 weeks for National Board to review your request for accommodation(s) and make all appropriate arrangements for you to be able to attend the assessment center on your preferred testing date.

## 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 Standards specific to your certificate field. Scoring rubrics for each component and each certificate area will be available in the Fall of 2014. Scores for 2014–15 candidates will be reported by December 31, 2015. 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.

The reliability of the scores assigned to the performance of candidates is contingent upon maintaining the standardized scoring protocols that National Board has developed and refined since the certification program was first offered. For this reason, all scoring events for portfolio entries and content knowledge exercises occur under the direction of experienced trainers and content specialists who are tasked with ensuring that the integrity of the process is maintained. The new selected response item section of the Content Knowledge component will be auto-scored.

Before you submit your portfolio entries for scoring, assessors who have served at a scoring site for National Board, especially NBCTs, may be willing to provide supportive and constructive feedback to you regarding your performance. It would be inappropriate, however, for any person who has served as a member of the National Board scoring staff to make a judgment about the score that a performance should be given if reviewed outside of a formal scoring session. 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.

One or more assessors will score each of the National Board Certification responses for all certificate areas and all content knowledge exercises will be scored by two independent assessors.

You are required to demonstrate practices in your selected certificate area. Performances that demonstrate work with students who are not in the certificate areas (i.e., students who do not fit the content area or age parameters) will not be scored.

Candidates who work as members of a team of teachers or school counselors have an excellent opportunity to collaborate with their peers. However, there are guidelines provided in portfolio instructions for candidates to submit appropriate original individual work to support evidence of meeting standards of accomplished teaching.



## Contact Us

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Be sure to include your candidate ID number in all correspondence with National Board.

### Online Resources\*

Access [www.boardcertifiedteachers.org](http://www.boardcertifiedteachers.org) for information regarding

- Registration
- Eligibility Requirements
- Non-standard Testing Accommodations
- National Board Standards
- Component Instructions
- ePortfolio
- Assessment Center Policy and Guidelines
- Scoring Guide for Candidates

*\*Note: Not all resources will be available at the time of this Guide publication.*

Access *My Account* at [www.boardcertifiedteachers.org](http://www.boardcertifiedteachers.org) to

- view your candidate record;
- view payments;
- update personal information;
- pay by credit or debit card.

### Contact National Board Customer Support

By phone: 1-800-22TEACH (83224) Monday–Friday, 8:00 a.m.–6:00 p.m., CST

By email: [NBPTSCandidateSupport@Pearson.com](mailto:NBPTSCandidateSupport@Pearson.com)

- Get assistance with registration.
- Inquire about deadlines, policies, or the status of your account.

# National Board Policies

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.

**The National Board reserves the right to make changes to these policies as deemed necessary for the betterment of the program.**

## Candidates with Disabilities

It is the policy of the National Board for Professional Teaching Standards to comply with the *Americans with Disabilities Act of 1990 (ADA)* regulations governing both facilities and administration. The National Board program is committed to serving candidates with disabilities by providing services and reasonable accommodations that are appropriate given the purpose of the assessments. If you have a disability that necessitates an accommodation under the ADA for either the portfolio or the assessment center component of the National Board Certification process, your request must be made using the form and instructions found in the [Request for Testing Accommodations Form and Instructions](#).

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

## Confidentiality Guidelines

1. *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 National Board without prior written consent. National Board will release certification decision information only to the candidate seeking National Board Certification unless National Board receives written authorization from the candidate. Any candidate who accepts full or partial payment of the assessment fee by a third-party agency is deemed to have given permission to National Board for release of the certification decision to that third-party agency.*
2. *During the application process, National Board will collect information necessary to communicate with candidates, to verify that candidates have met eligibility requirements, and to conduct research projects.*
3. *On the application, 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.

4. Upon full or partial payment of a candidate's assessment fee by a third-party agency, 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.
5. 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.
6. National Board will take precautions to assure that written and electronic confidential information is reasonably protected.
7. National Board will assure that when research data are shared, any information about the identity or performance of individual candidates will be concealed.

## Denial or Revocation of Certification

- I. Certification may be denied or revoked for any applicant or certificate holder who, in the sole judgment of the National Board for Professional Teaching Standards,
  - A) has knowingly misrepresented or falsified material information in connection with an application, credentials, assessment documentation, or other materials or information submitted to National Board or
  - B) has knowingly engaged in inappropriate conduct in connection with the certification process or renewal of the certification process, including but not limited to:
    - noncompliance with assessment procedures, regulations, or instructions;
    - violation of confidentiality agreements signed in accordance with the candidate application and/or assessment administration;
    - obtaining improper access to secure assessment materials or information prior to the administration of the assessment;
    - sharing, publishing, electronically posting, or otherwise reproducing secure assessment materials or information;
    - violation of the National Board guidelines that describe collaboration with others; or
    - any other form of cheating or misconduct that compromises the integrity of the certification process; or
- II. National Board shall establish a fair procedure for such denials or revocations that is based on a finding by the President that certification should be denied or revoked based on the criteria in the preceding section and imposition of appropriate sanctions, including but not limited to:
  - denial of certification and withholding of score report, with leave to retake one or more assessment exercise(s),
  - denial of certification and exclusion from future participation in the assessment program,
  - revocation of certification,
  - assessment of monetary sanctions to cover costs and/or damages (including the costs of investigation) associated with the misconduct found.
- III. In the interest of public protection and protecting the integrity of the teaching profession, for all teachers who have been denied certification and excluded from future participation in the assessment program or had a National Board Certificate revoked, National Board will
  - A) provide the following information to the agency responsible for state licensure, employers, as well as to any third-party payer who financially supported or supports

- the teacher involved: (1) teacher name; (2) teacher home address, city, and state; (3) teacher school; and (4) date of action taken by National Board;*
- B)** *remove the name of the teacher from any National Board official listing of National Board Certified Teachers; and*
  - C)** *make the following information available through online and print publications and press releases: (1) teacher name; (2) teacher city and state; and (3) date of action taken by National Board.*

## **Certification Renewal**

*The certification will be valid for a minimum of five years and a maximum of ten years. The National Board reserves the right to impose further limitations and/or requirements (including additional testing) to maintain the certification.*

## **Reconsideration of Certification or Scoring Decisions**

*Revised October 2004*

### **I. Background**

*Recognizing that the cost to file an appeal is significant, National Board feels it is important to disclose that history has shown that most candidates who file an appeal do not establish good cause as defined by policy, expending time and personal funds unnecessarily.*

### **II. Grounds for Reconsideration**

- A)** *Once a candidate has received a certification decision and/or a report of exercise scores relating to his or her performance on an assessment, it is the policy of the National Board for Professional Teaching Standards to reconsider those certification or scoring decisions only where the candidate has submitted to National Board a written request for reconsideration that demonstrates good cause as to why such reconsideration is necessary. To establish good cause to support a request of reconsideration of a certification or scoring decision, a candidate must identify some particular circumstance or condition that makes it fundamentally unfair for National Board to maintain the certification and/or scoring decisions previously released to the candidate.*
- B)** *Before National Board makes final and releases any certification or scoring decision, it carefully reviews the assessment materials, the scoring process, and the performance standard to be used in connection with those decisions and assures itself that they are valid and reasonably reliable means of arriving at those decisions. Accordingly, for purposes of this policy, a candidate will not establish good cause to support a request for reconsideration of a certification or scoring decision by stating, for example, that:*
  - 1)** *the candidate or others believe that the certification decision or 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 or seek an exception from or challenge the performance standard or some component of the performance standard that has been adopted by the board, the standards, the portfolio instructions, or scoring processes; or*

- 3) *the candidate failed to understand or follow National Board policy and 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 failed to perform in a manner that best presented the candidate's qualifications for certification. Please note this includes, but is not limited to, the failure to report test center problems within seven days after a testing appointment.*

*This holds true regardless of how close a candidate comes to achieving certification. This also holds true regardless of personal circumstances endured while seeking certification. Furthermore, there are no circumstances under which mere disagreement with the score of a portfolio entry or assessment center exercise will result in the immediate award of additional "points."*

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

*Candidates who wish to submit a letter of appeal must follow these instructions:*

- Submit your letter of appeal to:  
National Board  
1525 Wilson Blvd, Suite 700  
Arlington, VA 22209
- *Include in the letter all pertinent details supporting the appeal. Be specific. Enclose only materials that are directly relevant to a show of "good cause."*
- *The letter of appeal must be received within 60 calendar days of the date that is printed on the score report.*
- Appeals are only received for a period of 60 days after the date that scores are released. During that period, a candidate can only appeal a certification or scoring decision that was rendered during that specific score release. Appeals filed for certification or scoring decisions rendered in former score releases will not be considered. Once the appeal deadline has passed and a candidate has not submitted an appeal, scores will be final and not subject to appeal.

### **VI. Annual Report**

*The President shall submit a report to the Board of Directors on the implementation of this policy.*

#### **Ethics**

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 by calling National Board at 1-800-22TEACH (83224).

For important information regarding adherence to ethical behavior that is expected of all National Board candidates and National Board Certified Teachers, see the *Guide for Ethical Candidate Support* on the National Board website at [www.nbpts.org/candidate-mentoring](http://www.nbpts.org/candidate-mentoring).

## 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 student work samples or video evidence in a language other than English, you must provide a written English translation for the samples or evidence with your submission. The translation must include your candidate ID number, the entry title, and any necessary student identifiers (but do not include students' names). Note that the pages of your translation do not count toward your page totals.

### 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, 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.

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