



Mail to: National Board for Professional Teaching Standards
Attention: Corporate Affairs
1525 Wilson Blvd., Suite 500
Arlington, VA 22209
Phone: 703-465-2700 Fax: 703-465-2715

REQUEST from NBCT or Veteran Candidate to use Personal Copy of ASSESSMENT PERFORMANCE(S)

The National Board Policy for Use of NBCT and Veteran Candidate Assessment Performances is to restrict use of actual candidate responses, allowing use of these responses solely for nonprofit, educational purposes and only by (1) NBCTs and veteran candidates who have personal copies of their individual performances, (2) qualified NBPTS staff and contractors who have obtained written permission from candidates prior to use, provided such use (a) safeguards the confidentiality of individuals and organizations participating in the National Board Certification process, including candidates' students, (b) honors the rights and protects the integrity of candidates' original work, including students' work and images, and (c) assures compliance with its various contracts.

To request permission to use NBPTS assessment performances, provide the following information as specifically and completely as possible. Please type or print responses.

Permission requested by:

Form with checkboxes for NBCT, Veteran Candidate, Contractor, Staff and fields for Name, Date, Organization, Address, City/state/zip, Phone Number, Fax Number, Email.

- 1. Provide a description of the assessment performance(s) you wish to use.
2. Explain the purpose for which you plan to use the assessment performance(s) and the intended audience.



3. What fee, if any, will be charged for viewing the assessment performance(s)?
  
4. For what period of time will the assessment performance(s) be used?
  
5. During this period of time, how many times will the assessment performances(s) be used?

I hereby designate acceptance of and agreement with the following terms of permission.

- NBPTS prohibits commercial use of actual responses submitted by candidates in compliance with the National Board Certification process.
- The National Board grants permission to all NBCTs and veteran candidates the right to use their personal copies of portfolio responses for nonprofit, educational purposes.
- NBCTs are required to obtain NBPTS' permission to use their personal copies of portfolio responses for any purpose other than nonprofit, educational use.
- NBCTs are prohibited from assigning the right-of-use of their personal copies of portfolio responses to another party other than qualified NBPTS staff or contractors.
- NBPTS staff and contractors are required to obtain written permission from NBCTs prior to using their portfolio responses for nonprofit, educational purposes, except for research and assessment purposes, which NBCTs assign to NBPTS at the time of application.
- Persons other than qualified NBPTS staff, and contractors and qualified researchers who have received written permission from the President or his/her designee, are not allowed access to or use of NBCT and veteran candidate responses.

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**Below for NBPTS use only**

Approved in accordance with NBPTS policies and guidelines and with the understanding that full credit will be given to the source.

APPROVED BY:

National Board for Professional Teaching Standards

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title