Instructions for Completing the 2009 NBPTS Candidate Application for International Applicants

Submitting the Application and Payments

Because the current online system does not allow candidates with international addresses to apply online, NBPTS asks that international candidates fill out the 2009 *Candidate Application for International Applicants*. Applications must be submitted with the required US $65 application processing charge. Once your application is processed, the assessment fee for National Board Certification is US $2,500. To begin candidacy in 2009, NBPTS requires a payment of at least the nonrefundable US $500 initial fee no later than December 31, 2009, with the balance of the total assessment fee due prior to making an assessment center appointment and not later than the eligibility/fee deadline of January 31, 2010. Once NBPTS receives your initial nonrefundable fee, you will be shipped a portfolio kit and all deadlines will apply.

Before you complete your application, access the online *Guide to National Board Certification* at www.nbpts.org to find information about National Board Certification candidacy. This is an important first step in the application process because you will be required to attest that you have read the information in the *Guide* when you sign your application. Information about policies, fees, and deadlines for this assessment year is available in the online *Guide*. After completing your application, mail your application and a check in US funds for the $65 processing charge to the address below. Do not combine payments toward the assessment fee of US $2,500 on the check for the $65 processing charge. Payments toward the assessment fee, however, can be made on a separate check and mailed together with the application and check for the $65 processing charge to the address below.

NBPTS Processing Center
11827 Tech Com, Suite 200
San Antonio, TX 78233

After your application is received and processed, NBPTS will contact you with your candidate ID number and your *My Profile* username and password. *My Profile* allows you to access your candidate information and make changes/updates to personal information online at www.nbpts.org/myprofile. You can use *My Profile* to submit additional payments toward your assessment fee online by credit card or e-check.

Call 1-800-22TEACH℠ if you need assistance completing this application.

You must read the *Guide to National Board Certification* before you apply to find out policies, procedures, and deadlines for the 2009–2010 National Board candidate year. You can access the *Guide* online at www.nbpts.org. Read the information in Section 3: Scholarships and Rewards of the *Guide* to learn how to find out if fee support is available to you. Do this now to be sure you aren't missing any information before you submit your application or fees. Remember that the $65 application processing charge and $500 initial fee are nonrefundable.

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The National Board for Professional Teaching Standards, Inc. has been funded, in part, with grants from the U.S. Department of Education and the National Science Foundation. Through September 2008, NBPTS has been appropriated federal funds of $177.3 million, of which $159.5 million was expended. Such amount represents approximately 31 percent of the National Board's total cumulative costs. Approximately $360.8 million (69 percent) of the National Board's costs were financed by non-federal sources.

The contents of this publication were developed in whole or in part under a grant from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

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Completing the *NBPTS Candidate Application for International Applicants*

NOTE: If you have a U.S. sponsor, that sponsor may have additional eligibility or application requirements.

Read these instructions thoroughly before completing the application. Be sure to fill in all information completely. Once NBPTS receives your application, a candidate ID number will be assigned to you. Keep this ID number in a separate place for easy reference. You will use this number throughout your candidacy when communicating with NBPTS.

Tables 1–4, needed to complete the application, are on pages 6–8.

PERSONAL INFORMATION	INSTRUCTIONS
Prefix	Fill in the circle corresponding to the courtesy title you prefer.
Name	Print your name as it appears on the photo ID that you will present for entrance to the assessment center. (This name does not necessarily have to appear on your certificate; when you achieve certification, you will be asked to verify the name that should appear on your certificate). Include any punctuation marks or spaces that are part of your name.
Suffix	Fill in the circle corresponding to your name suffix, if any.
Current Mailing Address	Print the address to which you want all NBPTS materials shipped. *If you are using a residential address*, print the numbers and letters of the complete address, including any suite or apartment numbers.
Postal/Post Code	Print the digits of the postal/post code of your mailing address.
Country Code	Print the 3-digit country code of your mailing address. Applicants with a mailing address outside the US can find their respective country code at http://www.logisticsworld.com/iso3166.asp .
Preferred Shipping Method	Identify the shipping method you prefer, e.g., UPS, DHL, etc.
Special Shipping Instructions?	Note special shipping instructions that will help ensure your materials reach you. For instance, do shipments need to be delivered to the American Embassy? Include this information here. Allow adequate time for your hard copy materials to reach NBPTS. All correspondence and materials will be sent to the address you provide on the application. If your address changes, it is your responsibility to change your address in your online record in *My Profile*, or to immediately notify NBPTS at 1-800-22TEACH. NBPTS is not responsible for a candidate's failure to receive correspondence that should have been sent to an address other than that provided on the application, unless notified by the candidate that the address change has occurred.

Candidates not in the United States must travel to the United States to take the assessment center exercises during the 2009-2010 testing window (January 4, 2010–June 15, 2010).

Work/Fax/Home/Cell Phone Numbers	Print the digits of your work and home phone numbers, and fax and cell numbers if available, with area codes.
Email Address	Print your email address. Keep this address up to date on *My Profile* to receive important updates and announcements quickly.
Social Security Number	Print the digits of your social security number. NBPTS will not release your social security number without authorization**. A social security number will be required for candidates to access their scores online.**
Date of Birth	Print the digits for the month, day, and year of your birth. For numbers less than 10, enter a zero (0) as the first digit (e.g., 07).
Gender	Fill in the circle corresponding to your gender.
Ethnicity	Fill in the circle that best describes your race or ethnicity. (Optional; NBPTS uses this information to assess recruitment efforts and to conduct research to assure the certification is valid, fair, and free of bias.)

If your degree is from an institution outside the United States, you must submit proof that the degree is equivalent to a bachelor's degree. See the *Guide* or www.nbpts.org for more information.

EDUCATION AND TEACHING EXPERIENCE	**INSTRUCTIONS**
Highest Degree Earned	Fill in the circle corresponding to the highest educational degree you have accomplished.
State Degree Earned	Write the name of the U.S. state in which you earned your undergraduate degree.
Institution Code	Print the 6-digit Federal School Code of the institution that conferred your undergraduate degree; this code can be found at www.fafsa.ed.gov/FOTWWebApp/FSLookupServlet . Or, you can contact the institution that conferred your degree to obtain your Federal School Code.
Undergraduate Major	Using **Table 3—Major and Licensure Codes** on page 7, select the code that corresponds to your undergraduate major. Do not use the code for your graduate major if you have one.
Year Degree Conferred	Print the digits of the year you received your undergraduate degree.
Graduate Major	Using **Table 3—Major and Licensure Codes**, select the code that corresponds to your graduate major. Leave blank if no graduate degree.
Institution Code	Print the 6-digit Federal School Code of the institution that conferred your graduate degree, which can be found at www.fafsa.ed.gov/FOTWWebApp/FSLookupServlet . Or, contact the institution that conferred your degree to obtain your Federal School Code.
Year Graduate Degree Conferred	Print the digits of the year you received your graduate degree.

NOTE: You do not have to be actively teaching to become a candidate.	
EMPLOYMENT HISTORY	
Are you currently teaching?	Fill in the appropriate circle. If you answer "No," leave the next line blank and skip to "Years of Teaching Experience."
Current Teaching Level	Fill in the appropriate circle. If you select HS/Career or Tech Center, you must be teaching a pre-K through 12 class (e.g., vocational classes in a high school setting), not in a college or university.
Years of Teaching Experience	Print the digits for the number of years of full-time, or full-time equivalent, teaching experience you have completed at the early childhood, elementary, middle, or secondary school levels. If the number is less than 10, print a zero (0) as the first digit of the number (e.g., 07).
Teaching Subject Areas	From **Table 1—Teaching Subject Areas** on page 6, select up to three codes corresponding to the subject area(s) you currently teach. Print the codes in the spaces provided. These codes might not correspond to the certificate area in which you are applying. Leave blank if not currently teaching.
Area(s) of Licensure	Using **Table 3—Major and Licensure Codes on page 7**, select the code(s) that corresponds to the subject area(s) you are currently licensed to teach.
Union Affiliation	Fill in the circle corresponding to your union affiliation, if any.
School/School District	Indicate the type of school and school district in which you currently teach.
Certificate Area Sought	From **Table 2—Certificate Codes** on page 6, enter the code for the certificate area in which you are seeking certification. (Before selecting a certificate area, review a brief description, a list of abbreviated Standards, and overviews of the portfolio and assessment requirements at www.nbpts.org.) *If you decide to change your certificate or specialty area after submitting an application, you must pay a $75 fee and make a written request to NBPTS. Written requests to change the certificate or specialty must be received prior to scheduling an assessment center appointment and before you submit any portfolio entries. No extensions to the portfolio deadline will be approved.*
Specialty Area	If applying for certification in one of the following areas, complete this box; otherwise, leave the specialty area box blank. • EAYA/Career and Technical Education • EMC/English as a New Language • EAYA/English as a New Language (If you select Path 1, AYA/Science, select from specialty areas available in AYA/Science.) • ECYA/Exceptional Needs Specialist • EMC/Music • EAYA/Music • AYA/Science • EAYA/World Languages Other than English Use **Table 4—Specialty Codes** on page 8, to select the specialty area within the certificate area for which you are applying that best describes your teaching practice. (Refer to the appropriate standards for in-depth descriptions of specialty areas.)

ADDITIONAL INFORMATION	INSTRUCTIONS
Felony Conviction/ Revocation of License	Fill in the appropriate circle. The NBPTS policy, as presented in the *Guide*, may deny eligibility to any person who 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 due to actions involving: "child abuse, job-related crimes, violent crimes against persons, or other conduct of similar severity..." If uncertain whether your affirmative response to this question will make you ineligible for candidacy, submit information to NBPTS that documents your circumstances before you submit an application or fees, so that NBPTS can review your documentation and determine your eligibility. If you submit an initial payment and are subsequently determined to be ineligible for candidacy, the $65 application processing charge and $500 initial fee will not be refunded.
Accommodations Required	Fill in the appropriate circle to indicate special testing needs. Please read "Candidates with Disabilities" and "Accommodations for Candidates with Disabilities" in the *Guide to National Board Certification*.
Release of Information About Candidacy	Fill in the appropriate circle to indicate whether or not NBPTS may release information about your candidacy to third parties. (See "Confidentiality Guidelines" in the *Guide*.) You should note that if you answer "No" to this question, NBPTS will not be able to release information about your candidacy to local, state, or district agencies that may offer fee reimbursements or incentives. Under no circumstances are individuals' scores released. A "Yes" response to the statement in this box does <u>not</u> allow NBPTS to release your scores.
Prior Application	Fill in the appropriate circle.
Manual Languages in Videotape Evidence	This box is applicable to ECYA/Exceptional Needs Specialist applicants only. (Applicants for all other certificate areas should leave this box blank.) Indicate whether you expect to submit video evidence in a manual language, e.g., American Sign Language.
Signature Statement	If you agree to the conditions contained in this statement, sign and date. By signing, you grant NBPTS the exclusive right to use your assessment as NBPTS deems appropriate, including, but not limited to, the right to reproduce, publish, and distribute the assessment in whole or in part. Before using part or all of an assessment, NBPTS deletes the name of the applicant and any other personal information, consistent with NBPTS confidentiality guidelines as stated in the *Guide*. Should you achieve National Board Certification, you grant NBPTS the right to publish your name, consistent with the NBPTS confidentiality guidelines.
FOR OFFICE USE ONLY	DO NOT MARK IN THIS BOX.

Confirm all information is complete and correct. Once NBPTS receives your application, the $65 application processing charge, and the $500 initial fee, an eligibility verification packet and portfolio kit will be sent to you. Refer to "What Happens Next" in the *Guide*. Unsigned applications will not be processed.

Table 1—TEACHING SUBJECT AREAS	
Teaching Subject Area	**Code**
English Language Arts	01
Mathematics	02
Science	03
Social Studies–History	04
Art	05
World Languages Other than English	06
School Counseling	07
Library Media	08
Physical Education	09
Health Education	10
Music	11
Career and Technical Education	12
Exceptional Needs	13
English as a New Language	14

Table 2—CERTIFICATE CODES				
Certificate Area	**Code**		**Certificate Area**	**Code**
EC/Generalist	41		EA/Mathematics	55
MC/Generalist	42		AYA/Mathematics	56
EMC/Art	20		EMC/Music	57
EAYA/Art	44		EAYA/Music	58
EAYA/Career & Technical Education	45		EMC/Physical Education	18
EA/English Language Arts	47		EAYA/Physical Education	19
AYA/English Language Arts	48		ECYA/School Counseling	52
EMC/English as a New Language	49		EA/Science	59
EAYA/English as a New Language	50		AYA/Science	60
ECYA/Exceptional Needs Specialist	51		EA/Social Studies–History	61
ECYA/Library Media	54		AYA/Social Studies–History	62
EMC Literacy: Reading–Language Arts	46		EAYA/World Languages Other than English	64
EAYA/Health Education	53			

Some certificate areas listed may only be available for a limited time, based on candidate demand. Visit the NBPTS Web site for more information.

Table 3—Major and Licensure Codes

Education Subject Areas
101 Agricultural Education
102 Art Education
103 Bilingual and Bicultural Education
104 Business Education
105 Cooperative Education
106 English Education
107 Environmental Education
108 Health Education
109 Home Economics Education
110 Industrial Arts
111 Life Science Education
112 Marketing and Distributive Education
113 Mathematics Education
114 Music Education
115 Office Technology Education
116 Physical Education
117 Physical Science Education
118 Reading Education
119 Reading Specialist
120 Secretarial Education
121 Social Studies Education
122 Teaching English as a Foreign Language
123 Health and Physical Education
199 Other

Elementary and PreElementary Education
201 Early Childhood Education
202 Elementary Education
203 PreElementary Education
299 Other

Humanities
301 Art
302 Drama
303 English
304 Fine Arts
305 French
306 German
307 Italian
308 Japanese
309 Latin
310 Literature
311 Music
312 Philosophy, Religion, or Theology
313 Russian
314 Spanish
315 Speech Communication
316 Writing
399 Other

Mathematics and Natural Sciences
401 Biology
402 Botany
403 Chemistry
404 Computer and Information Sciences
405 Earth/Space Science
406 Engineering
407 Engineering Technologies
408 General Science
409 Geology
410 Mathematics
411 Physics
499 Other

Middle School Education
001 Middle School

Other Education Majors
501 Educational Administration
502 Educational Psychology
503 Library and Archival Sciences
504 School Guidance/Counseling
505 School Psychology
506 School Social Work
507 Supervision
508 Media Specialist
599 Other

Social Sciences
601 Anthropology
602 Business
603 Communication
604 Economics
605 Geography
606 Government
607 History
608 Political Science
609 Psychology
610 Public Affairs and Services
611 Social Studies
612 Sociology
699 Other

Special Education
701 Audiology
702 Education of Students with Mental Retardation
703 Reading Education
704 Special Education
705 Speech Language Pathology
706 Teaching Speech to Students with Language Disabilities
707 Teaching Students with Emotional Disabilities
708 Teaching Students with Hearing Disabilities
709 Teaching Students with Learning Disabilities
710 Teaching Students with Minimal Mental Disabilities
711 Teaching Students with Orthopedic Disabilities
712 Teaching Students with Physical and Mental Disabilities
713 Teaching Students with Visual Disabilities
799 Other

Vocational/Technical Majors
801 Accounting
802 Agriculture
803 Architecture and Environmental Design
804 Home Economics
805 Military Sciences
806 Office Technology
899 Other

Table 4—Specialty Codes

Certificate Area	Specialty Area	Code
AYA/Science (ages 14–18+)	Biology	0600
	Chemistry	0700
	Earth & Space Science	0800
	Physics	0900
ECYA/Exceptional Needs Specialist (ages birth–21+)	Deaf/Hard of Hearing (ages birth–21+)	0100
	Early Childhood (ages birth–8)	0200
	Mild/Moderate Disabilities (ages 5–21+)	0300
	Severe and Multiple Disabilities (ages 5–21+)	0400
	Visual Impairments (ages birth–21+)	0500
EAYA/Career and Technical Education (ages 11–18+)	Agriculture and Environmental Science	0100
	Arts and Communications	0200
	Business, Marketing, Information Management, and Entrepreneurship	0300
	Family and Consumer Sciences	0400
	Health Services	0500
	Human Services	0600
	Manufacturing and Engineering Technology	0700
	Technology Education	0800
EMC/English as a New Language (ages 3–12)	Path 1 Early Childhood/Generalist	4100
	Path 1 Middle Childhood/Generalist	4200
	Path 2 English Language Development Specialist	4900
EAYA English as a New Language (ages 11–18+)	Path 1 EA/Mathematics	5500
	Path 1 AYA/Mathematics	5600
	Path 1 EA/Science	5900
	Path 1 AYA/Science	
	Biology	6006
	Chemistry	6007
	Earth & Space Science	6008
	Physics	6009
	Path 1 EA/Social Studies–History	6100
	Path 1 AYA/Social Studies–History	6200
	Path 2 English Language Development Specialist	5000
EMC/Music (ages 3–12)	Band	0100
	Vocal	0200
	Orchestra	0300
EAYA/Music (ages 11–18+)	Band	0100
	Vocal	0200
	Orchestra	0300
EAYA/World Languages Other than English (ages 11–18+)	French	0100
	Spanish	0300

Some of the specialty areas listed here may only be available on a limited basis depending on candidate demand. Future administration schedules will depend in part on candidate demand as indicated by the number of first-time applications received with payment by NBPTS as of the end of each application period. Visit the NBPTS Web site for updated information.