

Information for Retake Candidates

Continuing Your Pursuit of National Board Certification

The pursuit of National Board Certification® is a multiyear professional journey. Candidates who do not achieve National Board Certification on their first attempt are often successful as retake candidates. We encourage you to take advantage of the option to retake portfolio entries and/or assessment center exercises to achieve your certification goal.

First Steps

To continue your pursuit of National Board Certification, complete the retake application on the NBPTS® Web site (www.nbpts.org) by visiting **My Profile** and following the instructions for retake candidates. Then schedule to retake portfolio entries and/or assessment center exercises and submit the required fees by the submission deadlines.

Deadlines:

- January 31**
Apply and submit payment to retake portfolio entries and/or assessment center exercises.
- January 1–June 15***
Retake all eligible assessment center exercises within the authorized testing window.
* Excluding Sundays and holidays.
- April 15**
Submit retake portfolio entries.

Fees:

- Submit a **\$15** nonrefundable retake processing charge.
- Submit a nonrefundable fee of **\$350** for each portfolio entry and/or assessment center exercise you wish to retake.
- Deferment.** The deferment option is available only to candidates in their first year of eligibility who are not able to complete their entries and/or exercises by the deadline. There is a nonrefundable reactivation fee of **\$125** per portfolio entry and/or assessment center exercise.

Important Reminders for Retake Candidates

- If you do not achieve certification on the initial attempt, NBPTS automatically banks portfolio entry and assessment center exercise scores for 24 consecutive months following the date of initial score notification.
- You may pursue the retake option two times during the 24-month retake eligibility period. During either of the two periods, you may elect to retake any combination of those portfolio entries and/or assessment center exercises on which you received a score below the 2.75 performance standard.
- Refer to the *Scoring Guide for Candidates, Part 1: Understanding and Interpreting Your Scores* for guidance on how to determine which entries or exercises to retake and how to use the online retake calculator as a primary tool in considering which entries or exercises to retake.
- Although the nature of an assessment center exercise that you retake will be the same, you will receive a different prompt(s) than the one(s) you were originally given. Refer to the *Assessment Center Policy and Guidelines* for instructions and policies.
- Work submitted for retake portfolio entries must be completely new, although you may use the same lesson or assignment you submitted originally. Refer to the *Portfolio Instructions* for more information about policies.
- Retake scores always replace original scores, even if the original score was higher.
- Requests for deferment must be made in writing (to the address below) at least 10 business days prior to the end of the authorized testing window (or at least 10 business days prior to a scheduled assessment center appointment).



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



1-800-22TEACH®