



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

**REQUEST for Confidential and Appropriate Use of NBPTS DATA for Educational Research**

The National Board for Professional Teaching Standards recognizes its responsibility to make data available to qualified individuals for purposes of research and analysis. NBPTS also has a responsibility to take measures to protect the confidentiality of individuals and organizations participating in the National Board Certification process and to assure compliance with its various contractual agreements. NBPTS retains full discretion to deny any request for release of data, to the full extent permitted by law, if NBPTS believes the requestor may not comply with the provisions of the policy or for any other sound reason.

To request permission for confidential and appropriate use of NBPTS data, provide the following information as specifically and completely as possible. Please type or print responses.

**Permission requested by:**

Name:	Date:
Organization:	
Title:	
Please select your status below; <b>Students, please provide contact information for yourself in the left column and for your advisor in the right column</b>	
<input type="checkbox"/> Researcher <input type="checkbox"/> Student(complete both columns) <input type="checkbox"/> Other (please specify) _____	
Address:	
City/State/Zip:	
Phone Number:	
Fax Number:	
Email:	

- Indicate the type of NBPTS data requested:
  - Technical Analysis Report
  - Annual Assessment Supplement(s)
  - Prepared Data Set(s) (Data requested to complete a research project)

2. In the spaces below, please specify the data requested:

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3. Explain the purposes for which you plan to use the NBPTS data. A detailed summary of your study must be provided. In addition, in order for this request to be approved, an Internal Review Board (IRB) approval letter and advisors may be required.

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4. Will the data and/or your analyses of the data appear in document(s) or publication(s)?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. If yes, describe the document(s)/publication(s) and the fee(s), if any, that will be charged for the document(s)/publication(s).

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**Please indicate your acceptance of these terms by initialing next to each statement:**

- \_\_\_\_\_ I hereby designate acceptance of and agreement with the following terms of permission;  
I agree to protect the confidentiality of individuals, and where appropriate, institutions about whom data are provided;
- \_\_\_\_\_ I agree to protect all NBPTS data by ensuring that the data are stored in a secure manner;  
I agree not to share the data with any other individuals without express written consent from the National Board;
- \_\_\_\_\_ When applicable, I agree to reimburse NBPTS for all costs associated with any customized data assembly and/or formatting (an analysis of costs will be provided prior to data processing)
- \_\_\_\_\_ When applicable, I agree to provide NBPTS, before dissemination or publication, with a draft copy of any manuscript for the purpose of assuring that candidate and institutional confidentiality has been maintained;
- \_\_\_\_\_ I agree to acknowledge in any reports, documents or publications NBPTS as the source of the data and provide the following citation:  
"Some or all of the data in the research described herein was provided by the National Board for Professional Teaching Standards. All conclusions stated in this report are those of the authors, and no endorsement by the National Board for Professional Teaching Standards should be implied."

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Below for NBPTS use only:**

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

APPROVED BY: National Board for Professional Teaching Standards

Name:

Title:

Signature:

Date: