

Guide to Maintenance of Certification

Version 2.0

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

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The fees and other terms and conditions contained in this Guide are subject to change. Please visit the National Board's website to locate any changes or updates to applicable terms and conditions.

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Introduction

The *Guide to Maintenance of Certification* provides information related to National Board's [Maintenance of Certification](#) (MOC), your pathway for keeping your current National Board Certification® active. This information will help you determine your next steps as you plan for and engage in Maintenance of Certification.

Please note that this guide contains information for NBCTs® seeking Maintenance of Certification. If you are interested in pursuing initial National Board Certification, please visit the [National Board website](#).

Maintenance of Certification

National Board's Maintenance of Certification allows current National Board Certified Teachers (NBCT®) to extend their certificate for five years from their current certificate's expiration date. Maintaining certification is different from going through the certification process or recertifying. Maintenance of Certification measures how you, as an NBCT who has demonstrated that you are an accomplished teacher, have continued to grow in your professional practice and have positively impacted student learning. Maintenance of Certification has fewer parts and will require less preparation time than initial certification.

Designed to support ongoing professional learning and signal demonstration of performance over time, Maintenance of Certification requires you, as a National Board Certified Teacher® (NBCT®), to document your professional accomplishments every five years in order to keep your Board certification current and valid. This five-year timeline is aligned with the five-year renewal period found in a majority of state licensure systems. Maintenance of Certification is intended to make ongoing certification engaging and professionally meaningful for NBCTs®. In addition, Maintenance of Certification communicates to both the public and policymakers that the profession is continuously ensuring the knowledge and skills of its own practitioners.

Maintenance of Certification consists of a portfolio submission of two components that are evaluated together and scored holistically. The two components draw upon two Professional Growth Experiences (PGEs) related to your original certificate area. PGEs are professional activities that you have undertaken that have evolved to become an important focus of your professional growth that have influence within or beyond the classroom and have had a direct or indirect impact on student learning. To meet the requirements for Maintenance of Certification, you will describe, demonstrate, analyze, and reflect on how your PGEs and teaching practices continue to align with the [Five Core Propositions](#), the [Architecture of Accomplished Teaching](#), and the [current National Board Standards](#) for your original area of certification. You will receive a single decision either that you demonstrated you are maintaining certification or that you did not demonstrate that you are maintaining certification based on the entire body of evidence that you submit. See the National Board [Maintenance of Certification instructions](#) for more information and specific requirements for your submission.

Whether you are teaching in your original area of certification, or the content area, specialty, path, or student developmental level you teach has changed, or you have moved into a different role (e.g., administrator, education faculty member, instructional coach) since you certified, you can maintain your National Board Certification in your original content area and student developmental level by meeting the National Board Maintenance of Certification requirements. There are no limitations on the number of times you can extend your certificate.

Maintenance of Certification Eligibility Requirements:

- Your National Board certificate is still valid.
- Your state’s teaching license is current and unencumbered (e.g., not suspended or revoked).
- First opportunity to register for Maintenance of Certification: between September two years before your certificate expires and February one year before your certificate expires.
- Second and last opportunity to register for Maintenance of Certification: between September one year before your certificate expires and February of the year in which your certificate expires.

Refer to the Maintenance of Certification calendar below for more information.

Maintenance of Certification Calendar

Find the row with the year your National Board Certificate expires to find key dates that apply to your Maintenance of Certification (MOC). Dates are subject to change. For more information, see [MOC Questions & Answers](#).

Year Your Certificate Expires	Application Window	Fee Deadline	Submission Deadline	Anticipated Results Released
2024	First Opportunity: July 13, 2022 – Feb 28, 2023	Feb 28, 2023	May 17, 2023	Dec 9, 2023
	Second Opportunity: May 22, 2023- Feb 29, 2024	Feb 29, 2024	May 18, 2024	Dec 7, 2024
2025	First Opportunity: May 22, 2023- Feb 29, 2024	Feb 29, 2024	May 18, 2024	Dec 7, 2024
	Second Opportunity: May 2024- Feb 28, 2025	Feb 28, 2025	May 2025	Dec 2025
2026	First Opportunity: May 2024- Feb 28, 2025	Feb 28, 2025	May 2025	Dec 2025
	Second Opportunity: May 2025- Feb 28, 2026	Feb 28, 2026	May 2026	Dec 2026
2027	First Opportunity: May 2025- Feb 28, 2026	Feb 28, 2026	May 2026	Dec 2026
	Second Opportunity: May 2026- Feb 28, 2027	Feb 28, 2027	May 2027	Dec 2027
2028	First Opportunity: May 2026- Feb 28, 2027	Feb 28, 2027	May 2027	Dec 2027
	Second Opportunity: May 2027- Feb 29, 2028	Feb 29, 2028	May 2028	Dec 2028

How to Register

Register online using your existing National Board account in the [National Board Candidate Management System](#) (NBCMS).

Take time to read all the information provided in this guide prior to registering. Pay close attention to the important dates and deadlines, and to the information regarding the required fees.

There may be fee support offered by your state or district. Check early with your district administration and your state department of education to determine what is offered and if you qualify. You can also go to www.nbpts.org/support/in-your-state/ for more information.

Important Dates and Deadlines

All dates and deadlines are subject to change.

2023-24 Important Dates and Deadlines	
Registration Window	May 22, 2023 - February 29, 2024
Fee Payment Deadline	February 29, 2024
Third-Party Payer Funding*	February 16, 2024
Withdrawal Deadline	February 29, 2024
ePortfolio Submission Window	April 1-May 18, 2024
Decisions Released	December 7, 2024

**This is the final date we will accept funding from Third-Party Payers. Candidates will be allowed to purchase MOC through February 29, 2024.*

2024-25 Important Dates and Deadlines	
Registration Window	May 23, 2024 - February 28, 2025
Fee Payment Deadline	February 28, 2025
Third-Party Payer Funding*	February 7, 2025
Third-Party Payer Designation**	February 21, 2025
Withdrawal Deadline	February 28, 2025
ePortfolio Submission Window	April 1-May 17, 2025
Decisions Released	December 6, 2025

**This is the final date we will accept funding from Third-Party Payers. ** This is the final date for Third-Party Payers to allocate funding to candidate accounts. Candidates will be allowed to purchase MOC through February 28, 2025.*

Fees

This table lists the fees applicable to Maintenance of Certification. Upon payment of the fee, you will be sent an email confirmation with receipt of payment. You are responsible for confirming you have receipt of payment by National Board for all payments you made. Once your registration has been submitted, you can monitor the status of your fees and payments via your National Board account. Payments can be made by credit card.

Type of Fee	Details	Amount	2023-24 Deadline	2024-25 Deadline
Registration Fee	Assessed to your account at the beginning of each assessment cycle. You will not be able to proceed without payment of this nonrefundable and nontransferable fee.	\$75	February 29, 2024	February 28, 2025
Maintenance of Certification Fee	Required for each attempt of Maintenance of Certification.	\$495	February 9, 2024	February 28, 2025

Note: The National Board reserves the right to change the fees stated above at any time.

Payment Plan

The National Board payment plan is available to any candidate pursuing National Board Certification or MOC, including retakes.

The payment plan offers the following benefits:

- It's quick and easy to set up.
- You can spread the cost of your component(s) over six equal monthly installments (about \$80 per month).
- No interest or fees and no credit check.
- You will be able to initiate the payment plan through the registration deadline.

More information about payment plan can be found [here](#).

Coordinating Third-Party Payments

If your Maintenance of Certification candidacy is being subsidized by a third-party payer (TPP), you are responsible for contacting the payer to arrange for fee payments. Some third-party payers have specific requirements for candidate funding, including requirements for completion. Be sure you understand all the criteria and work closely with the payer to ensure that you meet all funding requirements.

Withdrawals

You are expected to complete MOC during the cycle in which you register and pay the MOC fee. If you are unable to complete MOC, you can withdraw through your National Board [account](#) prior to the withdrawal deadline by clicking the "Withdraw" button located on your Certification Dashboard. Note: If you register but do not purchase MOC by the deadline, your registration for the current cycle will expire.

Refunds

Maintenance of Certification candidates who withdraw prior to the withdrawal deadline will be eligible for a refund of assessment fees paid, minus the \$75 registration fee. Refund processing time is six weeks from the date your withdrawal is processed.

Note: Funding received from third-party payers will be refunded to the third-party payer's National Board account. Third-party payers who wish to have refunds returned directly to their organization must request the refund in writing, using the [Third-Party Payer web form](#).

You are NOT eligible for a refund if the withdrawal deadline has passed. Additionally, the Maintenance of Certification fee is not transferrable and cannot be applied to another cycle.

Exceptions

All National Board candidates and National Board Certified Teachers are required to express their understanding of National Board policies and deadlines during the registration process. However, if you have encountered a hardship and have missed the withdrawal deadline, the National Board may consider offering an exception to deadlines and policies such as a late withdrawal and refund; an extension to the portfolio submission window; an extension to the assessment center testing window; or other reasonable accommodation.

All requests are considered on a case-by-case basis. National Board will consider requests based on personal and/or family illness, military deployment, death of an immediate family or school community member, adoption, visa rejection, divorce, and natural disaster. The following hardships do not qualify for an exception: financial hardship, changes in teaching assignment, work schedule conflicts, and failure to adhere to National Board policy.

For an exception request to be considered, you must submit evidence of the hardship that will prevent or has prevented you from completing the submission/testing requirements by the published deadlines. Submitting a request with supporting documentation does not guarantee an exception to policy will be approved. Circumstances that predate National Board registration or component purchase may not be considered.

To submit an exception request,

1. Describe your situation that qualifies for an exception. You should include the specific amount of extra time (or other relief) you are requesting.
2. Collect documentation to support your exception request. Screenshots of your documentation are permitted. Documentation may include, but is not limited to, evidence of
 - a. a medical leave of absence from work, e.g., approved FMLA documentation,
 - b. a personal or family medical condition on physician/medical group letterhead, signed and dated, or
 - c. a hardship or leave of absence from work on school/district administrative letterhead, signed and dated.
3. Prepare your documentation.
 - a. Do not include Sensitive Personally Identifiable Information (SPII). SPII is defined as information that if lost, compromised, or disclosed could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual. Black out SPII such as social security numbers, medical insurance information, credit and debit card numbers, and driver's license and state ID information.
 - b. Do not submit medical bills or insurance claims information.
4. Send your documents using the National Board [web form](#).

For more information on this exception service, please [contact our Customer Support team](#).

Incentives and Fee Support

Various states and local school districts have recognized the value of National Board Certification by offering salary increases, bonuses, and/or other incentives to educators who become NBCTs®. There may also be some state, and/or local funds available to support Maintenance of 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 funding application requirements that may apply. Many states set application deadlines that differ from those set by the National Board, but the state application deadlines must be met for a candidate to be eligible for state fee support. Visit your [state page](#) on the National Board website to learn more about how states and school districts support certification.

What Is Next

Read the Maintenance of Certification Instructions Carefully

Follow the complete National Board [Maintenance of Certification instructions](#) to ensure your submission meets all requirements and can be scored. Assessors evaluate your Maintenance of Certification submission according to the criteria listed in the "Evaluation Rubric for MOC Submission" provided in the instructions. Overall, your Maintenance of Certification submission must demonstrate that your professional growth continues to align with the [Five Core Propositions](#), the [current National Board Standards](#) for your area of certification, and the [Architecture of Accomplished Teaching](#).

Communicate by Email and Text Message

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. The National Board may also occasionally contact you via text message. Text messages will be sent by a staff member who identifies themselves as National Board staff, and you will be able to text or call back the number to verify its validity.

Submit your Maintenance of Certification Portfolio Electronically

You will submit your completed Maintenance of Certification portfolio for scoring via your National Board account. Visit our website's [ePortfolio Submission](#) page for more information on the electronic submission process.

Scoring Results and Feedback

Official Maintenance of Certification score results are released only to candidates via their National Board account. Candidates will be notified of their Maintenance of Certification decision by December 31 each year. If results are scheduled to be released after your current certification expiration date, your current certification expiration date will be extended so that your certificate does not lapse while you wait for your results.

For Maintenance of Certification, rigorously trained assessors independently and holistically read and evaluate the two components that you submit. Based on the entire body of evidence that you submit, the assessors make a single decision—either that you demonstrated you are maintaining certification or that you did not demonstrate that you are maintaining certification. You will receive their decision—rather than a score—that you are either maintaining or *not* maintaining certification in the fall.

All decisions of *not* maintaining certification are reviewed by a scoring leader to ensure fairness and accuracy. If you receive a decision that you are *not* maintaining certification, you will also

receive feedback, indicating one or more aspects of your submission that need strengthening.

The reliability of the Maintenance of Certification decisions 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 occur under the direction of experienced trainers and content specialists who are tasked with ensuring that the integrity of the process is maintained. Before candidates submit their material for scoring, assessors who have served at a scoring site for National Board, especially NBCTs, may be willing to provide supportive, constructive feedback to candidates regarding their 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. Candidates are cautioned against relying too heavily on the opinions of support providers, professional associates, or others who may have served as a member of the scoring staff for National Board. 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.

Contact Us

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

Online: Submit your question using the [National Board web form](#) or via [Live Chat](#)

Be sure to include your candidate ID number in all correspondence with the National Board and visit our [Maintenance of Certification Candidate Center](#) for resources such as Standards, instructions, and FAQs, which may help resolve any of your questions.

National Board Policies

The National Board makes every effort to ensure that the National Board Certification and Maintenance of Certification processes are fair for all applicants. The 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 and Maintenance of Certification.

NOTE: The National Board's policies and procedures relating to assessment and certification, as set forth in this guide and in the sources referenced in this guide, are subject to change at the sole discretion of The National Board for Professional Teaching Standards, as it deems 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, your request must be made in your National Board account at the time of component purchase. Review the [Request for Testing Accommodations Instructions](#) for additional details. You are urged to submit your request as early as possible to allow 6–8 weeks for review. All requests for accommodations must be approved in accordance with National Board policies and procedures.

Confidentiality Guidelines

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

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

Policy on Denial or Revocation of Certification Based on Misconduct

Revised November 2017

The National Board for Professional Teaching Standards (NBPTS) reserves the right to deny certification to a candidate or to revoke NBPTS certification of a teacher for certain forms of misconduct. This policy sets forth the type of misconduct that can result in a denial or revocation of certification, and describes applicable procedures.

The purpose of this policy is to maintain the integrity of National Board Certification and to prevent any candidate from gaining an unfair advantage over others. It applies to all candidates for National Board Certification and to all teachers who hold a certificate from NBPTS as a National Board Certified Teacher.

I. Misconduct Warranting Denial or Revocation of Certification

Certification may be denied or revoked for any candidate or certificate-holder who, in the sole judgment of NBPTS:

- A. Has knowingly misrepresented or falsified material information in connection with a registration, credentials, assessment documentation, or other information submitted to NBPTS or any of its agents; or*
- B. Has knowingly misrepresented or falsified material information regarding his or her National Board Certification; or*
- C. Has knowingly engaged in inappropriate conduct in connection with the certification process or renewal/maintenance of the certification process, including but not limited to:
 - 1. Violation of confidentiality obligations imposed under applicable NBPTS policies, including sharing, publishing, electronically distributing, or otherwise disclosing or reproducing secure assessment materials or information;*
 - 2. Obtaining improper access to secure assessment materials or information prior to the administration of an assessment;*
 - 3. Violation of NBPTS policies that describe or limit permissible collaboration with others;*
 - 4. Noncompliance with other assessment policies, procedures, or instructions;**

5. Any other form of misconduct that might compromise the integrity of the certification process; or
- D. 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, where the conduct leading to such an outcome has involved:
1. Child abuse;
 2. Job-related crimes;
 3. Violent crimes against persons; or
 4. Other conduct of similar severity that NBPTS determines is inconsistent with the standards required of a National Board Certified Teacher.

Any denial or revocation of certification under this policy shall be subject to the following procedures.

II. Initial Investigation

- A. A three-person Initial Review Panel (IRP) will investigate instances of possible misconduct that fall within the scope of this policy. Based upon information gathered in that investigation, the IRP will decide whether certification should be denied or revoked based on the criteria in the preceding section. The decision must be supported by at least two of the three panel members, all of whom shall be current full-time employees of NBPTS.
- B. If the IRP concludes that misconduct has occurred, it may impose appropriate sanctions, including but not limited to:
 1. Denial of certification and withholding of score report, with leave to retake one or more assessment exercises;
 2. Denial of certification and withholding of score report, with exclusion from future participation in the assessment program (permanent or for a specified period of time); or
 3. Revocation of certification.
- C. A member of the IRP shall not participate in any decision where either the member or the President of the NBPTS determines that a disinterested third party could reasonably question whether the member is able to act fairly and impartially. If a member of the IRP cannot participate in a given initial review for any reason, a replacement member will be selected who is also qualified to serve on the IRP.
- D. The IRP will notify in writing any candidate or teacher who is being investigated for possible misconduct. The notice will provide a general description of the conduct that is the subject of the investigation and will ask the candidate or teacher to provide a written response. Candidates will be given at least fifteen (15) calendar days to provide their responses.
- E. The IRP may request additional information from a candidate or teacher who is being investigated for possible misconduct. Candidates and teachers shall cooperate in good faith and on a timely basis with any such request. The IRP may also ask NBPTS staff to provide information that the IRP believes may be relevant to its investigation.
- F. All decisions by the IRP will be based upon the written record. The IRP will provide a written decision to the candidate or teacher that includes a general description of the IRP's findings and the information that the IRP relied upon in making those findings.

The decision will also state what sanctions, if any, the IRP has imposed in light of its findings.

- G. If a candidate or teacher does not request further review of an IRP decision pursuant to the appeal process provided below, the findings and decision of the IRP will constitute the final decision of the NBPTS.*

III. Appellate Review

- A. A candidate or teacher may appeal a decision by the IRP by submitting a written request for further review and payment of the required fee. The appeal should be submitted to NBPTS and clearly marked "ATTENTION: CERTIFICATION APPEALS."*
- B. All appeals must be submitted within twenty (20) calendar days of the candidate's or teacher's receipt of the IRP's written decision. If an appeal is not timely, it will not be considered and the decision of the IRP will be final.*
- C. In order to have a decision by the IRP overturned, a candidate must provide substantial evidence that the IRP made a clear error in its fact findings. Candidates should be as specific as possible in describing any such alleged error and should provide whatever supporting documentation they would like to submit.*
- D. Appeals will be decided by an Appellate Review Panel (ARP). The ARP shall consist of three persons, each of whom shall be appointed by the Certification Council of NBPTS to serve three (3)-year terms and shall not serve more than two (2) consecutive three (3)-year terms. All ARP members shall be "teaching professionals" defined as persons who spend half or more of their work time in direct contact with PreK - 12 children in a teaching capacity, or in serving as mentors or coaches to teachers and their students in an instructional setting. The majority of the ARP members shall be National Board Certified Teachers. No panel member may serve more than two consecutive three-year terms. A member of the ARP may resign at any time by notifying the Certification Council of NBPTS in writing. Such resignation shall take effect at the time specified by the resigning member, or, if no time is specified, on receipt by the Certification Council of the notice of resignation.*
- E. Action by the ARP shall be by majority vote, with at least two supporting votes required for any decision. The ARP may meet in person, by telephone, or by videoconferencing.*
- F. A member of the ARP shall not participate in any decision where either the member or the Certification Council of NBPTS determines that a disinterested third party could reasonably question whether the member is able to act fairly and impartially. If one or more members of the ARP cannot participate in a given appeal, the Certification Council shall appoint one or more persons on an interim basis if necessary for the appeal to be decided, provided that any replacement member must also be qualified to serve on the ARP.*
- G. The ARP may request additional information from a candidate or teacher who is appealing a decision by the IRP. Candidates and teachers shall cooperate in good faith and on a timely basis with any such request. The ARP may also ask NBPTS staff to provide information that the ARP believes may be relevant to an appeal.*
- H. In almost all instances, the ARP will decide the appeal on the basis of the written record. The ARP may, in its sole discretion, schedule an oral hearing if it believes that a hearing is warranted, to be held at a time and place to be determined by the ARP.*
- I. Absent unusual circumstances, the ARP will decide all appeals within ninety (90) calendar days after it receives a candidate's appeal letter. Requests by the ARP for additional information might result in a longer decision period.*

- J. *After reviewing a candidate’s appeal letter, supporting documentation, and any other information that the ARP deems relevant to the appeal, and conducting any hearing that the ARP believes to be warranted, the ARP shall provide the candidate with written notice of the ARP’s decision. If the ARP overturns the decision of the IRP in any respect, the written notice shall so state and shall inform the candidate of the ARP’s findings and the relief that will be provided.*
- K. *If the ARP overturns the IRP in any respect, it may provide the following relief:*
 - 1. *Withdrawal of the denial or revocation of certification; or*
 - 2. *Removal of any limitations on the individual’s right to retake one or more assessments or to participate prospectively in NBPTS certification programs; or*
 - 3. *Such other relief as the ARP deems to be warranted.*
- L. *If the ARP affirms the decision of the IRP, the written notice shall so state and shall briefly describe the information considered by the ARP and the reasons for its findings.*
- M. *The decision of the ARP shall constitute the final decision of NBPTS and shall not be subject to any further internal appeal or judicial challenge by the candidate.*
- N. *Upon the conclusion of any appeal, or the expiration of the appeal period, the name of any teacher found to have engaged in misconduct will be removed from all NBPTS official listings of National Board Certified Teachers.*

IV. Filing Fee

- A. *NBPTS shall establish a filing fee that must be paid by candidates or teachers who appeal a decision by the IRP. The amount of the filing fee will be published on the NBPTS website or otherwise made available to candidates. NBPTS may revise the amount of that fee from time to time.*
- B. *If the ARP concludes that a candidate has substantially prevailed in appealing a decision by the IRP, the filing fee paid by the candidate or teacher will be reimbursed.*

V. Notice to Legitimately Interested Third Parties

- A. *In the interest of protecting the integrity of the teaching profession and National Board Certification, NBPTS reserves the right, at its sole discretion, to provide legitimately interested third parties with the following information regarding teachers whose certification has been revoked by NBPTS:*
 - 1. *Teacher name, last-known address and last-known school*
 - 2. *Action taken by NBPTS, and date of that action*

VI. Reports to NBPTS Board

The NBPTS Board of Directors shall be informed of all instances in which a certification is denied or revoked under this policy.

Ethics

The National Board does not tolerate cheating or confidentiality breaches of any type. Help protect the integrity of National Board Certification and Maintenance of 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 [National Board Policy Guidelines](#)

[for Ethical Candidate Support.](#)

Use of Generative Artificial Intelligence (AI)

The National Board allows the use of AI to generate assessment questions and instructional materials for students. If you are considering using content created by generative AI within your submission:

- Follow the originality requirements. All of the work you submit as part of your response to a portfolio component must be yours and yours alone. The written analyses and other evidence you submit must feature teaching that you did and work that you oversaw. If you fail to adhere to the originality requirements you could be disqualified from the certification process, and the organization or entity funding your certification assessment fee, if any, will be notified of this disqualification and the reason for it. For more detailed information, see the ethics and collaboration section in the General Portfolio Instructions.
- You may not use AI to draft or write any part of the written commentary or any forms, to generate student/teacher videos, or to generate student work responses.
- AI may be used for spell check and grammar purposes. However, you should check your work for accuracy after using AI and before submitting your material for scoring.
- You are allowed to use translation software to translate the written commentary. AI may not be used for drafting or writing any part of the written commentary or forms. AI may be used for spell check and grammar purposes. However, candidates should check their work for accuracy after the translation is complete and before submitting their material for scoring.
- You must disclose your use of generative AI in the written commentary or in the instructional materials, in keeping with the practice of citing sources for any selected or mandated assessment.
- Refer to the certificate-specific [Standards](#) for guidance on assessment quality, selection, adaptation, and evaluation practices, which apply to all assessments, including those created with generative AI.
- Review the [MOC instructions](#) for a comprehensive overview of submission requirements.

The 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 the 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 [National Board Policy Guidelines for Ethical Candidate Support](#).

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.

- **Materials and Video Evidence with Brief Expressions or Phrases in a Language other than English.** Materials 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 for each component. See the complete National Board [Maintenance of Certification instructions](#) for more information.
- **Materials and Video Evidence in a Language other than English.** If you are submitting samples of products or video evidence in a language other than English, you must provide a written English translation for the materials or video evidence. The translation must include any necessary student identifiers (but **do not** include students'

last names). If you do not include a translation or explanation, language other than English will not be considered in the scoring of your submission (except brief non-English terms or phrases commonly used by English speakers). Your submission will be scored based on the portions in English and the translations/explanations you provide. Your Written Commentaries must be written entirely in English in order to be evaluated. See the complete National Board [Maintenance of Certification instructions](#) for more information.

Exceptions

- **English Language Arts.** Candidates seeking Maintenance of Certification in this area must submit all evidence including student work samples and video evidence in English.
- **World Languages.** For submissions in World Languages, translations are only required for documentation that is written in a language other than English or the target language. Your Written Commentaries must be in English.

National Board Candidate Management System

Overview

The National Board's Candidate Management System (NBCMS) is where you will create a register purchase Maintenance of Certification. You can log into your account at any time to review your status, view payment history, and manage your personal contact information. NBCMS is accessible at nbpts.useclarus.com/login?forward_url=%2F.

Access your Existing Account

All NBCTs have an existing National Board account that can be accessed at nbpts.useclarus.com/login?forward_url=%2F. To log in, you'll need your existing username and password. If you have forgotten your password, you can reset it by clicking the *Reset it here* link located on the log in page.

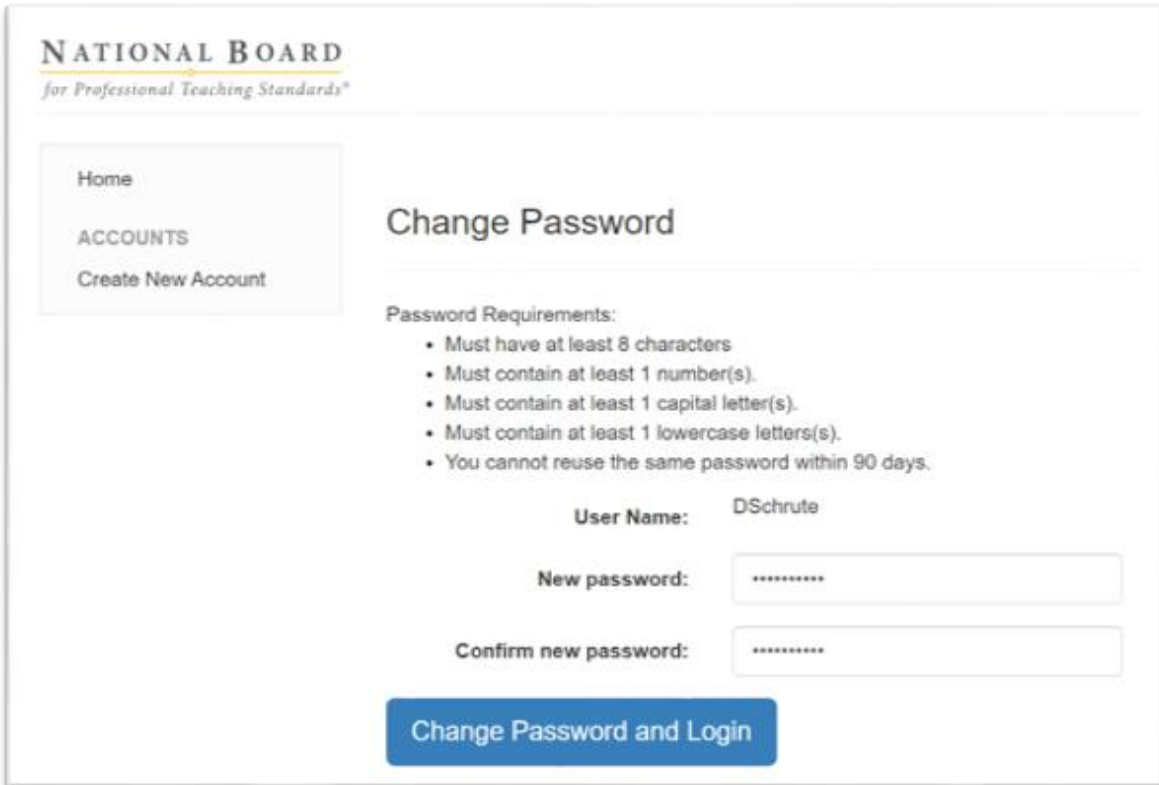
If you have not logged into your account since before April 9, 2020, you will need to reset your password the first time you log in. If you do not recall your username, please do not create a new account. [Contact Customer Support](#) for help.

The screenshot shows the login page for the National Board Candidate Management System. At the top left is the logo for the National Board for Professional Teaching Standards. On the top right is a 'Language' dropdown menu. On the left side, there is a navigation menu with links for 'Home', 'ACCOUNTS', and 'Create New Account'. The main content area has a light blue header that says 'Please log in.' Below this are two input fields: 'Username:' and 'Password:'. A blue 'Login' button is positioned below the password field. At the bottom of the form, there is a link that says 'Forgot your password? Reset it here'. The 'Reset it here' link is circled in red. Below the link, there is text that reads: 'Add the domain @useclarus.com to your safe sender's list to ensure you receive the reset password email.' Further down, there are two lines of text: 'If you are logging into this system for the first time, you must first reset your password.' and 'If you have an account but don't remember your login credentials, DON'T create a new account. Contact Customer Support online or by calling 1-800-22TEACH for help.'

Reset your Password

If you have forgotten your password, you may reset it using the *Reset it here.* link located on the NBCMS login page and entering your username. A system generated email will be sent to the primary email address in your National Board account which will contain instructions for resetting your password. Be sure to add @useclarus.com to your safe senders list to ensure receipt of the email.

If you do not recall your username or no longer have access to the primary email account on file, please do not create a new account. [Contact Customer Support](#) for help.



The screenshot shows the 'Change Password' page on the National Board website. The page header includes the logo 'NATIONAL BOARD for Professional Teaching Standards®'. A left-hand navigation menu contains 'Home', 'ACCOUNTS', and 'Create New Account'. The main content area is titled 'Change Password' and lists 'Password Requirements':

- Must have at least 8 characters
- Must contain at least 1 number(s).
- Must contain at least 1 capital letter(s).
- Must contain at least 1 lowercase letters(s).
- You cannot reuse the same password within 90 days.

Below the requirements, the 'User Name' field is populated with 'DSchrute'. There are two password input fields: 'New password:' and 'Confirm new password:', both containing masked characters (*****). A blue button at the bottom is labeled 'Change Password and Login'.

Register

All NBCTs are required to register during each assessment cycle in which Maintenance of Certification (MOC) will be purchased and completed. To complete your registration, log into your [National Board account](#) and click the *Register Now* button located under the *Registration* section on your *Certification Dashboard*.

Registration

You must register and pay a \$75 registration fee for each cycle in which you plan to purchase a component or MOC. Your registration can only be completed during the active registration window. The registration fee is nonrefundable and nontransferable. Registration for the 2023-24 cycle is May 22, 2023 - February 29, 2024.

You have not registered for the current cycle. Click the "Register Now" button below to get started.

[Register Now](#)

As part of the registration process, you will update your account profile, attest to National Board policies, and pay the \$75 registration fee. The fee is nonrefundable and nontransferable (review the [Guide to Maintenance of Certification](#) for additional details).

After updating your account profile, you will be redirected to the *Payment Portal* to complete your payment using a credit card (Mastercard or Visa only). Once payment is complete, you can click the Back to Home button located in the upper right-hand corner of the screen to return to your Candidate Dashboard.

Purchase Screen : No Funding

Type: Annual Registration	Price	\$75.00
	Amount Due	\$75.00

Please select a payment option

Pay Now

I agree to the [terms and conditions of payment](#)

[Enter my payment details](#)

Your registration payment will be visible in the Payment Portal section of your National Board account.

Purchase History			
Date	Component	Certificate	School Year
05/03/2023	Annual Registration		23 - 24

Your *Candidate Dashboard* will display a message indicating registration is complete and you will be able to purchase MOC.

Registration

Your registration for the current cycle has been completed.

Purchase Maintenance of Certification

After completing your registration, simply click the blue *Click here to register for MOC* button located on your *Candidate Dashboard*. Maintenance of Certification must match your original certificate area (content area and student developmental level).

Maintenance of Certification

If you have purchased MOC, no further action required.

Click below to start MOC application.

[Click here to register for MOC](#)

Requesting Accommodations

Once you have selected the component you plan to purchase, you will be required to verify your contact information and specify if you require nonstandard testing accommodations. Review the [Request for Testing Accommodations Instructions](#) document for additional details.

If you require an accommodation, you must request it when you purchase MOC. Your request must include the completed accommodations request form and all supporting documentation.

Request for Accommodations

The National Board is committed to serving candidates with disabilities by providing reasonable and appropriate accommodations. Check first to determine if the accommodations you are requesting require pre-approval by reviewing the [Request for Accommodations Form and Instructions](#). **Note:** Items on [this list](#) are considered minor comfort aids and do not require pre-approval.

Are you requesting accommodations for this purchase? *

Yes No

Payment Options

Pay in Full

You may pay for MOC in full using a credit or debit card. Select the *Pay Now* option, agree to the terms and conditions, then click the blue *Enter my payment details* button to enter your credit card details. **Reminder:** Your MOC submission must be completed during the cycle year in which it is purchased. Only purchase MOC if you plan to submit during the current cycle.

Purchase Screen : No Funding

Component Selected : WL-EAYA-French Component 1	Component Price	\$475.00
	Amount Due	\$475.00

Please select a payment option

Pay Now

Pay in 6 Monthly Installments

I agree to the [terms and conditions](#) of payment

[Enter my payment details](#)

National Board Payment Plan

The National Board payment plan is available to any candidate pursuing MOC. The payment plan offers the following benefits:

- It's quick and easy to set up
- You can spread the cost of your component(s) over six equal monthly installments (about \$80 per month)
- No interest or fees and no credit check
- You will be able to initiate the payment plan through the registration deadline.

Select the *Pay in 6 Monthly Installments* button, set up your payment schedule, confirm your details, agree to the terms and conditions, then click the blue *Enter my payment details* button to enter your credit card details. **Reminder:** Your MOC submission must be completed during the cycle year in which it is purchased. Only purchase MOC if you plan to submit during the current cycle.

Purchase Screen : No Funding

Component Selected : WL-EAYA-French Component 1

Component Price	\$475.00
Amount Due	\$475.00

Please select a payment option

Pay Now

Pay in 6 Monthly Installments

BASED ON YOUR SELECTION(S)

The total amount applied to your payment plan is **\$475.00**

This means you will pay six monthly installments of **\$79.17**

Your first payment will start on **10th September 2022**

Payment Schedule

Please select the date you would like payment to be taken each month.
You will set up your payment card details on the next page.

10th

Payment plan confirmation

If you are happy with the above payment plan details, please sign below:

My Signature

I agree to the terms and conditions of payment

[Enter my payment details](#)

Third-Party Payer Funding

New for 2024-25: The National Board is simplifying the component purchase process for candidates who receive full* funding from a third-party organization. You may now indicate that you are expecting full funding for a component and when the organization submits payment, we will automatically complete the component purchase for you.

Step 1: Select "Yes" to the following Third-Party Release question:

Third Party Release

To be eligible to receive funding, support, and rewards from third-party organizations, you must agree to the release of the following information from your National Board account to those organizations:

- Personal Information: Name, candidate ID, email address, employment details (school, district, and state), and years of teaching experience
- Candidacy Information: Application status (whether registration fee was paid, amount, and date paid), certification details (certificate and specialty area, start and end cycles, retake attempts completed and remaining), component purchase details (whether component fee was paid, amount, and date paid; whether a purchased component was submitted); and certification status (certification issue and expiration dates). **No scores will be released.**

Do you authorize the National Board to release this information to third-party organizations? *Note: if you wish to request funding from a third-party (external organization), you **must** select "Yes".* (Note: Changes to this information will take twenty-four (24) hours to be reflected in the data provided to your third-party.)

Yes No

Step 2: Select the component you plan to complete during the 2024-25 cycle, click *Checkout*, then check the "I am expecting funding" box, then click *Submit*.

Component Selected : ELA-AYA Component 2

Component Price	\$475.00
Amount Due	\$475.00

I am expecting funding for ELA-AYA Component 2

You can view the components awaiting funding under the *Awaiting Third-Party Payer Funding* section of your *Purchase Details* on your *My Journey* page.

Awaiting Third-Party Payer Funding		
Date	Component	Certificate
05/14/2024	Component 2	ELA-AY

*Note: Candidates who receive partial funding will be required to complete the component purchase manually and pay the remaining balance.

Candidates who receive funding but do not utilize the expecting funding check box will need to complete the component purchase manually. You can view available funding by clicking the *Payment Portal* link in the left-hand navigation menu on your Certification Dashboard. Available funding will be listed at the top of the *Payment Portal* screen.

Available Third Party Funds

Component	Third Party Funder	Funds Available
Component 2	Test	\$475.00
Component 3	Test	\$475.00
Component 4	Test	\$300.00

[Return to your dashboard to purchase these components](#)

Purchase History

Date	Component	Certificate	School Year	Action
You do not have any transactions at this time.				

Full Funding

Click the blue *Complete Payment* button to complete your purchase. **Reminder:** Your MOC submission must be completed during the cycle year in which it is purchased. Only purchase MOC if you plan to submit during the current cycle. After the registration window closes, all unused funding in your account will be returned to your third-party payer.

Purchase Screen : Full Funding

Component Selected : WL-EAYA-French Component 2	Component Price	\$475.00
Third Party Funding : Test		- \$475.00
Amount Due		\$0.00

If you'd like to decline third party funds, please contact Customer Support at 1-800-22TEACH (83224).

Complete Payment

Partial Funding

If your third party-payer has only provided partial funding, you will be required to pay the remaining balance, using a credit card, at the time of purchase. Select the *Pay Now* option, agree to the terms and conditions, then click the blue *Enter my payment details* button to enter your credit card details. **Reminder:** Your MOC submission must be completed during the cycle year in which it is purchased. Only purchase MOC if you plan to submit during the current cycle.

Purchase Screen : Partial Funding

Component Selected : WL-EAYA-French Component 4	Component Price	\$475.00
Third Party Funding : Test		- \$300.00
	Amount Due	\$175.00

If you'd like to decline third party funds, please contact Customer Support at 1-800-22TEACH (83224).

Make Payment

Pay Now

I agree to the [terms and conditions](#) of payment

[Enter my payment details](#)

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