THIRD-PARTY PAYER FUNDING FAQS FOR CANDIDATES

Last Modified Date: 05/22/2024

General

What is a Third-Party Payer?

Some states, districts, and organizations provide monetary support to candidates undergoing the National Board certification process. Those organizations who submit payment directly to the National Board are called Third-Party Payers.

How is this process different this year?

Beginning in 2024-25, you will have the option to indicate you are expecting funding for each selected component on your National Board account during the checkout process. Candidates who utilize this option will have the components automatically purchased when a Third-Party Payer designates funding to their account.

How do I apply funding to my purchase if I didn't select the expecting funding option?

After selecting the component you wish to purchase, you will click the "Complete Payment" button to complete the purchase. Available funding will automatically be applied to the purchase during check-out. Note: You are still required to complete the check-out process – purchases will not be completed for you unless you previously selected the expecting funding option.

Has the account creation, registration or component selection process changed?

No, those processes have not changed. Note: If you are a returning candidate, log into your existing account to complete your purchases – do not create a new account.

Purchasing a Component

Where and when can I sign up for a component using third-party payer funding?

You will purchase components directly from your National Board account. If you do not have a National Board account, you can create one now. Note: If you are a returning candidate, log into your existing account to complete your purchases – **do not** create a new account.

You may register and purchase components between now and the registration deadline. Review all important dates and deadlines here.

Are there any prerequisites to purchasing a component with third-party payer funds?

Yes.
1. You need to have an account in the National Board Candidate Management System. You can create an account here, if needed.
2. Pay the $75 registration fee.
3. Payment from the organization providing your third-party payer funds must be received and processed.
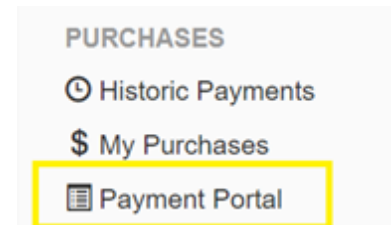4. Your Third-Party Payer must designate funds for your component.

How do I purchase a component using third-party payer funds?
See here for a walkthrough on purchasing a component using third-party payer funds. You may also watch
our video walkthroughs here.

Available Funding

How can I see what third-party payer funding is available to me?
Every component that you have third-party payer funding for will be listed under
"Available Funding." You can access this from the "Payment Portal" link in the
left-hand menu. **This section will only display if there are funds available for
you to use.** If you do not see this section, third-party payer funding is not available
at this time. Check back at a later date. **You can also check with your
third-party payer to see if and when they will be funding a
particular component**. When funding is available, you will receive an email
confirmation.

PURCHASES
🕐 Historic Payments
$ My Purchases
▤ Payment Portal

Available Third Party Funds		
Component	**Third Party Funder**	**Funds Available**
Component 1	Miami Dade County Public Schools	$200.00
Component 4	Miami Dade County Public Schools	$475.00
Maintenance Of Certification	Miami Dade County Public Schools	$475.00
		Return to your dashboard to purchase these components

I still don't see funding in my account and I've checked multiple times. Why is that?
Third-party payers have until the funding deadline to submit funding. **Check with your third-party payer to see
if and when they will be funding a particular component.** Note: It takes **5-7 business days from receipt of
funding by our office** for funding to be posted to your third-party payer account and available for designations -
funding will be visible to candidates upon designation.

Third-party payer funding is not available for the component I wish to complete. How do I change this?
Third-Party Payers designate which components they will fund and any changes to the allocations must come
directly from them. Please reach out to your third-party payer and ask them to make the changes.

Can I choose *not to* apply third-party payer funding to my component purchase?
Yes. Please contact your Third-Party Payer before completing your purchase if you do not want to use the third-party
payer funds available to you so that they can remove them from your account. You will not be able to complete your
purchase until this process is complete.

Once I complete the checkout process, are there any other steps to take?
No, once you complete the checkout process, your account will be updated. You will receive an email confirmation.

My third-party payer is providing funding for multiple components, can I purchase multiple components in one transaction?
No, each component must be purchased individually, in separate transactions. Note: Candidates must complete (test/submit) components in the cycle in which they are purchased. Only purchase the components you plan to complete this cycle. **Review all important dates and deadlines [here](#).**

Will I be able to apply third-party payer funding on the day of the registration and payment deadline?
Yes, you can apply third-party payer funding on the last day of the registration deadline. **Review all important dates and deadlines [here](#).**

I know that I will receive funding for a component, can I purchase that component before I receive the third-party payer funds?
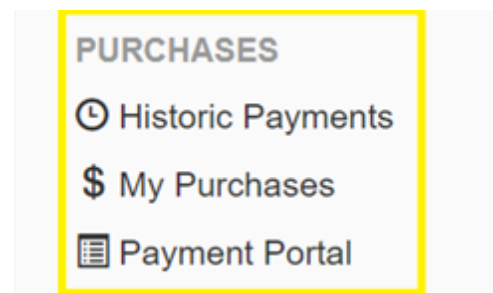Yes, if third-party payer funds are received at a later date, we will automatically apply them and refund you the difference. No action is needed from you.

Past Purchases

Where can I access my payment history and details?
You can access your payment history and details from your National Board account.

- For purchases made during the 2022-23 cycle, select "Payment Portal" from the left-hand navigation menu.
- For purchases made between April 9, 2021, and May 22, 2022, select "My Purchases" from the left-hand navigation menu.
- For purchases made prior to April 2, 2021, select "Historic Payments" from the left-hand navigation menu.

PURCHASES
🕐 Historic Payments
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Partial Funding and Payments

What is partial funding?
Partial funding covers less than 100% of the cost of a component, while full funding covers 100% of the cost of the component.

What happens if I only receive partial funding – will I still be able to checkout? Yes, if you receive funding from a third-party payer that is less than the full amount of the component, you will need to utilize the third-party payer funding and pay the remaining balance using a credit card in a *single* transaction. You **cannot** submit a partial payment or use the payment plan option in conjunction with partial third-party payer funding.

What methods of payment are accepted for partial payments?
All payments must be made using a Visa or Mastercard credit or debit card.

I'm expecting funding from a third-party payer for one or more of my components; can I use the payment plan to pay for my remaining components?

Yes, you can set up a payment plan for the components that are not being funded by a third-party payer. See here for more information about Payment Plan. You do not need to wait to sign up for the remaining components that are not being funded by a third-party payer.

Withdrawing a Component

If I choose to withdraw from the certification process, will I receive a refund of payments that I made?

If you withdraw by the withdrawal deadline, you will be eligible for a refund of any component fees paid and any third-party payer funding received will be refunded to that organization. The registration fee and service charges are nonrefundable. Withdrawals completed after the withdrawal deadline are not eligible for a refund. **Review all important dates and deadlines here**.