

Determine Your Path: Planning Guide

You can choose to take 1, 2, or 3 years to take the Component 1 assessment and submit all 3 portfolio components for National Board Certification. **Note: If you are working with a Candidate Support Program, you should check to see if they have provided a sequence for you.**

You must attempt each of the four components within the first three years of your candidacy. However, you have a five-year window to allow for retakes and to achieve certification.

As you embark on this journey, you will need to make choices about the order in which you plan to complete the components and how to collect the best evidence possible to meet component requirements.

Only you can choose the number and order you work on the components. Below is **one** example, out of many, that you can use to think through what it would look like.

Note for those completing in ONE year or THREE years:

If you are completing the process in ONE year, you may want to utilize this sequence to space out the components every 8 or so weeks (dependent on your school year and capacity).

If you are completing the process in THREE years, you may want to utilize the sequence to space out the components in 3 years.

- Components 2 and 3 would be Year 1.
- Component 1 would be Year 2
- Component 4 would be Year 3.

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Homeroom

Homeroom is your one-stop shop for all official documents and supporting resources to help you navigate the Board certification process. You can find an overview of each session of Homeroom below:



Session 1

Preparing for National Board Certification

IN THIS SESSION:

- Understand the National Board process
- Create an account
- Register
- Pay for certification
- Choose the right certification area
- Read the essential Board certification documents



Session 2

Understanding the Four Components

IN THIS SESSION:

- Review the Four Components
- Understand how to apply the standards to your evidence collection
- Analyze rubrics and scoring guides



Session 3

Writing about Your Practice

IN THIS SESSION:

- Utilize ATLAS to learn about writing about your practice
- Understand how to write about your practice
- Learn how to gather feedback



Session 4

Submitting Your Portfolio

IN THIS SESSION:

- Reminders for Submission
- Next Steps
- Reflection

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Year 1

Components	
Component 3 Teaching Practice and Learning Environment	Component 2 Differentiation in Instruction
Focus	
A classroom-based video entry that focuses on your ability to demonstrate evidence of your practice and analysis as it relates to instructional planning, student engagement, and the learning environment.	A classroom-based portfolio entry that focuses on your ability to apply pedagogical knowledge and skills, specifically differentiation, to advance individual students' learning. You will submit selected student work samples that demonstrate the students' growth over time and a written commentary that analyzes your instructional choices.
Weight	
30%	15%
Deadlines	
<ul style="list-style-type: none"> You can start working on these components any time 12 months prior to the opening date of the ePortfolio submission window. You can create an account, register, and/or purchase this component according to current dates and deadlines in Guide to National Board Certification. All important dates, including the open and close of the submission window, can be found here. 	
Gather and Familiarize (Suggested: Review over summer or early in the school year)	
<ul style="list-style-type: none"> Session 1 of Homeroom reviews the foundational information, including official documents. Below are some of those documents (with a description of where they are on Homeroom). For a full overview, visit Homeroom. There is also a section in Session 1, Step 1 that explains how you can obtain community support as you pursue Board certification. Overview of 4 Components (Session 1, Step 1) Guide to National Board Certification (Session 1, Step 1) Choosing the Right Certificate (Session 1, Step 2) and Choosing the Right Certificate Visual (Session 1, Step 2) General Portfolio Instructions (Session 1, Step 3) National Board Standards (Session 1, Step 3) Certificate-Specific Instructions (Session 1, Step 3)--scroll down and you will see a drop down. Choose your discipline and developmental level. You will see instructions and the standards. For Component 2, 3, and 4 instructions, you will need to open up a zip drive. 	

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Learn and Plan	
<p>Overview of Component 3 Video</p> <p>Visit Session 2, Step 1 for a full deep dive on Component 3</p>	<p>Overview of Component 2 Video</p> <p>Visit Session 2, Step 1 for a full deep dive on Component 2</p>
Execute Plan	
<ul style="list-style-type: none"> • Determine what classes you want to record. • Hand out student/adult release forms for the classes you will record. • Review tips for recording on page 40 of the General Portfolio Instructions • Practice your recording a few times • Plan the lessons and classroom settings you want to record • Review and reflect on your recordings before you begin writing 	<ul style="list-style-type: none"> • Review resources on differentiation • Determine students from which you may want to collect work. You may want to utilize a folder system so student work is easily accessible. • Review Session 2, Step 1 for a full deep dive on Component 2 • Plan lessons • Review student work to determine the best evidence for your submission
Describe, Analyze and Reflect	
<ul style="list-style-type: none"> • Describe, analyze, and reflect on your evidence; focusing on differentiation. • Visit Session 3, Step 2 to engage with graphic organizers to support your writing. Complete the first draft of your written commentary, which includes reflection. • Using the Component 3 rubric, engage in a self-assessment of your work. Review your portfolio work: Forms, assessments and documentation. These are all in the Certificate-Specific instruction zip drive. 	<ul style="list-style-type: none"> • Describe, analyze, and reflect on your evidence; focusing on differentiation. • Visit Session 3, Step 2 to engage with graphic organizers to support your writing. Complete the first draft of your written commentary, which includes reflection. • Using the Component 2 rubric, engage in a self-assessment of your work. Review your portfolio work: Forms, assessments and documentation. These are all in the Certificate-Specific instruction zip drive.
Revise and Finalize	
<p>Continue working on your written commentary and supporting evidence.</p> <ul style="list-style-type: none"> • Visit Session 3, Step 3 for information on obtaining feedback. • Finalize your written commentary for submission. • Gather all of your materials and refer back to your Component Instructions, the General Portfolio Instructions, and The Scoring Guide. 	
Submit	
<ul style="list-style-type: none"> • Visit Session 4, Step 1 to view a webinar on submission. This will also give you insight into video submission. • The ePortfolio submission window will be open according to current dates and deadlines in Guide to National Board Certification. • Consult the ePortfolio Resources page to guide your submission preparation. • Complete a final check of the Component Instructions. • Upload all of your documents for submission and submit. 	

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Year 2

Which Components	
Component 4 Effective and Reflective Practitioner	Component 1 Content Knowledge
Focus of this Component	
A classroom-based portfolio entry submission that focuses on your ability to use your knowledge of students and assessment practices to demonstrate a positive impact on your students' learning and collaboration with parents, community, and colleagues.	A computer-based assessment where you demonstrate knowledge of and pedagogical practices for teaching in your content area.
Weight	
15%	40%
Deadlines	
<ul style="list-style-type: none"> You have some flexibility with when you register and start this component. You can start working on this component any time 12 months prior to the opening date of the ePortfolio submission window. All of the Standards and Component Instructions are available online for free. You can create an account, register, and/or purchase this component according to current dates and deadlines in Guide to National Board Certification. While you can start working on this component after the start of your school year, you will need to upload your Component 4 work during the submission window (typically April to May). 	<ul style="list-style-type: none"> You have some flexibility with when you register and start preparing for this component. All of the Standards and Component Instructions are available online for free. You can create an account, register, and/or purchase this component. The testing window is generally open from March – June.

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Gather and Familiarize	
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Learn	
<ul style="list-style-type: none"> Overview of Component 4 Visit Session 2, Step 1 of Homeroom for a full deep dive on Component 4 	<ul style="list-style-type: none"> Overview of Component 1 Visit Session 2, Step 2 of Homeroom for a full deep dive on Component 1
Execute Plan	Schedule Your Appointment
<ul style="list-style-type: none"> Spend time with the instructions for Component 4; there are many moving parts Determine a plan for where and when to collect evidence 	<ul style="list-style-type: none"> Testing appointments fill up quickly; it is important that you schedule and test as early as possible. You can schedule an appointment right from your National Board account. Go to http://www.pearsonvue.com/nbpts/ and look for the testing center nearest you. If you need testing accommodations, learn more about when and how to apply for an accommodation in the Request for Testing Accommodations: Form and Instructions document.

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Describe, Analyze, and Reflect	Study and Prepare
<ul style="list-style-type: none"> Describe, analyze, and reflect on your evidence. Visit Session 3, Step 2 to engage with graphic organizers to support your writing. Complete the first draft of your written commentary, which includes reflection. Using the Component 4 rubric, engage in a self-assessment of your work. Review your portfolio work: Forms, assessments and documentation. These are all in the Certificate-Specific instruction zip drive 	<ul style="list-style-type: none"> Use the information in your graphic organizers to prepare for your C1 assessment. Additional resources can be found here. Familiarize yourself with policies and instruction outlined in the Component 1: Content Knowledge Assessment Center Policy and Guidelines document before testing. Watch this video on preparing for the Assessment Center and this tutorial on the Pearson site. Make sure to review the materials permitted in the testing center in Component 1: Content Knowledge Assessment Center Policy and Guidelines.
Revise and Finalize	
<ul style="list-style-type: none"> Continue working on your written commentary and supporting evidence. Visit Session 3, Step 3 for information on obtaining feedback. Finalize your written commentary for submission. Gather all of your materials and refer back to your Component Instructions, the General Portfolio Instructions, and The Scoring Guide. 	
Submit	
<ul style="list-style-type: none"> Visit Session 4, Step 1 to view a webinar on submission. The ePortfolio submission window will be open according to current dates and deadlines in Guide to National Board Certification. Consult the ePortfolio Resources page to guide your submission preparation. Complete a final check of the Component Instructions. Upload all of your documents for submission and submit. 	