

FAQs - Administrators, Instructional Coaches, and Teachers in Leadership Roles Pursuing National Board Certification

Overview

These FAQs should help administrators, instructional coaches, and teachers in leadership roles understand the process and requirements for pursuing and maintaining National Board Certification.

For Initial Certification Candidates

1. Can I pursue National Board Certification if I don't have my own classroom?

Yes, you can pursue National Board Certification even if you don't have your own classroom. You may borrow a class or guest teach in another teacher's class to complete the required portfolio components. The class must fall within the age range of the certificate you are pursuing. Your work will be assessed with the same standards as the work of candidates who present work generated by their own students.

2. How do I choose the right certificate area for National Board Certification?

Review the "[Choosing the Right Certificate](#)" guide and the [Standards](#) available in the [Candidate Center](#). These documents provide detailed information about each certificate, their specialty areas, and related subjects. Consider your teaching situation and the subjects you are most comfortable with to make the best decision.

3. What if my teaching subject isn't listed in the certificate areas?

Double-check the [Standards](#) as your subject might be addressed under one of the 25 main areas. For example, American Sign Language teachers should review the Career and Technical Education Standards, while journalism and theater arts teachers should review both the Career and Technical Education and English Language Arts Standards.

4. Can I feature a subset of students instead of a whole class for my portfolio?

Most certificates require candidates to focus on a whole class and require a rostered class. In some certificate areas, you may choose to feature a subset of students for a justifiable reason, but this is less common. Refer to specific component instructions for guidance and requirements.

5. What is considered a class for the portfolio components?

A class is defined as a section or group of students you teach during a specified time period (e.g., fourth period English). This is different from a subject area (e.g., English). Portfolio instructions ask you to consider a specific class or group of students in a class, rather than all students in a particular subject area.

6. What are the minimum class size requirements for the portfolio components?

The minimum class size requirements vary by certificate area. The "[Choosing the Right Certificate](#)" guide provides detailed information on these requirements. Ensure you meet the minimum number of students during the period in which you collect evidence for your portfolio to avoid your portfolio being unscorable and receiving an NS on your component.

7. Can I certify under a different certificate area than my current teaching license?

Yes, you can choose to certify under a different certificate area than your current teaching license. This flexibility allows you to select a certificate that best fits your teaching situation and professional goals.

8. What are the age and class composition requirements for my portfolio?

At least 51% of the students in the class(es) you use to complete your portfolio components must be within the stated age range for the certificate area during the period in which you collect evidence. The students featured must be from a rostered class during the regular school day and year, not after-school classes or summer school, with some exceptions for specific certificate areas like Music, School Counseling, and Library Media.

For Maintenance of Certification (MOC) Candidates

1. How do I maintain my certification if I am no longer in the classroom?

Retired teachers or those no longer in the classroom can guest teach in a colleague's classroom to complete the Maintenance of Certification (MOC) process. Additionally, your National Board certificate must be valid, and your teaching license must be current and unencumbered (e.g., not suspended or revoked), or you must work in an accredited school that does not require you to hold a state license.

2. What are the requirements for Maintenance of Certification (MOC)?

To extend your certification, you must complete MOC in the same certificate and developmental area that you originally certified. You must use a PK-12 class, with at least 51% of the students within the stated age range for your certificate area. The class must be a rostered class during the regular school day and year, not after-school or extracurricular classes, with some exceptions for specific certificate areas.

3. What are the class size requirements for MOC?

For MOC, the size of the class to feature is left open for candidates to determine. Class size may vary depending on the area of certification. For some areas, a regular class size will make sense and be more readily available (e.g., ELA). For other certifications, the number of rostered students might be limited.

For example, school counselors may only be able to pull a small number of students from different classes for a specific lesson, and this number can be even smaller for certain exceptional needs areas. Candidates must provide strong evidence of how they positively impact student learning and demonstrate that they continue to meet the high standards of accomplished practice that Board certification represents.

To learn more visit <https://www.nbpts.org/certification/candidate-center/>