National Board for Professional Teaching Standards®

National Board Candidate Management System Overview

The *National Board Candidate Management System* (NBCMS), formerly MyProfile, is where candidates will manage their account. NBCMS is accessed through www.boardcertifiedteachers.org and has five main tabs on the navigation pane to help guide the candidate through the registration process: Home, Certification Registration, Purchase Component, Order History and Logout.

The National Board Certification registration process consists of three steps within NBCMS: account creation, applicant registration and component registration. Note that candidates are able to start and stop the registration process at any time. If a candidate elects to stop and log out before completing the registration process, a notification and quick link to complete the applicant and/or component registration will be displayed at the top of the *Home* tab the next time the candidate logs in. Registration is not complete until all requried fields are entered.

Below is an overview of each step of the registration process.

Account Creation

The first step in the registration process is creating an account through NBCMS. Candidates will begin by entering personal information, demographics and contact information, and will then be asked to create a unique user name, password and select and answer two security questions. The email entered at accout creation will be the primary form of communication during candidacy.

Once the candidate has created an account, they are able to log in to NBCMS and begin the registration process.

Applicant Registration

Home

The *Home* tab provides the candidate with a *Quick Start* option to register for National Board Certification as well as an overview of the candidate profile and account status (see below).

The *Status* field indicates to the candidate where they fall in the registration process. As candidates progress through the registration process, their status will show as one of the following: Account Created, Registered or Certification in Progess.

- o Account Created: Status will show as *Account Created* until the candidate has completed their certification registration and submitted payment of the annual $75.00 registration fee.

- o Registered: Candidate completed the *Certification Registration* and paid the $75.00 registration fee.

- o Certfication in Progress: Candidate registered for one or more components and paid the component fee.

Certification Registration

Introduction

- Introduction

  The introduction and welcome provides the candidate with a brief overview of the registration process and hyperlinks to the *Guide to National Board Certification* and Board-certified teacher website.

Introduction > Step 1

- Step 1: Personal Information

  Step one of certification registration requires candidates to complete the personal information fields, which are divided into six subcategories. Subcategories within step one include: Name, Demographic, Address, Email, Phone and Education Information. Candidates are able to include multiple emails, addresses and phone numbers in their profile, but must select a primary form of contact for each field.

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- Step 2: Employment Information

  Employment information is gathered based on School Type (public or private), School State, School District, School, Grade Level Taught and Union Affiliation.

  To provide consistency in capturing candidate information, dropdown menus are provided for School State, School District, School, Grade Level Taught and Union Affiliation. If a candidate's employment information is not listed in the dropdown menu, they then have the capability within NBCMS to select *Other* and input their employment information.

  All *Employment Information* fields are required fields, excluding school district and union affiliation. Once the candidate completes all required fields and selects *Save*, they are able to proceed to step three.

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- Step 3: Eligibility

  In the *Eligibility* tab, each candidate confirms they meet the National Board education, employment and licensure eligibility requirements for candidacy as defined in the *Guide to National Board Certification*.

  The *Eligibility Information* tab also explains that National Board routinely audits candidate records and requests proof of meeting the eligibility requirements. If a candidate is deemed ineligible at any point, they will not receive a refund for components that have been submitted for scoring.

Before proceeding to step four, candidates must confirm that they have completed the following: received a bachelor's degree or greater; hold a current valid state teaching license or meet state licensure requirements as a school counselor; and have completed three years of teaching or served as a school counselor.

| Introduction | Step 1 | Step 2 | Step 3 | Step 4 |

- Step 4: Agreement

  The *Agreement* tab requires candidates to select 'yes' or 'no' to the following policies:

  - *I understand the NBPTS candidate policies and deadlines as presented in the Guide to National Board Certification.*

  - *I certify that the information provided is true and correct to the best of my knowledge and belief.*

  - *I understand and agree to the terms of the Certification Denial or Revocation Policy that describes areas of misconduct and consequences of unethical practices.*

  - *I agree that in the event I achieve National Board Certification, NBPTS will publish my name in the NBCT directory, along with my state, city, school district, year certified, and certification expiration date.*

  - *I understand that the $75.00 annual registration fee is non-refundable, regardless of circumstance.*

  The *Agreement* tab also allows the candidate to elect to have their name released to third-party agencies that may provide incentives, support and rewards for teachers seeking National Board Certification. Candidates are also able to complete the *NBPTS Request for Testing Accommodations* who require accommodations under ADA.

| Introduction | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |

- Step 5: Certificate Selection

  Candidates will select their certificate based on Certificate Area, Development Level and Specialty Area (if applicable). A link is provided to the Board-certified teacher website (www.boardcertifiedteachers.org) for help in selecting a certificate area if the candidate is unsure of which certificate or specialty area to choose.

| Introduction | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |

- Step 6: Registration Review

  Registration Review allows the candidate to see in one view all of the information entered for certification registration. If any of the required fields are incomplete, the candidate will be unable to submit their registration.

| Introduction | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 |

- Step 7: Payment

  Candidates are able to pay the $75.00 annual registration fee by credit or debit card. Once payment is complete, they will receive an email confirmation of purchase and their *Status* on the *Home* tab will update to *Registered*.

| Introduction | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 |

- Step 8: Confirmation

  Once the candidate submits payment for the annual $75.00 registration fee, they will receive an email confirmation to their primary email with receipt of payment.

  The candidate is able to log in and review and/or edit their personal information at any time.

Component Registration

Depending on how the candidate has progressed through the component registration process, they will see one of four status types for component registration: Not Purchased, Incomplete, Submitted, Purchased.

- o Not Purchased: Candidate has not begun the component registration process.

- o Incomplete: Candidate began the component registration process, but did not complete all necessary fields.

- o Submitted: Candidate answered everything in the steps leading up to payment, but has not yet paid for the component.

- o Purchased: Candidate successfully registered for the component and paid the component fee.

Note that in NBCMS component registration is referred to as purchase component though the candidate hasn't yet paid the $475.00 fee.

Purchase Component

| Introduction | Step 1 |

- Step 1: Select Component

  Candidates are able to register for specific components and each component must be purchased individually. Candidates are given the option to 'purchase' a component, which means they will begin the component registration process.

  Note that payment is not due at the time of 'purchase', but the candidate must complete the required information through *Order Review* (step three) of the *Purchase Component* tab for the component registration to be reflected in their account.

| Introduction | Step 1 | Step 2 |

- Step 2: Agreement

  The *Agreement* tab requires candidates to select 'yes' or 'no' to the following policies:

  - o *I agree that my assessment materials, once submitted, are the property of the National Board and may be used at the sole discretion of the National Board for assessment, professional development, research, and any other purposes the National Board deems appropriate to further the mission of the organization.*

  - o *I understand the deadline for withdrawing and receiving a partial refund as outlined in the Guide to National Board Certification.*

| Introduction | Step 1 | Step 2 | Step 3 |

- Step 3: Order Review

  Order Review allows the candidate to see in one view all of the information entered for component registration before proceeding to payment. At this point, candidates have registered for the component and are able to log out without paying the component registration fee.

| Introduction | Step 1 | Step 2 | Step 3 | Step 4 |

- Step 4: Payment

  Payment is not required to complete the component registration process, but payment must be submitted prior to the February 28, 2015 payment deadline. Candidates are able to log in at any time to complete the payment process and purchase components.

| Introduction | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |

- Step 5: Confirmation

  Once the candidate submits payment for each component, they will receive an email confirming receipt of payment. The *Status* type for each component will then show as *Purchased.*

Order History

The *Order History* tab provides the candidate with an overview of available components for purchase and purchase status by component.

Log out

It is important for candidates to log out of their NBCMS account to keep their personal information secure, but, if they don't, the session will time out requiring them to log in again before making additional changes or accessing profile information.