National Board Certification
Electronic Submission Roadmap

2 RESOURCES

To prepare for submission, familiarize yourself with the following documents:
The Guide to Electronic Submission
ePortfolio FAQs
ABCs of Electronic Submission

1 AT A GLANCE

Components 2, 3, and 4 instructions all include Electronic Submission at a Glance documents. This document tells you exactly what you will submit, how, and identifies the submission categories.

3 VIEW

View all three of the provided video tutorials:
Registering for the ePortfolio System
Uploading Your Materials
Submitting Your Materials

For More: Scanning & Submitting Hard Copy Evidence
Video Formats, Conversion & Compressing
Troubleshooting Guides

4 CREATE

In the spring, you will receive an email with a registration code for the ePorfolio system. You must create an account in order to upload and submit.

6 SUBMIT

Try to upload your materials at least a week before the deadline. As the deadline approaches upload time becomes significantly longer, possibly taking days. This will prevent you from missing the submission deadline.

5 PREVIEW

Once you have uploaded all your material, preview what you have uploaded by clicking on it. Do this in order to make sure you have uploaded the correct material in the correct place.

7 VERIFY

After you have submitted, either print the screen out or take a screen shot of the screen to verify that your materials successfully submitted. You should also check for a verification email that you successfully submitted your materials.