

## INSTRUCTIONS

Before you begin work on your portfolio, follow the steps in this section to determine whether you meet the eligibility requirements for National Board Certification®. To be eligible, you must submit proof that you meet all employment, licensure, and education requirements **prior to the date you applied for candidacy**. Because teaching situations vary widely across the country, candidates are strongly urged to call 1-800-22TEACH (83224) to clarify these rules prior to applying and making payment, as the application charge and initial fee are nonrefundable.

If you meet the three requirements listed below, you may use the combined **Candidate Eligibility Verification Form**:

- (1) have worked for at least three years in the same state-supported school district
- (2) were required to hold at least a bachelor's degree for employment at this school
- (3) were required to hold a valid state teaching license (or school counseling license if you applied for the ECYA/School Counseling certificate) for the three years of employment at this school

If you do not meet the requirements above, you must complete and submit the following forms:

- **Candidate Education Verification Form**
- **Candidate Employment Verification Form**
- **Candidate License Verification Form**
- **Candidate Workplace Verification Form**

All of the forms listed above are included in this document. All eligibility verification forms must be received on or before **January 31, 2014**, at the:

**NATIONAL BOARD PROCESSING CENTER  
11827 TECH COM, SUITE 200  
SAN ANTONIO, TX 78233**

**ECYA/School Counseling Candidates:** To apply for this certificate area, you must have been employed as a school counselor (not as a classroom teacher) at the pre-K through 12 level for a minimum of three years, meet the licensure requirements established by your state for a "school counselor," and have held that valid license during those years of employment.

## COMPLETING AND SUBMITTING REQUIRED FORMS

Almost all verification forms request information from you and from institution(s). Because it may take time for the institution(s) to complete and submit these forms, National Board encourages you to submit them to the appropriate institution(s) as soon as possible after receipt. Before you submit any forms to an institution, complete the following steps:

- Complete your portion of the forms as instructed.
- Sign your name.
- Apply the enclosed bar code labels.

Remember that you will sign these forms attesting that the information is accurate.

You are urged to submit the required eligibility verification forms to National Board as promptly as possible. If National Board does not receive these completed forms by the **January 31, 2014**, deadline, you will be declared ineligible for **2013** National Board Certification, you will be unable to take assessment center exercises, and any submitted portfolio entries will not be scored.

It is your responsibility to follow up with these institutions and to confirm receipt of all forms by National Board. You can verify receipt of your forms by accessing your account via *My Profile* ([www.nbpts.org](http://www.nbpts.org)) or by calling 1-800-22TEACH (83224). Have your ID number available when you call.

## **USING OTHER MATERIALS INCLUDED IN THE MAILING**

### **Candidate Bar Code Labels**

You are provided with bar code labels that display the ID number assigned to you at the time of your application. All information about your candidacy is included in your candidate record at National Board, using this number. Apply one of these bar code labels where indicated on each required verification form you submit so that National Board can verify that you have provided the necessary forms to continue with your candidacy. If you do not have bar code labels, please write your ID number in the bar code label box on each verification form.

### **Return Envelope to National Board Processing Center**

Your Eligibility Verification packet includes a 6" × 9" envelope addressed to:

**National Board Processing Center  
11827 Tech Com, Suite 200  
San Antonio, TX 78233**

Use this envelope (or, if lost, any other envelope) to return your completed forms. Do not use this envelope to return fee payment to National Board.