

Registering for National Board Certification and Fee Processing BIE Initiative

1. Begin the process:
 - a. For candidates new to the process, please visit <https://nbcmsprod.perfrms.com> to create your account under New User
 - b. For returning candidates, please visit <https://nbcmsprod.perfrms.com> and use your previously created username and password to access your account under Returning User
2. In your Account:
 - a. Please make sure you have done the following:
 - i. Opt to release your name to third parties (instructions below pg 2); and
 - ii. Select the BIA designation under the School Designation option (instructions below pg 3)
 1. **NOTE:** If your school is not listed under the BIA designation, please email BIENBCTProject@nbpts.org.
3. Contact the National Board (BIENBCTProject@nbpts.org) via email to provide notification that you would like your \$75 annual registration fee paid
4. Revisit your account after approximately one week to see if your annual registration fee has been processed and applied to your account
5. Once your annual registration fee has been applied, select the component(s) you are interested in pursuing
 - a. Move through the steps until you reach the payment screen and then stop (instructions below pg 5)
6. Contact the National Board via email (BIENBCTProject@nbpts.org) to provide notification that you have selected your component(s) and would like your component(s) fee(s) paid

Component Materials: Candidates can view component instructions and begin working on component(s) before registration is processed. This information is available at: <http://boardcertifiedteachers.org/certificate-areas>

Timeline for Completing the Process: You must attempt each of the four components within the first three years of candidacy. However, you have up to two retake attempts for each component and you can retake at any time during a five-year window from when you first began the process.

For Additional Information:

- First time and Returning Candidates: <http://boardcertifiedteachers.org/first-time-candidates>
- Access All Component Instructions: <http://boardcertifiedteachers.org/certificate-areas>
- Deadline for Component 1: <http://boardcertifiedteachers.org/assessment-center>
- Deadlines and Submission Information for Components 2 and 3: <http://boardcertifiedteachers.org/eportfolio>

Customer Support:

For Support with Eligibility, Certificate Areas or Accounts, please contact Customer Support: 1800-22TEACH

Registering for National Board Certification and Fee Processing BIE Initiative

How to Release Your Name to Third Parties

The release name designation is in the *Agreements* section (*Step 4*) of their *Certification Registration*. If a candidate has already completed their registration, they may not be able to edit their *Agreements* from the *Certification Registration* section. If this is the case, follow the steps below to update the *Agreements* section.

1. Log in to your National Board profile.
2. Select *Service Requests* on the left-hand navigation menu.
3. Select 'Update' for *Update your Agreement Information* under *Registration Related* options.
4. Under the *Special Considerations* heading, select 'Yes' to, "Do you wish to have your name released to third-party agencies that may provide incentives, support, and rewards for teachers seeking National Board Certification? Refer to the Confidentiality Guidelines in the Guide to National Board Certification for additional information and/or opportunities for National Board Certified Teachers."

Registering for National Board Certification and Fee Processing BIE Initiative

How to Update School Type to BIA

Step 1

Step 1: Log in to your NBCMS profile.

Step 1

Step 2

Step 2: Select the 'Certification Registration' tab on the left navigation menu

Step 1

Step 2

Step 3

Step 3: Select the 'Employment Information' tab (see below).

The screenshot shows the NBCMS interface. On the left is a navigation menu with 'Certification Registration' selected. The top navigation bar shows steps 1 through 8, with 'Step 2: Employment Information' highlighted. The main content area has a 'Certification Track' section with 'Certification Period' and 'Registration Status' (Incomplete). Below is the 'Employment Information' form. It contains several dropdown menus: 'School Type*' (set to '---Select---'), 'School State*' (set to '---Select---'), 'School District' (set to '---Select---'), 'School*' (set to '---Select---'), 'Grade Level Taught*' (set to '---Select---'), and 'Union Affiliation' (set to '---Select---'). A 'Save' button is next to the 'School Type' field. A message at the bottom of the form states: 'You must click the gold "Save" button before moving to the next screen.'

Step 1

Step 2

Step 3

Step 4

Step 4: Under the 'Employment Information' tab, select 'Edit'.

Step 1

Step 2

Step 3

Step 4

Step 5

Step 5: Update 'School Type' to reflect the desired designation – Public, Private, Catholic or Bureau of Indian Affairs (BIA) Schools.

This screenshot is similar to the previous one, but the 'School Type*' dropdown menu is open. The dropdown list shows the following options: 'Bureau of Indian Affairs (BIA) School', 'Public School', 'Private School', 'Catholic School', and 'Bureau of Indian Affairs (BIA) School'. The second 'Bureau of Indian Affairs (BIA) School' option is highlighted in blue. The 'Save' button remains visible next to the dropdown. The same message at the bottom of the form is present: 'You must click the gold "Save" button before moving to the next screen.'

Registering for National Board Certification and Fee Processing BIE Initiative



Step 6: Click 'Save' in order for the designation to be reflected in your profile.

Registering for National Board Certification and Fee Processing BIE Initiative

How to Select Your Component(s)

1. Log in to your account at www.boardcertifiedteachers.org/sign-in.



Sign in | NBPTS

www.boardcertifiedteachers.org

Candidates who began the process in 2014-2015 or beyond, as well as those interested in becoming a candidate, click here to access or create an account.

2. Click "Purchase Component" from the left-hand navigation menu and follow the online steps.

3. Your payment is covered by the BIE — *Since the BIE will be funding your payment, navigate through **Step 3: Order Review** and click "Submit Order" for the component(s) to be reflected on your account. You are not required to submit payment; we will apply your third-party funding when it is received. Please note, it can take up to a week to process payment.*

Download your candidate material:

The National Board has transitioned to an entirely paperless process. To begin working on your component(s), visit the For Candidates section of our website (www.boardcertifiedteachers.org) to access the certificate-specific standards, component instructions, and other important policy and procedure documents.