APPLYING THIRD-PARTY PAYER FUNDING
Last Modified Date: March 2025

Step 1: Access your existing National Board account or create a new [account](#). **NOTE:** If you do not recall your username, please do not create a new account. Contact [Customer Support](#).

Step 2: Navigate to "My Profile" and then click "Update Profile." Scroll down to the "Other" section and update the information release question to "Yes." **It must be "yes" to use Third-Party Payer funding.**

> ### Third Party Release
>
> To be eligible to receive funding, support, and rewards from third-party organizations, you must agree to the release of the following information from your National Board account to those organizations:
>
> - Personal Information: Name, candidate ID, email address, employment details (school, district, and state), and years of teaching experience
> - Candidacy Information: Application status (whether registration fee was paid, amount, and date paid), certification details (certificate and specialty area, start and end cycles, retake attempts completed and remaining), component purchase details (whether component fee was paid, amount, and date paid; whether a purchased component was submitted); and certification status (certification issue and expiration dates). **No scores will be released.**
>
> Do you authorize the National Board to release this information to third-party organizations? *Note: if you wish to request funding from a third-party (external organization), you **must** select "Yes".* (Note: Changes to this information will take twenty-four (24) hours to be reflected in the data provided to your third-party.) *
>
> [Yes] [No]

Step 3: Register. Candidates are required to register during each assessment cycle in which components will be purchased and completed. To complete your registration, select "Register Now" on your candidate dashboard.

> ### Registration
>
> You must register and pay a $75 registration fee for each cycle in which you plan to purchase a component or MOC. Your registration can only be completed during the active registration window. **The registration fee is nonrefundable and nontransferable. Watch this video for step-by-step instructions on how to register.** Registration for the 2024-25 cycle is May 23, 2024 - February 28, 2025.
>
> You have not registered for the 2024-25 cycle. Click the "Register Now" button below to get started.
>
> [**Register Now**]

Step 4: Before you will be permitted to purchase a component, you will need to choose your certificate area. Select "Choose Certificate" in the left-hand navigation menu to access the list of available certificate areas. If you are unsure which certificate is appropriate for your specific teaching situation, please review [Choosing the Right Certificate](#). You can use the arrows to the right of each name to view available student developmental levels and paths/specialty areas. Click the green Save to my Home button to save the certificate area to your Candidate Dashboard.

If you've already chosen a certificate area, you may skip this step.

> | | Collapse All |
> | --- | --- |
> | **Art** | ⌄ |
> | **Career and Technical Education (CTE)** | ⌄ |
> | **English Language Arts** | ⌄ |
> | **English as a New Language (ENL)** | ⌄ |
> | **Exceptional Needs Specialist (ENS)** | ⌄ |
> | **Generalist** | ⌄ |
> | **Health Education** | ⌄ |
> | **Library Media** | ⌄ |
> | **Literacy: Reading-Language Arts** | ⌄ |

Step 5: Purchase a component using third-party funding. We have a few options available.

A. The National Board has simplified the component purchase process for candidates who receive full* funding from a third-party organization. You may now indicate that you are expecting funding for a component and when the organization designates the funding to your account, we will automatically complete the component purchase for you (instructions here). *Note: Candidates who receive partial funding will be required to complete the component purchase manually and pay the remaining balance.

Component Selected : ELA-AYA Component 2		Component Price	$475.00
		Amount Due	$475.00

☑ I am expecting funding for ELA-AYA Component 2

Submit

B. For those of you who have received full funding but do not wish to use the expecting funding automation, you can complete your component purchase using the instructions here.

C. For those of you who have received partial funding, you can complete your component purchase using the instructions here.

Expecting Funding Option

Use this option if you're expecting your Third-Party Payer to fully fund this component. Once your Third-Party Payer has designated funds for this component, we will automatically complete the component purchase for you.

1. Under the "Your Component Selections" section, click the name of the component you would like to purchase. Note: Candidates must complete (test/submit) components in the cycle in which they are purchased. Only purchase the components you plan to complete this cycle.

   Your Component Selections

   Art-Early Adolescence through Young Adulthood

   Component 1 - Full Exam
   Art-EAYA Component 1 →

   Component 2
   Art-EAYA Component 2 →

   Component 3
   Art-EAYA Component 3 →

   Component 4
   Art-EAYA Component 4 →

   For NBCTs completing Maintenance of Certification (MOC): Once you are eligible to complete MOC, there will be a button on your candidate dashboard, "Click here to register for MOC." Click on the button (pictured right).

   Art-Early Adolescence through Young Adulthood
   Credential #: | Dec 2022

   Maintenance of Certification

   If you have purchased MOC, no further action required.
   Click below to start MOC application.

   Click here to register for MOC

2. If a portfolio component is selected, you will need to sign an attestation. Scroll to the bottom of the page (pictured right) for the attestation signature.

   may receive fees from those to whom it grants access to the Submission(s) and Student Work. These uses may make my Submission(s) and the Student Work available for viewing by a broad range of individuals, educators, and students. The National Board's rights in Student Work are as authorized by the Release Forms.

   The National Board will not publicly connect my name with my Submissions. Although the National Board, or its designee, may use and make my Submission(s) available to others as discussed above, the National Board will not affirmatively connect my name, nor the last names of my students, with the Submission(s) and the Student Work. I understand, however, that those viewing the Submission(s) may be able to identify me or my students by recognizing me or them by sight or voice. Moreover, if one of the video participants addresses me or another student by name, or if I am wearing a name tag, the National Board will not redact the name before making use of the Submission(s).

   I acknowledge that I have read and agree to all terms and conditions in the Candidate Release Agreement.

   Sign here

   Agree   Disagree

3. Verify your Contact Information Verification details and select if you need testing accommodations.

4. You are now ready to pay! Click the "Checkout" button.

Request for Accommodations

The National Board is committed to serving candidates with disabilities by providing reasonable and appropriate a
approval by r
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Payment

You will be redirected to National Board Payment portal

🛒 Checkout

5. Check the "I am expecting funding…" box and click "Submit".

Component Selected : ELA-AYA Component 2 - Retake

Component Price	$475.00
Amount Due	$475.00

☑ I am expecting funding for ELA-AYA Component 2 - Retake

Submit

6. Your component is now awaiting funds from your Third-Party Payer. Once funds are received, your component purchase will be completed automatically. Note: Once the Third Party-Payer designation deadline has passed, if you have not been allocated funding you will need to self-pay by the registration deadline.

Cand0037 Portal V2 | Candidate ID 040

Thank you for confirming you are expecting funding for this component

Your purchase will be completed automatically when funding is received. You will receive an email confirmation v the purchase is complete.

Return to Dashboard / Purchase History

You will need to repeat these steps for each component and should only purchase the components you plan to complete during the assessment cycle.

Full Funding

Partial funding covers less than 100% of the cost of a component, while full funding covers 100% of the cost of the component.

1. Under the "Your Component Selections" section, click the name of the component you would like to purchase. Note: Candidates must complete (test/submit) components in the cycle in which they are purchased. Only purchase the components you plan to complete this cycle.

For NBCTs completing Maintenance of Certification (MOC): Once you are eligible to complete MOC, there will be a button on your candidate dashboard, "Click here to register for MOC." Click on the button (pictured right).

2. If a portfolio component is selected, you will need to sign an attestation. Scroll to the bottom of the page (pictured right) for the attestation signature.

3. Verify your Contact Information Verification details and select if you need testing accommodations.

Request for Accommodations

The National Board is committed to serving candidates with disabilities by providing reasonable and appropriate accommodations. Check first to determine if the accommodations you are requesting require pre-approval by reviewing the Request for Accommodations Form and Instructions. **Note:** Items on this list are considered minor comfort aids and do not require pre-approval.

Are you requesting accommodations for this purchase? *   Yes No

4. You are now ready to pay! Click the "Checkout" button.

Payment

You will be redirected to National Board Payment portal

🛒 Checkout

5. To complete your purchase using the available funding, Select "Complete Payment."

NATIONAL BOARD
for Professional Teaching Standards®

Back to Home

scrubbed_first_name scrubbed_last_name | Candidate ID 04006997

Purchase Screen : Full Funding

Component Selected	: SCI-AYA-Physics Component 2	Component Price	$475.00
Third Party Funding	: UPI		$475.00
		Amount Due	**$0.00**

If you'd like to decline third party funds, please contact Customer Support at **1-800-22TEACH (83224)**

Complete Payment

6. Your purchase is now complete. Do not refresh the screen while the payment confirmation loads.

You will need to repeat these steps for each component and should only purchase the components you plan to complete during the assessment cycle.

You can view important dates and deadlines here.

Partial Funding

Partial funding covers less than 100% of the cost of a component, while full funding covers 100% of the cost of the component.

1. Under the "Your Component Selections" section, click the name of the component you would like to purchase. Note: Candidates must complete (test/submit) components in the cycle in which they are purchased. Only purchase <u>the</u> components you plan to complete this cycle.

Your Component Selections

Art-Early Adolescence through Young Adulthood

Component 1 - Full Exam
Art-EAYA Component 1 ➜

Component 2
Art-EAYA Component 2 ➜

Component 3
Art-EAYA Component 3 ➜

Component 4
Art-EAYA Component 4 ➜

==**For NBCTs completing Maintenance of Certification (MOC):**== Once you are eligible to complete MOC, there will be a button on your candidate dashboard, "Click here to register for MOC." Click on the button (pictured right).

Art-Early Adolescence through Young Adulthood
Credential #: | Dec 2022

Maintenance of Certification

If you have purchased **MOC**, no further action required.
Click below to start MOC application.

Click here to register for MOC

2. If a portfolio component is selected, you will need to sign an attestation. Scroll to the bottom of the page (pictured right) for the attestation signature.

may receive fees from those to whom it grants access to the Submission(s) and Student Work. These uses may make my Submission(s) and the Student Work available for viewing by a broad range of individuals, educators, and students. The National Board's rights in Student Work are as authorized by the Release Forms.

The National Board will not publicly connect my name with my Submissions. Although the National Board, or its designee, may use and make my Submission(s) available to others as discussed above, the National Board will not affirmatively connect my name, nor the last names of my students, with the Submission(s) and the Student Work. I understand, however, that those viewing the Submission(s) may be able to identify me or my students by recognizing me or them by sight or voice. Moreover, if one of the video participants addresses me or another student by name, or if I am wearing a name tag, the National Board will not redact the name before making use of the Submission(s).

I acknowledge that I have read and agree to all terms and conditions in the Candidate Release Agreement.

Sign here

Agree   Disagree

3. Verify your Contact Information Verification details and select if you need [testing accommodations](#).

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for Professional Teaching Standards ®

4. You are now ready to pay! Click the "Checkout" button.

Request for Accommodations

The National Board is committed to serving candidates with disabilities by providing reasonable and appropriate accommodations. Check first to determine if the accommodations you are requesting require pre-approval...
consider...

Payment

You will be redirected to National Board Payment portal

🛒 Checkout

5. Click "Pay Now," agree to the terms and conditions, click "Enter Payment Details".

Purchase Screen : Partial Funding

Component Selected : Art-EAYA Component 4   Component Price $475.00
Third Party Funding : Erick Foundation $200.00

Amount Due $275.00

If you'd like to decline third party funds, please contact Customer Support at 1-800-22TEACH (83224)

Make Payment

◉ Pay Now

☐ I agree to the terms and conditions of payment

Enter my payment details

6. Confirm that you want to proceed with purchasing by selecting "Yes".

Purchase Screen : Partial Funding

Component Selected : Art-EAYA Component 4   Component Price $475.00
Third Party Funding : Er $200.00
                                                                                       $275.00

If you'd like to decline th

Make Payment

◉ Pay Now

☐ I agree to the terms and conditions of payment

Enter my payment details

Do you want to proceed with this purchase? ✕

Yes   No

7. Input your credit card details and click "Submit Payment." Note: The National Board's payment plan cannot be used to cover partial payments.

8. Your purchase is now complete. Do not refresh the screen while the payment confirmation loads.

You will need to repeat these steps for each component and should only purchase the components you plan to complete during the assessment cycle.

You can view important dates and deadlines [here](#).