

Table 1.1

Eligibility Prerequisites

In order to be eligible for National Board Certification, you must submit proof that you meet the education, employment, and licensure requirements described below. **All eligibility requirements must be met prior to submitting your application. Note that the initial fee and the application processing charge are nonrefundable. Candidates are strongly urged to call 1-800-22TEACHSM to clarify these rules prior to applying and making any payment. The rules for meeting eligibility for candidacy have been clarified, but teaching situations across the country vary widely and the rules may not address your particular circumstances.**

A Possess a baccalaureate degree from an accredited institution.

An accredited institution is defined as one that is authorized or accepted by a state as fulfilling the state's educational requirement for initial teaching licensure or school counseling licensure. A teacher or school counselor with a degree awarded by an institution outside the United States must submit proof that the degree is equivalent to a baccalaureate either by submitting transcripts to an organization that belongs to the National Association of Credential Evaluation Services ([see http://www.naces.org/members.htm](http://www.naces.org/members.htm)) or by submitting documentation to NBPTS confirming that the state in which you teach or serve as a school counselor has accepted the degree for licensure requirements.

B Have completed three years of successful teaching in one or more early childhood, elementary, middle, or secondary schools. Applicants for ECYA/School Counseling must have completed three years of successfully serving as a school counselor.

- The three years of employment experience must have been completed **prior to** submitting your application.
- The employment must have occurred in one or more facilities located within the United States or at an institution accredited by one of 11 agencies recognized by the U.S. Secretary of Education. Access <http://www.ed.gov/offices/OPE/accreditation/regionalagencies.html> for a list of these agencies. Candidates should check individual agency Web sites for the most current contact information.

The following activities do not count toward the teaching or counseling prerequisite:

- time spent in administrative positions
- student teaching or teaching internships (or student practica or school counseling internships)
- employment as a teacher's assistant
- employment under an intern or emergency teaching license

- teaching or school counseling done at the post-secondary level (e.g., community college or university/college). Teachers or counselors with students who are over the age of 18 years must be teaching at the pre-K through 12 level and in pre-K through 12 settings (e.g., vocational classes in a high school setting), not in a community college or university/college.

Teachers in administrative positions or those teaching in the adult learner community may pursue National Board Certification only if they are able to provide evidence of classroom teaching with pre-K through 12 students between the time NBPTS receives the application and the portfolio submission date.

Part-time or Substitute Teaching

Teachers who have taught part-time are eligible, provided that they have teaching employment that is the equivalent of three years of full-time teaching. Substitute teachers may count teaching time spent in long-term assignments toward the three years; substitute teaching that consisted of short-term or on-call assignments does not accrue toward the three years.

Part-time School Counseling

If you serve as a school counselor part time, you are eligible to be an ECYA/School Counseling candidate, provided your counseling employment is equivalent to three years of full-time counseling.

C Have held a valid state teaching license (or meet the licensure requirements established by your state for a "school counselor" and hold that valid license if you applied for the ECYA/School Counseling certificate) for each of the three years of employment you verify. Employment under intern or emergency licensure does not meet the licensure prerequisite.

Your state teaching or school counseling license must be unencumbered (e.g., not suspended or revoked) while employed as a teacher or school counselor. Teachers who are or were employed in a facility that requires a state-issued license must hold a valid license during their candidacy period.

If you applied for a certificate area other than ECYA/School Counseling and part or all of the employment you are verifying was served at a facility in which a state teaching license was not required (for example: private school, parochial school, school outside the United States, or early childhood facility) you will submit this information when verifying your eligibility.

Candidates for ECYA/School Counseling

Must have held a valid state school counseling license during the years of employment verified.