



Information about Withdrawing

To withdraw from National Board Certification®, *Take One!*®, or Certification Renewal, complete and mail the withdrawal form on the next page. Alternatively, as a National Board Certification candidate or *Take One!* participant, you can complete and submit the online withdrawal form accessible on *My Profile* (www.nbpts.org/myprofile).

Before you make a final decision to withdraw, please review these alternatives:

- **Bank Your Scores**

The National Board for Professional Teaching Standards® (NBPTS®) automatically banks individual entry and exercise scores for first-time candidates if you submit at least one scorable entry or exercise. As a first-time candidate, you have up to 24 subsequent, consecutive months from the date printed on the initial score report to retake entries and/or exercises

- that were not completed or
- for which a score was not received or
- for which the individual entry or exercise performance standard of 2.75 was not met

Detailed information regarding score banking and retake options is provided on the NBPTS Web site (www.nbpts.org).

- **Convert to *Take One!***

As a first-time candidate, you have the option of switching funds to participate in *Take One!* instead of forfeiting all or part of your nonrefundable fee.

- **Defer Your Entries and/or Exercises**

As a retake or renewal candidate or a *Take One!* participant, you can defer entries and/or exercises until the next assessment cycle.

For additional information regarding your options, consult the online *Guide to National Board Certification* (www.nbpts.org). If you have any questions concerning your options, please contact NBPTS at 1-800-22TEACH® (1-800-228-3224).

NBPTS Withdrawal Form

Effective 2012

If, after careful consideration, you decide that your particular circumstances eliminate any possibility of continuing your NBPTS program at this time, please note the following information:

- If you withdraw from any NBPTS program, you are withdrawing from that entire process for this year.
- Refunds will be processed in accordance with the NBPTS Refund Policy for your program.
- If a third-party payer provided any portion of your fee, contact them directly to notify them of your withdrawal and to reconcile any outstanding reimbursement issues. Provide a copy of this completed withdrawal form to your third-party payer.
- Additional information regarding withdrawal is provided in the online *Guide to National Board Certification* (www.nbpts.org). If you are unsure about NBPTS withdrawal procedures or whether you should sign this form, or if you have any questions concerning your options, please contact NBPTS at 1-800-22TEACH (1-800-228-3224).
- As with other National Board policies and procedures, the current policy concerning these options will be reviewed annually and is subject to change.

To withdraw, please complete, sign, and date this form, and submit it to:

NBPTS PROCESSING CENTER
11827 Tech Com, Suite 200
San Antonio, TX 78233

or fax your completed form to 1-888-811-3514.

Name (*print*): _____

Address: _____

City/State/ZIP: _____

Daytime Telephone: _____ **Evening Telephone:** _____

Candidate/Participant ID#: _____

Social Security Number (*last 4 digits only*): _____

Signature (*required to process request to withdraw*)

Date

I am withdrawing from (check one):

- National Board Certification *Take One!* National Board Certification Retake Certification Renewal

OPTIONAL: Check all boxes below that indicate your reason(s) for withdrawal (please provide an explanation if checking "Other"). You are not required to provide a reason for withdrawal; however, we would appreciate having this information.

- | | |
|--|---|
| <input type="checkbox"/> Personal or family illness | <input type="checkbox"/> Lack of support |
| <input type="checkbox"/> Personal change/crisis | <input type="checkbox"/> Financial concerns |
| <input type="checkbox"/> Change in teaching assignment | <input type="checkbox"/> Process too time consuming |
| <input type="checkbox"/> Other _____ | |

If you need additional space, please continue on a separate sheet of paper and attach it to this form.

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