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
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.”
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How to Update School Type to BIA

Step 1: Log in to your NBCMS profile.

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

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


Step 5: Update ‘School Type’ to reflect the desired designation – Public, Private, Catholic or Bureau of Indian Affairs (BIA) Schools.
Step 6: Click ‘Save’ in order for the designation to be reflected in your profile.
1. Log in to your account at www.boardcertifiedteachers.org/sign-in.

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.