

Fee Waiver Form

Fee Waiver Overview:

National Board scoring participants who have served for two consecutive years are eligible to receive a fee waiver of \$300 when applying to obtain or maintain National Board Certification.

Submittal Process:

1. Access the Fee Waiver Form (2nd and 3rd pages of this document).
2. Complete the top section of the fee waiver form with your information. This form may be completed electronically but must contain an original signature.
3. Submit the completed and signed fee waiver form to Pearson at scorenbpts@pearson.com. Once your previous employment with Pearson has been verified by a member of the Human Resources team, your completed form will be forwarded to the National Board for processing.

Qualification Requirements (the fine print):

- Fee waiver applicants must have served as National Board scoring participants for two consecutive years with Pearson.
- The scoring staff fee waiver can only be used once per candidate. Both National Board Certification (NBC) and Maintenance of Certification (MOC) candidates are eligible to use the fee waiver once.
- The scoring staff fee waiver form may be submitted **after** establishing a National Board account and receiving a candidate ID number.
- Fee waivers will not be honored after published payment deadlines. The final deadline to submit a fee waiver form for the current submission cycle is **February 16**. Any waivers submitted after this date are not eligible for processing. Note: Once forwarded to the National Board for processing, a fee waiver will be posted to a candidate's account within 7 business days. Candidates can click Payment Portal on the left-hand navigation to see their available waiver. Candidates are responsible for completing the component purchase process by the registration deadline. The fee waiver will not cover the full component/MOC fee, and all candidates must pay the balance due at the time of purchase using a credit card.
- The scoring staff fee waiver is available for use for **two scoring cycles**: the cycle that is open at the time scoring commences and the next immediate cycle. This enables eligible candidates to couple the fee waiver with state or local spring funding opportunities (where applicable). This also enables MOC candidates to use the fee waiver in the following year if they are not eligible for MOC when the waiver is submitted to Pearson.
- This program may be amended or changed at any time.

National Board for Professional Teaching Standards (National Board)
Fee Waiver Form

Qualification Requirements:

In order to be considered for the National Board scoring staff fee waiver of \$300, eligible candidates must have successfully served as a National Board Assessor, Supervisor, and/or Trainer for two consecutive years.

The scoring staff fee waiver can only be used once per applicant. Both National Board Certification (NBC) and Maintenance of Certification (MOC) candidates are eligible to use the fee waiver once.

The scoring staff fee waiver is available for use for **two scoring cycles**: the cycle that is open at the time scoring commences and the next immediate cycle. This enables eligible applicants to couple the fee waiver with state or local spring funding opportunities (where applicable). This also enables MOC candidates to use the fee waiver in the following year if they are not eligible for MOC when the waiver is submitted to Pearson.

Only submit this fee waiver form to Pearson for employment verification **after** establishing a National Board account and receiving a candidate ID number.

Fee waivers will not be honored after published payment deadlines. The final deadline to submit the fee waiver for the current submission cycle is **February 16**. Any waivers submitted after this date are not eligible for processing. Note: Once forwarded to the National Board for processing, a fee waiver will be posted to a candidate's account within 7 business days. Candidates can click Payment Portal on the left-hand navigation to see their available waiver. Candidates are responsible for completing the component purchase process by the registration deadline. The fee waiver will not cover the full component/MOC fee, and all candidates must pay the balance due at the time of purchase using a credit card.

Legal Name: _____

Candidate ID: _____

Home Address: _____

Phone Number: _____

Email Address: _____

Fee Waiver: **\$300**

Please specify which component the fee waiver will be used to purchase (funding cannot be applied to your account without a selection):

☐ Component 1 ☐ Component 2 ☐ Component 3 ☐ Component 4 ☐ MOC

By my signature, I hereby state that I have served as a National Board Assessor, Supervisor, or Trainer for two consecutive years with Pearson and meet the qualification requirements as stated above. I authorize Pearson to verify my employment as an National Board scoring participant.

Applicant Signature: _____

Date: _____

Employment Verification – Completed by Pearson and
National Board

Employment Verification: _____
Years Worked as a National Board Scoring Participant

Completed By: _____ Date: _____
Name of Pearson HR Representative Confirming Employment

Processed By: _____ Date: _____
Name of National Board Representative Processing Fee Waiver Form