

# ***Guide to Electronic Submission***

***Submitting your evidence of accomplished teaching using the ePortfolio system***

**NATIONAL BOARD**  

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*for Professional Teaching Standards®*

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## Key Features of Electronic Submission

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Whether you are seeking National Board Certification® or renewing an existing certificate, you will use the ePortfolio system to upload your submission(s) for evaluation. We encourage you to read this publication carefully and refer to the National Board website ([www.nbpts.org/national-board-certification/candidate-center](http://www.nbpts.org/national-board-certification/candidate-center)) for up-to-date information.

The ePortfolio system has built-in features to facilitate your online submission process, including

- online system tutorials to guide you through the process of uploading your submissions;
- tracking capabilities so that you can easily monitor your progress;
- temporary storing features to upload and remove draft documents and videos until they are ready for submission or until the submission deadline, whichever comes first;
- an automated process for transcoding most video files;
- a feature that allows you to label each file for a part that requires multiple files to be uploaded. ***NEW beginning in 2018!***

## Getting Started

The ePortfolio system will be available beginning April 1, 2018. To begin the online submission process using the ePortfolio system, you will

- obtain your voucher code(s) to access the system;
- register and enter your voucher code(s) to submit your material online.

View the online training videos available at [www.nbpts.org/national-board-certification/candidate-center/eportfolio-submission](http://www.nbpts.org/national-board-certification/candidate-center/eportfolio-submission) for step-by-step instructions to register your voucher codes, upload evidence, and submit your material.

**Important:** To develop your submission(s), refer to the Standards and portfolio instructions for your certificate area available at [www.nbpts.org/national-board-certification/candidate-center](http://www.nbpts.org/national-board-certification/candidate-center).

### Obtaining Your Voucher Code(s) to Access the ePortfolio System

When the submission window opens, voucher codes will be emailed to all National Board Certification and renewal candidates who have selected to submit a portfolio during the 2017-18 assessment cycle. These voucher codes are required in order to access the ePortfolio system. If you are a candidate and cannot locate the email with your voucher code(s), you can access your code(s) from your National Board account after April 1. Simply log in to your account and select the appropriate cycle year. Voucher code(s) are displayed on your home page.

**VOUCHER CODES ARE PORTFOLIO ENTRY SPECIFIC AND UNIQUE TO YOU.** Do not share them with anyone else.

**Important:** If you are a candidate, make sure your National Board account is up-to-date with your preferred email address. Be sure to add NBPTSReg@pearson.com to your safe sender list to ensure receipt of your voucher code(s) and other important notifications.

### Registering and Entering Your Voucher Code(s) to Submit Evidence Online

To register and begin using the ePortfolio system, follow this five-step process:

1. **Access** the ePortfolio page on the National Board website ([www.nbpts.org/national-board-certification/candidate-center/eportfolio-submission](http://www.nbpts.org/national-board-certification/candidate-center/eportfolio-submission)).
2. **Click** the link to the ePortfolio system.
3. **Click** "Register" in the top navigation of the ePortfolio website, then click "Register" under the appropriate heading:
  - first-time and returning candidates
  - renewal candidates
4. **Follow** the instructions to create an account. If you are a candidate, be sure to enter your name as it appears in your National Board account. If you registered and created an account in the ePortfolio system in a previous year, use your existing login credentials to sign in. Your username was your email address at the time. You may use the "Forgot Password?" feature to reset your password if necessary.

**Important:** Do not create an ePortfolio account using a shared email address. **Your email address must be unique to you and used only by you.**

5. **Enter** your voucher code(s) in the text box. The system will validate your code(s) and display the portfolio entries for which you are registered. **Note:** You will be able to submit evidence only for the components you have purchased.

## Agreements

In order to successfully register your voucher code(s), you will be required to read and agree to the terms for using the ePortfolio system. The text of these agreements will be made available to you on the National Board ePortfolio website when registration opens so that you may read the agreements prior to registering.

# Formatting, Uploading, and Submitting Materials

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## Formatting Your Evidence

Develop evidence using the Standards and portfolio instructions for your certificate area. Submit your material based on these key evidence types:

- **Forms.** Submit the required forms for each component:
  - Forms that require you to enter information about the evidence you are submitting. Complete these by typing into the designated areas on the form.
  - Forms that identify included evidence (for example, student responses and instructional materials). While you may not delete or alter any original text on the forms (including the header, footer, title, directions, and prompts), you can format the document so that the header and footer appear only on the form and not the evidence you attach (in Microsoft Word, insert a section break at the bottom of the form; then on the first evidence page, edit Header/Footer, unclick “Link to Previous,” and delete the header/footer); however, removing headers and footers from the evidence you submit is not required.

You may submit your forms as Microsoft Word, OpenOffice, or PDF files. If you scan forms as graphics files, you may insert them into word-processing files for submission.

- **Written commentaries.** Written commentaries and written reflections are composed using word processing software. When creating these files, you must follow the format specifications found in the portfolio instructions for your certificate area, including the font size, margin specifications, and maximum page length allowed. During the upload process, system transcoding may result in your commentary running onto an additional page. The material on the additional page will be evaluated as long as the source document you uploaded falls within the maximum page length allowance. Submit your work as Microsoft Word, OpenOffice, or PDF files.
- **Video recordings.** Video recordings of your classroom teaching will be uploaded directly into the ePortfolio system. Your video recordings must adhere to the format specifications outlined in the portfolio instructions for your certificate area and must be submitted as flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, or m4v files. If your video recordings consist of multiple segments, it is important that you submit only the segment(s) allowed for your portfolio entry.

The ePortfolio system has a 500 MB file size limit for each file that is uploaded. There is no limit on the number of megabytes (MB) uploaded for an entire portfolio. You must compress larger video files before submission. Video compression tools can help you easily reduce video file size without impacting the length of your video. Please follow the instructions for video compression found on the Help page of the ePortfolio system.

- **Other types of evidence.** There are other evidence types that require you to submit artifacts and evidence together with forms that provide additional detail. You may have gathered this evidence both in hardcopy and as electronic files. The evidence must be organized together with the appropriate forms and submitted as Microsoft Word, OpenOffice, or PDF files.

## File Naming Conventions

There is no required naming convention for the files you will upload to the ePortfolio system. We encourage you to use a naming convention that will help you easily identify and organize the various parts of your submission. **Note:** To avoid upload issues, file names should not include special characters.

Refer to the **Electronic Submission at a Glance** chart in the portfolio instructions for your certificate area for a list of the materials you will need to submit. Please note that you may be required to combine some materials into a single file for submission. Sample charts are provided at the end of this document.

## Uploading and Submitting Your Materials

It is important that you begin the upload process early. Uploading your materials may take multiple days to complete. Follow the steps below to upload and submit your materials:

1. **Access** the ePortfolio page on the National Board website ([www.nbpts.org/national-board-certification/candidate-center/eportfolio-submission](http://www.nbpts.org/national-board-certification/candidate-center/eportfolio-submission)).
2. **Click** the link to the ePortfolio system.
3. **Log in** to the ePortfolio system. The Portfolio Entry Summary page is displayed (see the sample screen shot below that will be displayed for a National Board Certification candidate submitting Component 2: AYA/English Language Arts).

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[Welcome First Name](#) | [My Account](#) | [Contact Us](#) | [Help](#) | [Sign Out](#)

Component 2: AYA/English Language Arts

1. **Read the submission guides.**  
[Guide to Electronic Submission](#)  
[Electronic Submission at a Glance](#)
2. **Upload your work.**  
 Complete all parts by uploading your files.
3. **Submit portfolio entry.**  
 When you have indicated that each part is ready to submit, submit your portfolio entry.  
[When should I submit?](#)

### Portfolio Entry Summary

Component 2: Differentiation in Instruction [Show Instructions](#) 0 of 4 Parts Ready to Submit

PARTS	STATUS	FILES
<a href="#">Start</a> Part A: Contextual Information Sheet(s)	Not Started	
<a href="#">Start</a> Part B: Written Commentary	Not Started	
<a href="#">Start</a> Part C: Student A Packet	Not Started	
<a href="#">Start</a> Part D: Student B Packet	Not Started	

[Submit Portfolio Entry](#)

[When should I submit?](#)

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4. **Click** "Start." You will be prompted to upload your electronic file(s).
5. **Click** "View" to review your evidence file(s) for accuracy. **It is important that you review your material in its entirety.**
6. **Mark** "Ready to Submit" when your evidence file for each part has been uploaded and reviewed. A progress bar for each submission will indicate when all the parts are complete.

7. **Click** “Submit Portfolio Entry” to submit your work for each portfolio entry for which you are registered. Once your work has been submitted for evaluation, your submission is final and you will only have read-only access to your file(s).

**Important:** The National Board will not audit or inventory your materials. **You are required to verify the accuracy of your materials prior to submission.**

## New Labeling Feature Beginning 2018

A new labeling feature will be available for use starting with the 2018 portfolio submission window. This feature will be available for only the following parts in ePortfolio for 2018:

- Component 2: EAYA/Music, Part E: Video Segments
- Component 2: EMC/Music, Part E: Video Segments
- Component 3: all certificate areas, Part C: Videos
- Component 3: all certificate areas, Part E: Written Commentary
- Component 4: all certificate areas, Part C: Generation and Use of Assessment Data

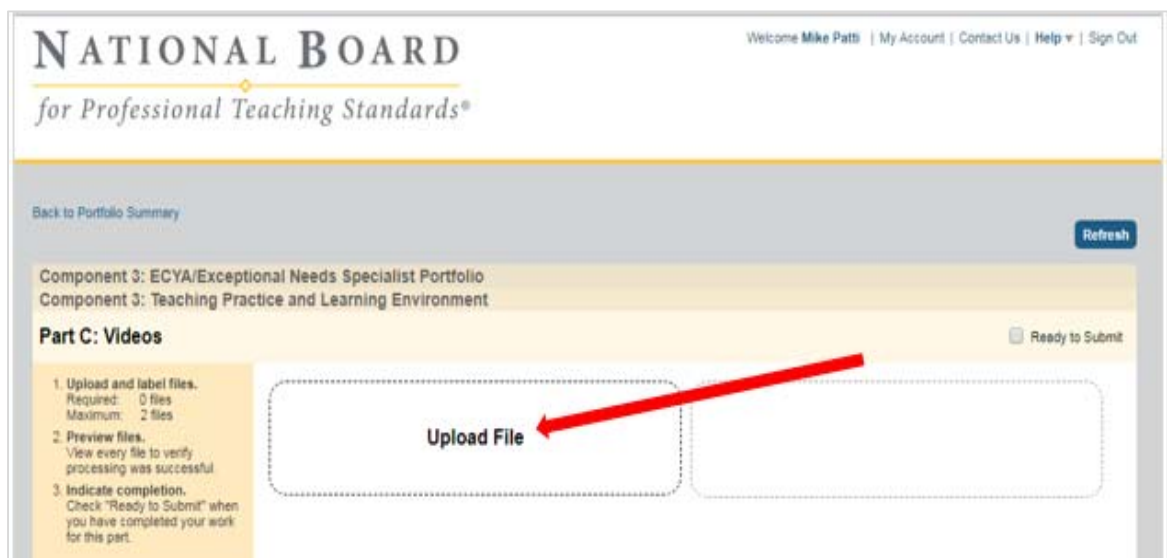
**Note:** The list of parts requiring labeling is subject to change in the future.

## Labeling Your Material

Each of the parts listed above requires multiple files to be uploaded. When you select a file to be uploaded for one of these parts, a “Select Label” box will display, which includes a dropdown menu. The labels available in the dropdown menu correspond to the required pieces of evidence for the part you are working on.

The sample screenshots below illustrate the steps for labeling files.

1. **Click** the “Upload File” button, and locate the file you wish to upload. Once you have selected a file to upload, a “Select Label” box will automatically display.





2. **Select** a label from the dropdown menu in the “Select Label” box, and **click** “Continue” to apply the label to your file.

**Select Label...**

**Step 1: Select Label...**

Please select labels for Teach\_Pract\_Learn\_Env.mp4

Videos

▼

Continue
Cancel Upload

**Select Label...**

**Step 1: Select Label...**

Please select labels for Teach\_Pract\_Learn\_Env.mp4

Videos

▼

Video Instructional Unit 1

Video Instructional Unit 2

**Select Label...**

**Step 1: Select Label...**

Please select labels for Teach\_Pract\_Learn\_Env.mp4

Videos

▼

Video Instructional Unit 1

Continue
Cancel Upload

**Note:** Each uploaded file must have a unique label assigned to it from the dropdown menu. If you select the same label for more than one file, the red error message **“Please fix file problems shown below”** will be displayed. To correct this, **click** “Duplicate label” under the name of the file with the wrong label assigned, and choose a different label from the dropdown menu in the “Select Label” box that will pop up.

Component 4: AYA/Science Portfolio

Component 4: Effective and Reflective Practitioner

**Part C: Generation and Use of Assessment Data** Ready to Submit

Please fix file problems shown below.

1. Upload and label files.  
Required: 0 files  
Maximum: 3 files
2. Preview files.  
View every file to verify processing was successful
3. Indicate completion.  
Check “Ready to Submit” when you have completed your work for this part.

**docx.docx**  
Instructional Context Change Label  
01/11/2018 10:38 AM CST | Duplicate label

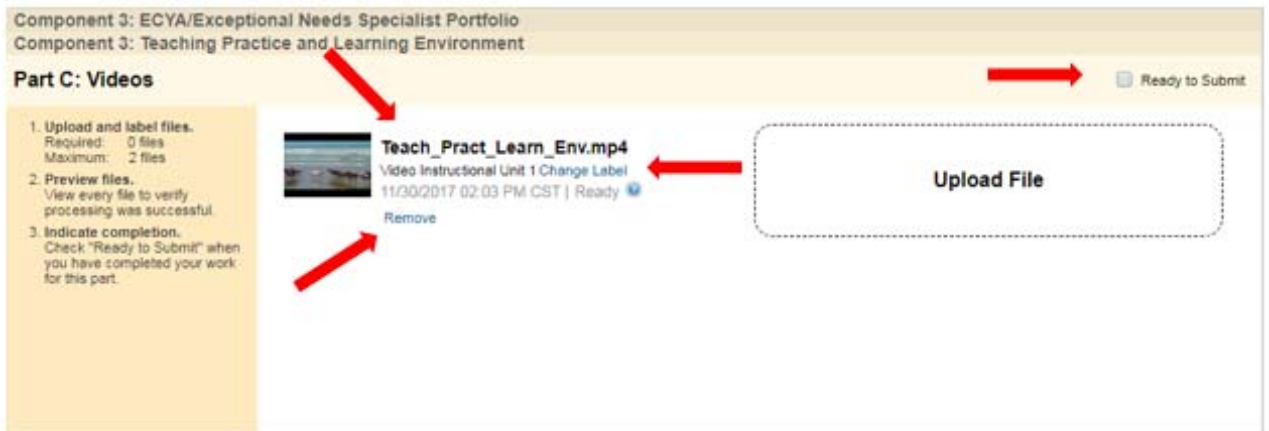
Remove

**pdf.pdf**  
Instructional Context Change Label  
01/11/2018 10:41 AM CST | Duplicate label

Remove

**Upload File**

3. Once you have successfully labeled and uploaded a file, you will be able to **review** your transcoded file, **change** the label you applied if needed, **remove** the file altogether, **upload and label** another file (if necessary), or **click** the “Ready to Submit” checkbox to move on to the submission process.



## Policy and Guidelines

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### Changing Certificate or Portfolio Entry Selections

If you are a first-time candidate, you may change your certificate area or portfolio entry selections through your National Board account.

**All changes must be made prior to the established deadline.** Refer to the *Guide to National Board Certification* for specific policy and instructions regarding certificate and portfolio entry changes. No changes can be made after the established deadline.

### Submission

You will receive an email confirmation for each portfolio entry submitted. Note that this is the only notification you will receive regarding the receipt of your portfolio entry; the National Board will **NOT** audit or inventory the contents of your submission. (You must verify the accuracy of your material prior to clicking the Submit Portfolio Entry button.) Once submitted, all materials become the property of the National Board. For this reason, you are encouraged to retain copies of your material.

If you identify an error after submitting a portfolio entry, an exception processing service is available for a fee of \$250 **per entry** that will allow you to resubmit material. This service will only be available for one week after the submission window closes **(until May 23, 2018)**. Candidates seeking this exception may be issued new voucher code(s) and all will be required to attest to their adherence to the submission deadline (May 16, 2018). For additional information, please contact Customer Support at 1-800-22TEACH®.

After the submission deadline, all uploaded materials (including incomplete entries) in the ePortfolio system will be submitted for evaluation as is.

## System Specifications

You will need access to a computer with the following minimum specifications:

Operating System	Browsers Supported	Internet Connection*	Additional Software Required
Windows 7 or later	Chrome (latest) Firefox (latest) Internet Explorer 11 or greater	High speed	Adobe® Flash® Player 10.1** or higher Adobe® Reader 10.1.3** or later Microsoft® Word™ 1997–2003 or later, or OpenOffice 3 or higher
Mac OS X v10.9 or later	Chrome (latest) Safari (latest) Firefox (latest)	High speed	Adobe® Flash® Player 10.1** or higher Adobe® Reader 10.1.3** or later Microsoft® Word™ 1997–2003 or later, or OpenOffice 3 or higher

\*The speed of uploading files to the ePortfolio system is dependent on the type of network, the size of the file, and the capacity of the network at upload time. Documents should upload and appear in the “Ready” state within 15 minutes; video files may take as long as one hour to upload and appear as “Ready.”

\*\*Adobe® Flash® Player and Reader are available free of charge at <http://get.adobe.com/flashplayer/> and <http://get.adobe.com/reader/>.

## Sample Electronic Submission at a Glance Charts

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The samples on the following pages illustrate electronic submission information for

- first-time and returning candidates;
- renewal candidates.

Obtain the chart specific to your assessment and certificate in your certificate-specific portfolio instructions for each component online at [www.nbpts.org/national-board-certification/candidate-center](http://www.nbpts.org/national-board-certification/candidate-center).

Renewal candidates use the chart located in the Profile of Professional Growth instructions online at [www.nbpts.org/national-board-certification/candidate-center/renewal-candidate-resources](http://www.nbpts.org/national-board-certification/candidate-center/renewal-candidate-resources).

## Sample Electronic Submission at a Glance for First-Time and Returning Candidates














Submit your evidence of accomplished teaching using the electronic portfolio management system (see the *Guide to Electronic Submission*). Use the following chart to determine how to group your evidence and submit it electronically. Forms are available as word-processing files that you can download from [www.nbpts.org/national-board-certification/candidate-center](http://www.nbpts.org/national-board-certification/candidate-center).

Adolescence and Young Adulthood/English Language Arts Component 2: Differentiation in Instruction				
What to Submit	Supported File Types	Number of Files to Submit	Response Length	Additional Information
Contextual Information Sheet(s) (form provided)	doc, docx, odt, or pdf	1	No more than 1 page	<ul style="list-style-type: none"> <li>Use 11-point Arial font</li> <li>Single space</li> </ul>
Written Commentary	doc, docx, odt, or pdf	1	No more than 13 pages	<ul style="list-style-type: none"> <li>Use 11-point Arial font</li> <li>Double space with 1" margins on all sides</li> </ul>
Student Packets (forms provided)	doc, docx, odt, or pdf	2	<p>No more than 20 pages combined for each packet—forms do not count in page totals</p> <p>Page totals for each piece of evidence within a packet:</p> <ul style="list-style-type: none"> <li>Assignments/Prompts: No more than 1 page each for a total of up to 4 pages maximum combined</li> <li>Student responses/writing samples: No more than 3 pages each for a total of up to 12 pages maximum combined</li> <li>Rubrics: No more than 1 page each for a total of up to 4 pages maximum combined</li> </ul>	<p>Submit 1 packet each for 2 students:</p> <ul style="list-style-type: none"> <li><b>Student A Packet</b> <ul style="list-style-type: none"> <li>Student Response Form with associated prompt, student response to print-based text, and rubric</li> <li>Student Response Form with associated prompt, student response to nonprint-based text, and rubric</li> <li>Student Writing Sample Form with associated prompt, writing sample #1, and rubric</li> <li>Student Writing Sample Form with associated prompt, writing sample #2, and rubric</li> </ul> </li> <li><b>Student B Packet</b> <ul style="list-style-type: none"> <li>Student Response Form with associated prompt, student response to print-based text, and rubric</li> <li>Student Response Form with associated prompt, student response to nonprint-based text, and rubric</li> <li>Student Writing Sample Form with associated prompt, writing sample #1, and rubric</li> <li>Student Writing Sample with associated prompt, writing sample #2, and rubric</li> </ul> </li> </ul>

A signed release form is required for each student whose work samples are included. These release forms are available as PDF downloads from [www.nbpts.org/national-board-certification/candidate-center](http://www.nbpts.org/national-board-certification/candidate-center). **Retain completed student release forms for your records; do not submit them with your evidence.**

## Sample Electronic Submission at a Glance for Renewal Candidates

Submit your evidence of accomplished teaching using the ePortfolio system (see the *Guide to Electronic Submission*). Use this chart to understand how to group your evidence and submit it electronically for the **Profile of Professional Growth** assessment.

Renewal: Submit 10 files	Retain for Your Records
<ul style="list-style-type: none"> <li> Component 1: Professional Context Sheet</li> <li> Component 1: PGEs 1–4 (12 pages max. combined) each with associated product samples (8 pages max. combined)</li> </ul>	<ul style="list-style-type: none"> <li>• Student Release Forms</li> <li>• Adult Release Forms</li> </ul>
<ul style="list-style-type: none"> <li> Component 2: Written Commentary (4 pages max.)</li> <li> Component 2: Classroom Layout Forms(s)</li> <li> Component 2: Video Recording Date Attestation Form (for videos not date-stamped)</li> <li> Component 2: Video recording (10 minutes max.)</li> </ul>	
<ul style="list-style-type: none"> <li> Component 3: Written Commentary (4 pages max.)</li> </ul> <p><b>Choose one of these options:</b></p> <p><b>Option 1</b></p> <ul style="list-style-type: none"> <li> Component 3: Video recording (6 minutes max.)</li> <li> Component 3: Classroom Layout Forms(s) for Video Recording</li> </ul> <p><b>Option 2</b></p> <ul style="list-style-type: none"> <li> Component 3: Learner Work Samples (8 pages max; translations do not count towards page totals.)</li> </ul>	
<ul style="list-style-type: none"> <li> Component 4: Written Reflection (3 pages max.)</li> </ul>	
<ul style="list-style-type: none"> <li> Document. Submit as doc, docx, odt, or pdf file.</li> </ul>	
<ul style="list-style-type: none"> <li> Video recording. Submit as flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, or m4v file.</li> </ul>	

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