

### **How to register for individual components:**

You can register for components by clicking on the “Purchase Component” tab in your NBCMS account and then following the prompts all the way through “Submit Order.” You will need to click submit order for each component you are registering for. After clicking to confirm your order submission, a payment screen will appear. If you are personally paying for your component, follow all of the necessary prompts. If you are waiting for a third party to pay (ie: the conditional loan, district, etc...) you can close out of the payment screen.

On the “Purchase Component” main page, the **STATUS** of any component that has been paid will show “Purchased.” Any component that has been fully registered but not yet paid will show “Submitted.” If it shows “Incomplete” in the status column the registration process for that component is not yet final.

Component Name	Price	Balance Due	Status	Action
C1: Content Knowledge Assessment	\$475.00	\$475.00	Submitted	Complete Payment
C2: Differentiation in Instruction - Retake	\$475.00		Not Purchased	Purchase
C3: Teaching Practice and Learning Env - Retake	\$475.00	\$475.00	Submitted	Complete Payment
C4: Effective and Reflective Practitioner	\$475.00		Not Purchased	Purchase

In the example above, C1 and C3 have been completely registered for but not paid. C2 and C4 have neither been registered for nor paid.

### **How to release your account information to 3<sup>rd</sup> parties:**

If you are a conditional loan recipient, OSPI needs to be able to access your account to verify your NBPTS status. If you have received a message from OSPI indicating they do not have access to view your account or that they need to verify your NBPTS registration/payment status, the easiest way to remedy this is to log in to your NBCMS account and allow third parties (only OSPI and WEA) to view your account status. NBPTS does not sell your information to other entities. You can do this by clicking on the "Service Requests" tab > "Update Your Agreement" > scroll down to third party access and change your response to yes.

If you do not wish to allow third parties access to your account that is perfectly fine. However, you will need you to send OSPI a screenshot of your account overview page (it shows 'purchased' next to one of your components and 'submitted' next to at least one additional component) as well as your candidate ID number.

**How to verify that OSPI is ready to make my conditional loan payment:**

OSPI makes conditional loan payments directly to NBPTS on behalf of a candidate once they candidate has done the following:

1. Submitted an ORIGINAL, SIGNED promissory note to OSPI. This means it needs to be downloaded, printed, fully completed, signed and mailed to OSPI. The OSPI mailing address is:  
National Board Program  
PO Box 47200  
Olympia, WA 98504-7200
2. Registered with NBPTS (via NBCMS) and paid the annual \$75 registration fee (make sure you have released your NBCMS account information to third parties).
3. Purchased your first component out of pocket (\$475).
4. Registered for at least a second component
5. Registered with an [OSPI approved cohort](#). Cohort leads send their cohort participant lists directly to OSPI but it is always good to check directly with them to make sure your name was included. If for some reason OSPI does not have verification that you are part of a cohort, please email them with the name of the group you are participating with and they will verify directly with the cohort lead.