

## **ABC's of Electronic Submission**

**Acceptable File Formats** – To prepare for uploading material, save your work as Microsoft Word, Open Office, or PDF files. Save videos as flv, asf, qt, mov, mpg, mpeg, avi, wmv, mp4, or m4v files.

**Browsers** – To access the ePortfolio system, you'll need to use one of the following supported browsers: Internet Explorer 11 or greater, Safari 9 or greater, or the latest version of Firefox or Chrome.

**Voucher Codes** – You'll need a voucher code(s) to use the ePortfolio system. We'll email you your code(s) on **April 1<sup>st</sup>**. If you can't find your voucher email, get your code(s) from your National Board [account](#) by selecting your 2016-17 registration (on the upper right).

**Deadline** – Mark your calendar! National Board Certification and Renewal candidates, the deadline to submit is **May 17<sup>th</sup> at 11:59 PM CT**.

**ePortfolio System** – To begin using the ePortfolio system:

1. Go to [www.boardcertifiedteachers.org/eportfolio](http://www.boardcertifiedteachers.org/eportfolio) and click the link to the ePortfolio system
2. Click "Register" and follow the instructions to create an account
3. Enter your voucher code(s)

**FAQs** – Review the [ePortfolio FAQs](#) for answers to the most commonly asked assembly and upload questions.

[Guide to Electronic Submission](#) - Submitting your evidence of accomplished teaching is easy, fast, and secure! Read this guide for step-by-step instructions on how to do it.

**Help Documents** – There are a number of resources available at [www.boardcertifiedteachers.org/eportfolio](http://www.boardcertifiedteachers.org/eportfolio) to help guide you in formatting your material (including your videos).

**Instructions** – To develop your submission(s), refer to the Standards and portfolio instructions for your certificate area at [www.boardcertifiedteachers.org/for-candidates](http://www.boardcertifiedteachers.org/for-candidates).

**JPG Files** – Graphic files are not accepted file formats. Insert JPG files into a word processing document for submission. Read [Scanning and Submitting your Hardcopy Evidence](#) for tips.

**Key Words** – Processing, In Progress and Ready: Watch our online [video tutorials](#) to find out what these and other key words mean.

**Labeling Your Files** – Use a naming convention that will help you easily identify and organize the various parts of your entry. To avoid upload issues, file names should not include special characters.

**Managing Your Time**– While the deadline may seem far away, don't wait! Uploading your materials may take several days to complete.

**Network Speed** – You'll need to upload your material using a network with a speed higher than 1.5 megabits per second. Review [Troubleshooting Tips for the ePortfolio System](#) for instructions on how to test your network speed.

**Organizing Your Work** – Review the Submission at a Glance Chart in your portfolio instructions for detailed instruction on what to submit. (Renewal candidates should refer to the version in the Profile of Professional Growth instructions).

**PDF Files** – As you prepare your material you may need to combine individual PDF documents into a single PDF. Review [Tips for Submitting Your Evidence as PDF Files](#) for instructions.

**Questions** – We're here for you! Call 1-800-22TEACH for help with uploading and submitting your material. Need help with the portfolio instructions? [Email our content experts](#).

**Reviewing Your Material** – When you finish uploading your material, go back and check your work. The National Board will not audit or inventory your submission – it's your responsibility to make sure your files are correct.

**Submitting Your Material** – To submit your material, first mark each part of your portfolio "Ready to Submit" and then click the "Submit Portfolio Entry" button for each entry.

**Tips and Tutorials** – For tips and tutorials on registering, uploading, and submitting your portfolio, go to [www.boardcertifiedteachers.org/eportfolio](http://www.boardcertifiedteachers.org/eportfolio) and scroll to the bottom of the page.

**Uploaded But Not Submitted** – If you upload materials but don't submit, we'll submit everything for you (including incomplete entries) after the submission deadline.

**Verifying Your Submission** – After you submit your entries you'll see a confirmation on your Portfolio Entry Summary page. You can print this page for your records.

**What to do about errors** – If you find an error after submitting your portfolio, an exception processing service is available. Review the [Guide to Electronic Submission](#) for more information.

**EXpect Confirmation** – You'll receive an email confirmation for each portfolio entry submitted; this is the only notification you will receive regarding your submission.

**Your Results** – We will release scores for National Board Certification candidates on or before December 31. Renewal candidates will receive results by November.

**AmaZing Job!** – Learn more about the National Board Certification process at [www.boardcertifiedteachers.org](http://www.boardcertifiedteachers.org).