

## Guide to Electronic Submission

Whether you are pursuing National Board Certification or Maintenance of Certification (MOC) you will upload your material for evaluation directly through your National Board account. This document will provide step-by-step instructions for uploading and submitting your material. Visit our [ePortfolio Submission page](#) for additional resources to help you format, organize, and submit your material.

### Formatting your Material

All written material must be submitted as **PDF** and videos must be submitted as **MP4**. Each file has a **500MB** size limit. Visit our [ePortfolio Submission page](#) for access to resources which will help you convert your material to the appropriate file type and size. Refer to the Submission at a Glance chart located in your component instructions to ensure your files are organized correctly for submission.

### File Naming Conventions

There is no required naming convention for the files you will upload. When naming your files, consider using a naming convention that will help you easily identify and organize the various parts of your entry. File names should consist of alphanumeric characters only; please do not use special characters such as !, @, #. Do not use your name in your file name.

### Uploading and Submitting your Material

1. [Log into your National Board account](#).
2. Click the “Complete your ePortfolio Submission” button on your candidate dashboard to get started.



3. Click “Choose files” to begin uploading your electronic file for each part.” You will be prompted to upload your electronic file(s). Note: If you have multiple files for a part, you may need to combine your documents for submission. **Only PDF and MP4 files will be accepted.**

**PART A: Contextual Information Sheet(s)** Choose files

**PART B: Written Commentary** Choose files

**PART C: Description/Set of Directions for Student Work Samples** Choose files

4. Once your file is uploaded, click the document link to review your evidence file(s) for accuracy. Click the red “x” if you need to delete a file. You must verify the accuracy, completeness, and playability of your material prior to submission.

**PART A: Contextual Information Sheet(s)** [Contextual Information Sheet.pdf](#) ✘

**PART B: Written Commentary** Choose files

**PART C: Description/Set of Directions for Student Work Samples** Choose files

5. Check the box labeled “I am ready to submit my portfolio for scoring...” when your evidence file for all parts have been uploaded and reviewed.
6. Click “Submit Final Portfolio” to submit your work. Once your work has been submitted for evaluation, your submission is final. **You will not be able to view or make changes to your files. Note:** If you leave files in the system and do not click the submit button, they will automatically be submitted for you at the close of the submission window.

## Ready to Submit Portfolio

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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 button. Once submitted, all materials become the property of the National Board. For this reason, you are encouraged to retain copies of your material.

I am ready to submit my portfolio for scoring and understand that my submission will be final. I won't be able to make changes to my portfolio once it's been submitted.

Submit Final Portfolio

7. When your submission is complete, you will see confirmation of the submission on your candidate dashboard; use your browser's print function to print a copy for your records.

### School Counseling-ECYA Component 2

**Congratulations! You have submitted your portfolio for scoring. Your portfolio is now final and cannot be changed. Scoring will take place over the next several months. You will be notified via email about when and how to check your scores.**

### ePortfolio Submission Policies

**The National Board will NOT audit or inventory the contents of your submission.** You must verify the accuracy, completeness, and playability of your material prior to clicking the Submit button. Once submitted, all material becomes 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 component, an exception processing service is available for a fee of \$125 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 25, 2022). Candidates seeking this exception will be required to attest to their adherence to the submission deadline (May 18, 2022). For additional information, please contact Customer Support at 1-800-22TEACH.

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