

## Third-Party Payer Funding FAQs for Candidates

### How is this process different this year?

The process for applying third-party payer funds is automated this year. Once third-party payer funds are received and processed, the funds will be available for you to use to pay for components during Checkout.

### Has the account creation, registration or component selection process changed?

No, those processes have not changed. Note: If you are a returning candidate, log into your existing account to complete your purchases – do not create a new account.

## Purchasing a Component

### Where and when can I sign up for a component using third-party payer funding?

You will purchase components directly from your National Board account. If you do not have a National Board account, you can [create one now](#). Note: If you are a returning candidate, log into your existing account to complete your purchases – do not create a new account.

You may register and purchase components between now and the registration deadline. **Review all important dates and deadlines [here](#).**

### Are there any prerequisites to purchasing a component with third-party payer funds?

Yes.

1. You need to have an account in the National Board Candidate Management System. You can create an account [here](#), if needed.
2. You must complete the registration process - pay a \$75 registration fee and complete the Candidate Registration Agreement located on the Certification Dashboard of your National Board account.  
**Your registration is not complete until you complete both steps.**
3. Payment from the organization providing your third-party payer funds must be received and processed.

### How do I purchase a component using third-party payer funds?

See [here](#) for a walkthrough on purchasing a component using third-party payer funds.

## Available Funding

### How can I see what third-party payer funding is available to me?

Every component that you have third-party payer funding for will be listed under “Available Funding.” You can access this from the “Payment Portal” link in the left-hand menu. **This section will only display if there are funds available for you to use.** If you do not see this section, third-party payer funding is not available at this time. Check back at a later date. **You can also check with your third-party payer to see if and when they will be funding a particular component.** Note: it takes 7-10 business days from receipt by our office of third-party payer funding to be made available for use in your account.

## PURCHASES

🕒 Historic Payments

💰 My Purchases

📄 Payment Portal

**NATIONAL BOARD**  
for Professional Teaching Standards®

Log Out

scrubbed\_first\_name scrubbed\_last\_name | Candidate ID dinesh

Available Third Party Funds		
Component	Third Party Funder	Funds Available
Component 1	Miami Dade County Public Schools	\$200.00
Component 4	Miami Dade County Public Schools	\$475.00
Maintenance Of Certification	Miami Dade County Public Schools	\$475.00

[Return to your dashboard to purchase these components](#)

### **I still don't see funding in my account and I've checked multiple times. Why is that?**

Third-party payers have until the registration deadline to submit funding. **Check with your third-party payer to see if and when they will be funding a particular component.** Note: it takes 7-10 business days from receipt by our office for third-party payer funding to be made available for use in your account.

### **Third-party payer funding is not available for the component I wish to complete. How do I change this?**

Third-party payers designate which components they will fund and any changes to the allocations must come directly from them. Please reach out to your third-party payer and ask them to submit a change request for you in using the [National Board Third-Party Payer web form](#).

### **Can I choose *not to* apply third-party payer funding to my component purchase?**

Yes. Please contact [Customer Support](#) before completing your purchase if you do not want to use the third-party payer funds available to you so that we can remove them from your account. You will not be able to complete your purchase until this process is complete

### **Once I complete the checkout process, are there any other steps to take?**

No, once you complete the checkout process, your account will be updated.

### **My third-party payer is providing funding for multiple components, can I purchase multiple components in one transaction?**

No, each component must be purchased individually, in separate transactions. Note: Candidates must complete (test/submit) components in the cycle in which they are purchased. Only purchase the components you plan to complete this cycle. **Review all important dates and deadlines [here](#).**

### **Will I be able to apply third-party payer funding on the day of the registration and payment deadline?**

Yes, you can apply third-party payer funding on the last day of the registration deadline. **Review all important dates and deadlines [here](#).**

### **I know that I will receive funding for a component, can I purchase that component before I receive the third-party payer funds?**

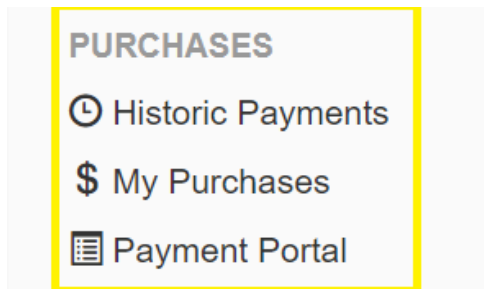
Yes, if third-party payer funds are received at a later date, we will automatically apply them and refund you the difference. No action is needed from you.

## Past Purchases

### Where can I access my payment history and details?

You can access your payment history and details from your National Board account.

- For purchases made during the 2022-23 cycle, select “Payment Portal” from the left-hand navigation menu.
- For purchases made between April 9, 2021, and May 22, 2022, select “My Purchases” from the left-hand navigation menu.
- For purchases made prior to April 2, 2021, select “Historic Payments” from the left-hand navigation menu.



## Partial Funding and Payments

### What is partial funding?

Partial funding covers less than 100% of the cost of a component, while full funding covers 100% of the cost of the component.

**What happens if I only receive partial funding – will I still be able to checkout?** Yes, if you receive funding from a third-party payer that is less than the full amount of the component, you will need to utilize the third-party payer funding and pay the remaining balance using a credit card in a *single* transaction. You **cannot** submit a partial payment or use the payment plan option in conjunction with partial third-party payer funding.

### What methods of payment are accepted for partial payments?

All payments must be made using a Visa or Mastercard credit or debit card.

### I'm expecting funding from a third-party payer for one or more of my components; can I use the payment plan to pay for my remaining components?

Yes, you can set up a payment plan for the components that are not being funded by a third-party payer. See [here](#) for more information about Payment Plan. You do not need to wait to sign up for the remaining components that are not being funded by a third-party payer.

## Withdrawing a Component

### If I choose to withdraw from the certification process, will I receive a refund of payments that I made?

If you withdraw by the withdrawal deadline, you will be eligible for a refund of any component fees paid and any third-party payer funding received will be refunded to that organization. The registration fee and service charges are nonrefundable. Withdrawals completed after the withdrawal deadline are not eligible for a refund. **Review all important dates and deadlines [here](#).**