

Candidacy Checklist

Create an account with NBPTS (NBCMS)	www.nbpts.org	Summer – February 28 th . *Loan recipients: No later than December 30 th
Attend WEA Jump Start *optional	www.washingtonea.org	Summer (as available)
Apply for an OSPI Conditional Loan *optional	www.k12.wa.us	June – October
Join an OSPI approved cohort *optional. Required for loan recipients	www.k12.wa.us	June – October *based on availability
Register Component 1	www.nbpts.org	No later than February 28 th *Loan recipients: No later than December 30 th
Purchase Component 1	www.nbpts.org	
Register Component 2	www.nbpts.org	
Purchase Component 2	www.nbpts.org	
Register Component 3	www.nbpts.org	
Purchase Component 3	www.nbpts.org	
Register Component 4	www.nbpts.org	
Purchase Component 4	www.nbpts.org	
See what resources are available in your district	www.k12.wa.us	

Important Dates

NBPTS Registration Window	April – February 28 th
Conditional Loan Application	June – October
Pay Cohort Registration Fee	Per cohort timeline
Annual Registration fee (\$75) – must be paid yearly	February 28 th *Loan recipients: No later than December 30 th
Purchase Component 1	No later than February 28 th *Loan recipients: No later than December 30 th
Purchase Component 2	
Purchase Component 3	
Purchase Component 4	
Withdrawal deadline (for refund and for it not to count toward a year of candidacy/attempt of submission)	February 28 th
ePortfolio submission window	April – May
Component 1: Content Knowledge Testing Window	March – June
Score Release	On or before December 31 st

Conditional Loan Checklist

	Create an account with NBPTS (NBCMS)	www.nbpts.org	Summer – February 28 th . *Loan recipients: No later than December 30 th
	Attend WEA Jump Start *optional	www.washingtonea.org	Summer (as available)
	Apply for an OSPI Conditional Loan	www.k12.wa.us	June – October
	Join an OSPI approved cohort	www.k12.wa.us	June – October *based on availability
	Register for first component	www.nbpts.org	No later than February 28 th *Loan recipients: No later than December 30 th
	Register for any additional components you are pursuing during a given year	www.nbpts.org	
	Purchase one component out of pocket	www.nbpts.org	
	Return original signed promissory notes to OSPI	PO Box 47200 Olympia, WA 98504-7200	No later than November 30 th
	Ensure OSPI has access to your NBCMS account >Service Requests Tab >Update Your Agreement	www.nbpts.org	No later than December 30 th