

NATIONAL BOARD

for Professional Teaching Standards®

Dear ,

We're writing to remind you to schedule your assessment center testing appointment. **The testing window closes on June 15, 2018.** Testing centers fill up fast so schedule your appointment now to reserve the date and time that works best for you!

Before scheduling your appointment, take a moment to verify that the first and last names appearing in your National Board [account](#) match the first and last name on the government-issued, photo ID you plan to take with you to the assessment center (your middle name and address do not have to match). If you need to change the name in your account, send a request using the [National Board web form](#) on the National Board's Contact Us page.

You can **schedule your testing appointment** online at the Pearson VUE [website](#) or by telephone through Pearson VUE Customer Service at 1-888-288-3028. When scheduling, include two leading zeroes before your 8-digit National Board ID number. For example, if your ID is 01234567, you will need to use 0001234567.

Candidates requesting accommodations under the Americans with Disabilities Act: You must submit your request using the [Request for Testing Accommodations Form](#). All requests for accommodations must be submitted and approved before you will be permitted to schedule an appointment.

Prepare for your testing appointment by visiting the [Assessment Center Testing](#) page of our website. There you will find links to:

- Policies and guidelines governing assessment center testing
- Certificate-specific instructions and descriptions of the exercises
- Tutorials

Best regards,

National Board Customer Support
[Contact Us](#)