

**INSTRUCTIONS: PLEASE READ CAREFULLY**

1. Create your account at [www.americanboard.org](http://www.americanboard.org) under free trial before submitting this form if you have not done so already – DO NOT enter your credit card information online, or you WILL be charged the full certification amount and will be ineligible for transfer to the installment plan. If you require assistance, please call (877) 669-2228.
2. Print form and complete all information clearly in blue or black ink. Illegible contracts will not be processed for enrollment.
3. Email form to [Info@americanboard.org](mailto:Info@americanboard.org), or fax to 301-576-3825. You can also mail form to American Board, c/o Enrollment Services, 3905 National Drive, Suite 330, Burtonsville, Maryland 20866.

**1. Candidate Information**

Date: / /		Username (email address):	
First Name:		Last Name:	Middle Initial:
Street Address:			
City:		State:	
Country (if other than US):		ZIP:	
Daytime Telephone:		Other Telephone:	
Date of Birth: / /			

**2. Enrollment Selections: Please choose one; you will also receive Professional Teaching Knowledge. Please confirm your desired subject and grade range is available for certification in your state at [www.americanboard.org](http://www.americanboard.org).**

- Biology
  Mathematics  
 English Language Arts
  Special Education

**3. Payment**

<b>Enrollment Costs (\$3050 Enrollment Fee + \$160 Installment Plan Fee)</b>	<b>\$3210.00</b>
<b>Installment Plan Discount</b>	<b>- \$330.00</b>
<b>Program Total</b>	<b>\$2880.00</b>
<b>First Installment (1/9 of Program Total, charged upon receipt of this form)</b>	<b>\$320.00</b>
<b>Balance Due: Eight more equal installments of \$320.00 will be charged to your credit or debit card in the eight months following your enrollment month on the 15<sup>th</sup> of the month.</b>	<b>\$2560.00</b>

Name on Credit Card:	Card Number:	CID #: <small>(Last three digits on back of card)</small>	Exp. Date: / Month / Year
Billing Address (If different from above address) Street: City, State, ZIP: Country (If other than US):		Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover	

#### 4. American Board Terms and Policies:

##### **Terms of Enrollment**

American Board Certification program enrollment and Reading Certification term is one year. Extension of the program is available at the end of this term for an additional fee. **Fees for the following are not covered by the installment payment plan: Retakes, Extensions, Preparation Materials, Subject Area Changes, or Additional Subject Area Certification.**

By submitting this application, you are certifying that the following statements are true:

- I have earned a Bachelor's degree or higher or will earn a bachelor's degree in the next 6 months
- I have never been convicted of any felony, misdemeanor, or military offense
- There are no felony (or similar) criminal charges pending against me
- I have never had a teaching credential, license, or permit suspended, revoked, or voided due to misconduct
- I fully understand and will comply with the regulations set forth in the [candidate handbook](#)

American Board requires that all certification candidates submit to a criminal background check and provide official college or university transcripts. Candidates who received their degree outside the United States agree to have a course by course evaluation performed to obtain a statement of equivalency.

Please direct background or teaching credential questions to our certification counselors by calling 1-877-669-2228. For unique circumstances, American Board may run your background check prior to enrollment to ensure you are eligible.

**Submitting false information or omitting pertinent or material information in connection with your application is grounds for certification revocation or denial.**

##### **Notice of Cancellation Policy**

American Board understands that a candidate may later decide not to pursue teacher certification. However, because we begin to incur costs as soon as it received the application, we have adopted the following policy regarding cancellation of enrollment:

- If a candidate chooses to cancel the program after being enrolled their first seven days, cancellation under this installment plan results in the forfeiture of all payments made. The candidate will be responsible for the balance of their program.
- A refund authorization form must be received and approved by Candidate services within first seven days of enrollment for reimbursement of first installment, and cancellation of program. Inquiries regarding cancellation can be answered by our Candidate Services Team at 866-445-5258.
- There are no extenuating circumstances which will result in an exception to these policies.
- The standard Refund Policy is not applicable to Installment Plan participants; by agreeing to this contract, candidates are responsible for the entire balance of this program.
- If a candidate has defaulted on an installment plan, a candidate can be re-instated only if they re-enroll and pay in full at the prevailing price.

Once purchased, no material products (such as CDs, books, and/or DVDs) purchased directly from the American Board can be returned. If a product is defective or not functioning properly, the user may request a new copy by contacting the American Board ([info@americanboard.org](mailto:info@americanboard.org)).

##### **Payment Failure and Auto-Cancellation**

If any payment, including the initial one, is unsuccessful, the American Board will contact the candidate by telephone and email the same day to report unsuccessful payment and ask for an alternate credit card for payment. An Alternate Payment Authorization Form can be sent by e-mail or fax to authorize the alternate payment form. This form must be returned via facsimile within three business days and the new payment form successfully processed to continue enrollment.

Payments processed later than the enrollment date (for initial payment month), the 15th (fifteenth) of a payment month (non-initial), or the business day following the 15th (fifteenth) of a payment month in the case of that day falling on a Saturday, Sunday, or federal holiday (non-initial) are subject to a late payment fee of \$25.00 per late payment.

If no alternate credit card payment method is available or the alternate payment form proves unsuccessful, an enrollment will immediately be cancelled. A cancellation notification letter will be sent a by e-mail and standard mail. Auto-cancellation will result in the forfeiture of all funds received up to the point of non-payment.

#### 5. Attestation

I hereby certify under penalty of perjury that all information submitted in this application and attachment is true and complete. I am aware that submitting false information or omitting pertinent material information in connection with this application is grounds for denial of American Board certification, and may subject me to civil or criminal penalties.

By signing below, I accept the above outlined American Board policies. I understand that receipt of this form authorizes an immediate initial charge of the credit card and additional monthly remits by the same payment method as outlined in the payment section.

Debit/Check Cards (VS/MC Affiliated Only)

I understand that, regardless of availability of funds, my financial institution may automatically decline my debit or check card payment if the transaction amount is above my account's daily limit. To ensure continuous access to my account, I will coordinate a pre-arranged and timely method of processing my enrollment fee installments with my financial institution.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Printed Name:** \_\_\_\_\_

**If cardholder is person other than the applicant:**

Cardholder's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name: \_\_\_\_\_

## Installment Plan FAQ's

### **How do I initiate my enrollment via installment?**

**Do not enter your credit card information in our store.** You will need to create an American Board account before we are able to enroll you in the installment plan, but be sure to stop when payment is requested. Carefully follow the instructions at the top of the Installment Payment Contract. Once your contract is received by American Board, our Sales team will enroll you and reach out via email. Initial payment is processed the same date as the enrollment is initiated. **If you have remaining questions about the certification program, you should contact our Enrollment Services Center at 877-669-2228, before submitting your Installment Payment Contract.**

### **Can I pay by check?**

We do not accept check payments to initiate the installment plan. If you wish to pay by check after your initial payment date, your check payment must reach American Board at least five business days prior to your scheduled payment date, allowing for processing time before that payment date. If a check is not received with sufficient time before the payment date, the payment card on file will be charged. Checks must be sent with a note containing the name you registered under and your username for our system to the Installment Plan contact listed below.

### **How much and how often will I be charged for the installment plan?**

The initial installment payment will be processed the day your form is received. **Future installment payments are processed on the fifteenth (15<sup>th</sup>) of the following months. We are NOT able to offer alternate payment schedules for any reason.**

### **I expect to have difficulty making an upcoming payment, or need to update my card and/or billing information. What can I do to remain in the program?**

We have only one installment payment schedule, and are not able to offer alternate payment schedules for any reason. If you find yourself expecting trouble with payment processing with your account on file with American Board, and approaching mid-month, please contact us at least **three full business days** in advance of the payment due date at [Finance@abcte.org](mailto:Finance@abcte.org), and we may be able to extend your payment date, or update payment information on file. For updating card information, we require a completed and signed Alternate Payment Form to be received three days prior to the 15<sup>th</sup> of the month. No payment extensions are available beyond the payment month. There is a fee of \$25.00 associated with any single payment extension granted.

The American Board does not guarantee that all requested payment extensions will be granted. Extensions are granted based in part on a positive and timely payment history on the Installment Payment Plan account. If American Board feels that the option to request payment extension is being abused on an account in order to change monthly payment dates, we may deny the extension. The American Board also recommends that any granted extension not exceed the business day before the last business day of the month, leaving time to contact you and secure alternate payment if a payment failure occurs rather than risking program cancellation.

### **What happens if my payment fails?**

If either your initial payment upon enrollment processing or your scheduled monthly payment is unsuccessful, we will attempt to contact you by telephone or e-mail using the contact information on your Installment Payment Contract. **All payments collected later than the enrollment initiation or the monthly payment date will require an additional \$25.00 late payment fee. Per the contract, you will have three business days after the payment date to either secure funds in the payment card account on file with American Board or to complete and submit an Alternate Payment Form.**

If we do not receive a response from you, or do not receive payment, or negotiate a payment extension within those three business days, your American Board teaching certification account will be cancelled for non-payment. Cancellation notifications are communicated by both e-mail and postal mail per the contact information in your Installment Payment Contract. **Upon cancellation, accounts cannot be reinstated and all previous payments are forfeited** so please be certain to keep your contact information up to date and reply to any e-mail or telephone communications regarding your Installment Payment Plan.

### **I'd like to pay off my installment plan earlier. What do I need to do?**

American Board is unable to offer any incentive or discount if you choose to complete installment payments earlier than the schedule. If you do wish to complete payment before the schedule outlined in the payment contract, we will require documentation stating your agreement to the change in payment terms in the form of an e-mail to [finance@abcte.org](mailto:finance@abcte.org) or faxed letter to 301-576-3825.

### **I've finished the program before I've finished making payments via the installment plan, what happens now?**

Due to the fact that American Board does not check credit history for enrollment via the installment plan, your certificate will not be issued until payment is completed. Candidates have the option of completing payments as scheduled, or may pay off the balance to receive their certificate immediately.

### **I've changed my mind about pursuing American Board Certification. How do I cancel an installment plan?**

No refunds are available for candidates enrolled under the Installment Payment Plan. Potential candidates need to be aware that they are committing to the entire amount of the program, and candidate will be responsible for the remaining balance of the program.

### **Address for Mailing Contract:**

American Board

3905 National Drive, Suite 330, Burtonsville, Maryland 20866

### **Other Important Contacts:**

**For questions or problems regarding your certification program,** contact the American Board Enrollment Department at (877) 669-2228, M-F, 9:00am-10:00pm EST. If you are enrolled, please contact Candidate Service Team at 866-445-5258, 10:00a- 10:00p EST, M- F.

Effective Date- 9/12/18 -This document supersedes all previous versions unless revised at a future date. Versions with a later date supersede this one.