



Installment Payment Contract – Standard Plan

Ohio Alternative Resident Educator Program

INSTRUCTIONS:

To be accepted into American Board’s Ohio Teacher Certification Program, you will need to complete the following steps:

1. Request an Alternative Evaluation through the Ohio Department of Education. The applicant must fill out the Alternative Resident Educator Evaluation Application and mail it to the Ohio Department of Education offices with payment and required documents. The offices will review the application to be sure that the applicant meets initial eligibility requirements which are:
 - a. An undergraduate GPA of 2.5 or higher from an accredited institution of higher education.
 - b. Completing the required licensure exams (OAE Subject Exam) applicable to the subject area(s) in which you want to teach. For a list of approved *OAE Subject Areas, visit www.americanboard.org/ohio
- * American Board does not certify Ohio Candidates in Early Childhood Education, Special Education or any non-teaching subject.
- c. Pass both a BCI and FBI background check. This check must be less than 365 days old and must be on file at the Ohio Department of Education prior to registering for an approved Alternative Resident Educator Institute.
- d. Enroll in American Board’s Teacher Certification Program (an Ohio Higher Education approved Alternative Resident Educator Institute) with your valid *Confirmation Registration Letter.

* You must submit your Confirmation Registration Letter along with your Installment Payment Contract.



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2. Registration: Before submitting this form, create your American Board Account by visiting www.americanboard.org – Select Free Trial to *Register

* Registration is not required for applicants who already have an account (including a Free Trial Account)

3. Type to complete the form or print out and provide all information clearly and legibly in blue or black ink. The completed form must be returned via email to info@americanboard.org as a legible *PDF Document or as directed by your American Board Customer Service Representative. Altered, illegible, incomplete and photos of the form will not be accepted. All fields on this form are required unless specified otherwise.

* Forms which cannot be sent as a PDF Document mentioned in number 3 of the instructions can be alternatively submitted by only one of the following methods:

- a. Postal Mail:

American Board
Enrollment Services
3905 National Drive
Suite 330
Burtionsville, MD 20866-6114

- b. Facsimile:

301-576-3825

Provide a Cover Sheet with your full name and 13-digit alpha-numeric American Board ID Number – Issued upon Registration

- c. American Board Enrollment Representative:

Instructions provided by your American Board Enrollment Representative



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1. APPLICANT INFORMATION

| | | | |
|--------------------------------------|--|----------------------------------|------------------------|
| Date: | | Username (Email Address): | |
| First Name: | | Last Name: | Middle Initial: |
| Street Address: | | | |
| City: | | State: | |
| Country (if other than U.S.): | | Postal Code: | |
| Telephone: | | Alternate Telephone: | |

2. SUBJECT AREA: OHIO ASSESSMENTS FOR EDUCATORS

For a list of approved *OAE Subject Areas, visit www.americanboard.org/ohio

* American Board does not certify Ohio Candidates in Early Childhood Education, Special Education or any non-teaching subject.

a. TEACHING FIELD CODE: _____

b. TEACHING FIELD: _____

c. LICENSURE EXAM: _____



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3. PAYMENT INFORMATION

| | |
|---|-------------------|
| Program Cost: American Board Ohio Teacher Certification Program Professional Teaching Knowledge Teacher Preparation Course | \$900.00 |
| Program Total: \$900 Program Cost + \$160 Administrative Fee | \$1,060.00 |
| First Installment Payment: Payment 1 of 3 of Program Total - Charged upon receipt and approval of this form | \$354.00 |
| Balance Due: Two additional payments of \$353 will be charged to your Credit or Debit Card on the 15 th of the two months following your enrollment month. | \$706.00 |

| | | | |
|--|---------------------|--|-------------------------|
| Cardholder's Name: | Card Number: | CSC (3-4 digit code): | Expiration Date: |
| Billing Address (If different from Applicant Information) | | Card Type: | |
| Street: | | <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover | |
| City, State, Postal Code: | | | |
| Country (If other than U.S.): | | | |

4. APPLICATION PROCESSING

If any payment, including the initial one, is unsuccessful, American Board will contact the applicant to report the unsuccessful payment and ask for alternate payment information. If alternate payment information is not provided within three business days, the Installment Payment Contract will not be processed and future communication attempts will not be made to retrieve payment information.

Installment Payment Contracts received outside of business days and the hours of operation such as a Saturday, Sunday, or Federal Holiday will not be processed until the next available business day and the hours of operation. The Applicant will be responsible for sending in any time sensitive Installment Payment Contracts accordingly.



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5. AMERICAN BOARD TERMS AND POLICIES

Terms of Enrollment

American Board's 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 six 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
- 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 Enrollment Services Department 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 application is processed, 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 Request Form must be received and approved by Candidate Services Department within the 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 1-866-445-5258.
- 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.



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Payment Failure and Auto-Cancellation

If any payment, including the initial one, is unsuccessful, American Board will contact the candidate to report unsuccessful payment and ask for alternate payment information. An Alternate Payment Authorization Form can be sent by email or facsimile to authorize the Alternate Payment Authorization Form. This form must be returned 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 payment method is available or the Alternate Payment Authorization Form proves unsuccessful, an enrollment will immediately be canceled. A cancellation notification will be sent by email. Auto-cancellation will result in the forfeiture of all funds received up to the point of non-payment.

6. ATTESTATION

By signing below, I accept the above outlined American Board Policies. I understand that receipt of this form authorizes an immediate initial charge and additional monthly remits of the payment information provided in section 3. I understand that, regardless of availability of funds, my financial institution may automatically decline my debit or credit card payment if the transaction amount is above my account's daily limit and/or for security reasons they see fit. To ensure that my payment is processed successfully, I will coordinate a pre-arranged and timely method of processing my fee with my financial institution.

Applicant's Signature:

Date: ____/____/____

Printed Name:

Required if cardholder is any person other than the applicant:

Cardholder's Signature:

Date: ____/____/____

Printed Name:
