

Planning for Maintenance of Certification

Refer to the 5-Year Maintenance of Certification Planner below, which provides guidance on how you might approach thinking about and preparing for MOC. The steps and timeline are not intended to be prescriptive; you may customize your own plan. However you choose to proceed, it is important to be aware of and meet important deadlines to prevent your National Board Certification from expiring (see the [Guide to Maintenance of Certification](#) for more information).

Maintenance of Certification 5-Year Planner

Year 1

Start thinking about at least two Professional Growth Experiences (PGEs). These are your ongoing and varied professional activities in which you engage and that contribute to your positive impact on student learning. Together, these activities demonstrate the required elements of the two MOC Components as outlined in the MOC Instructions. See "[Requirements and Considerations for Selecting PGEs for Component 1](#)" section in these instructions.

Year 2

Track and collect evidence that supports your PGEs. Make adjustments or identify new PGEs if necessary. Keep in mind that one PGE must lend itself to creating a video-recorded lesson. See "[Requirements and Considerations for Selecting a Lesson and Group of Students for Component 2](#)" section in these instructions.

Year 3

Continue collecting evidence and documenting your PGEs. Continue thinking about which of your two PGEs you could demonstrate through a video-recorded lesson with students in your original content area and developmental level.

- The video must be recorded in a Pre-K–12 setting.
- You must get permission for students and from adults who will be in the video.
- You may record the video as early as September 1st of the third year since your most recent certification or MOC or 8th year since most recent Renewal.

Year 4

If you feel ready or want to make sure you have another chance to complete MOC in Year 5, Year 4 is your first chance to apply for MOC and pay the required fees (no later than February).

- Develop your two MOC portfolio components and finalize your video.
- Submit your portfolio for evaluation by the deadline.
- Receive your MOC decision in fall.

Year 5

If you submitted your MOC portfolio in Year 4 but received a "not maintaining certification" decision:

- Redevelop your two portfolio components based on recommendations for focus from the assessors.
- Apply for MOC and pay the required fees (no later than February).
- Submit your portfolio for evaluation by the deadline.
- Receive your MOC decision in fall.

Or if you did not apply in the prior year, this is your last chance to:

- Apply for MOC and pay the required fees (no later than February).
- Develop your two MOC portfolio components and finalize your video.
- Submit your portfolio for evaluation by the deadline.
- Receive your MOC decision in fall.