

INSTRUCTIONS: PLEASE READ CAREFULLY

1. Create your account at www.azctp.org under free trial before submitting this form if you have not do 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 installment plan. If you require assistance, please call (877) 669-2228, Opt. 1.
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 Contact@americanboard.org, or fax to 301-576-3825. You can also mail form to The American Board, c/o Enrollment Services, 1123 Zonolite Rd NE, Suite 29, Atlanta, GA 30306.

1. Candidate Information

Date: / /		Email (username):	
First Name:		Last Name:	Middle Initial:
Street Address:			
City:		State:	
Country (if other than US):		ZIP:	
Daytime Telephone:		Other Telephone:	

2. Payment

Program Total (\$3850 Enrollment Fee + \$160 Installment Plan Fee)	\$4010.00
\$550 Discount: Discount Code _____ (internal use only)	-\$550.00
Discounted Program Total	\$3460.00
First Installment (1/8 of Program Total, <u>charged upon receipt of this form</u>)	\$ 432.50
Balance Due: Seven more equal installments of \$ 432.50 will be charged to your credit or debit card (VS/MC/Discover/AMEX affiliated debit or credit cards only, please) in the seven months following your enrollment month <u>on the 15th of the month.</u>	\$3027.50

Name on Credit Card:	Card Number:	CID #: <small>(Last three digits on back of card)</small>	Exp. Date: / <small>Month/Year</small>
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	

3. Required information for Intern Certificate. You can enroll with AZCTP prior to being hired with intent of completing an alternative route to licensure certification program at a school district; however, below information is needed by the Arizona Department of Education to receive an AZ Intern Certificate.

PLEASE provide below information for AZ TEACHERPREP ONLINE PROGRAM:

_____	_____
NES Exam taken and passed	Subject + grade range you'll be teaching
_____	_____
School District you will be working at	Name of School you will be working at

4. ARIZONA CENTER FOR TEACHER PREPARATION TERMS AND POLICIES

Terms of Enrollment

The Arizona Center for Teacher Preparation 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, the Arizona Center 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. By submitting this application, you are certifying that the following statements are true:

- I understand that I will not be issued the Classroom Qualifier certificate until I complete a bachelor's degree
- I have never been convicted of any felony, misdemeanor, or military offense, if I have; it is upon me to contact the Arizona Department of Education to determine if I will be allowed a teaching credential.
- 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 will read and comply with the regulations set forth in the candidate handbook

Background Check

The Arizona Center for Teacher Preparation will procure an investigative consumer report in connection with your certification application. Intelius LLC, a consumer reporting agency, will obtain the report for the Arizona Center for Teacher Preparation. Your electronic signature to this statement at the time of enrollment will authorize, without reservation, Intelius LLC., of 500 108th Avenue NE, 25th Floor, Bellevue, WA 98004, and its agents to conduct a full investigation into your background and activities at any point after this authorization.

Candidates will be required to submit electronic confirmation of the above agreement prior to enrolling in the Arizona Center for Teacher Preparation program.

Notice of Cancellation Policy

The Arizona Center for Teacher Preparation 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:

- Cancellation under this installment plan results in the forfeiture of all payments made. The candidate is still responsible for the balance of the program.
- 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.

Payment Failure and Auto-Cancellation

If any payment, including the initial one, is unsuccessful, the Arizona Center for Teacher Preparation will contact the candidate to report unsuccessful payment. If no resolution has been established, Arizona Center for Teacher Preparation will re-attempt payment for 3 days following the due date and the last day of the month if payment attempts remain unsuccessful. We will ask for an alternate credit card for payment if required. An Alternate Payment Authorization Form can be sent by e-mail or fax to authorize the alternate payment. 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 monthly payment date (non-initial), or the business day following the monthly payment date in case that day falls on a Saturday, Sunday, or federal holiday. Late payments are subject to a late payment fee of \$25.00 per late payment.

Please note, if the final attempt to take payment from the account on file is unsuccessful, your account will be suspended with the possibility of escalating our collection attempts, possibly resulting in utilizing a collection agency to recover the unpaid balance.

5. Attestation

I hereby certify under penalty of perjury that all information submitted in this application and attachments 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 Arizona Center for Teacher Preparation certification and may subject me to civil or criminal penalties.

By signing below, I accept the above outlined Arizona Center for Teacher Preparation policies. I understand that receipt of this form authorizes an immediate initial charge of the credit card and seven 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 Payment Plan Frequently Asked Questions

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, Opt. 1, 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 (15th) 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 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 15th 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 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:

The American Board
1123 Zonolite Rd, Suite 29
Atlanta, GA 30306
Attn: Enrollment Services

Other Important Contacts:

For questions or problems regarding your certification program, contact the American Board Enrollment Department at (877) 669-2228, Option 1, M-F, 9:00am-6:00pm EST. If you are enrolled, please contact Candidate Service Team at 866-445-5258, 10a- 6p EST, M- F.

Effective Date- 9/14/16 -This document supersedes all previous versions unless revised at a future date. Versions with a later date supersede this one.