

## How to Sign Up for the NBC Support Listserv

The Center for Teacher Leadership (CTL) at Virginia Commonwealth University School of Education is proud to host a statewide listserv to support all Virginia teachers seeking National Board Certification. The NBC-Support Listserv is made possible through a partnership with the Virginia Department of Education. Joining the listserv is very simple:

1. From the E-mail address that you plan to use to read the listserv messages, send a message to: [listserv@lists.vcu.edu](mailto:listserv@lists.vcu.edu)
2. In the body of the message type: Subscribe NBC-Support Your Name  
Here's my example: Subscribe NBC-Support Terry Dozier

**NOTE: Do not put anything in the subject line of the message!**

3. You should immediately get a command confirmation request. Follow directions to confirm that you want to subscribe to the NBC-Support Listserv. **You must complete this step or you will NOT be subscribed to the listserv.**
4. Post a message to the listserv introducing yourself to the group. To post a message address it to: [NBC-Support@lists.vcu.edu](mailto:NBC-Support@lists.vcu.edu)
5. **NEVER hit the reply button when you want to post a message to the NBC-Support Listserv.** Always address your messages to the NBC-Support Listserv directly. This will prevent other listserv members from getting long emails that re-send earlier messages.
6. If you wish to respond to an individual, rather than to everyone on the listserv, please address the message to that person individually. (Your computer should allow you to read the E-mail address for individuals who post to the listserv.) However, I encourage you to post messages to the entire listserv because others may be having similar experiences or may have similar questions.
7. When you post on the listserv it will be helpful to identify the subject of your message. In the subject field please use the examples below as a guide.
  - **Certification Area/Entry number**- Example: ECGen-Entry 3; EA Science-Entry 2, etc.
  - **Entry 4**-This entry is common to all candidates.
  - **Video Taping**-Everyone has to submit two video entries.
  - **Formatting**-The formatting conventions are very specific and questions arise.
  - **General Question/Concern**-Candidates have questions that all candidates can relate to.

I salute you for seeking National Board Certification. You are truly teacher leaders!

Terry Dozier, Director  
Center for Teacher Leadership  
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