

## COMMISSION ON TEACHER CREDENTIALING

LICENSING BRANCH  
944270  
SACRAMENTO, CA 94244-2700



August 10, 1990

90-9008

TO: All Individuals and Groups Interested in the Activities of the  
Commission on Teacher Credentialing

FROM:   
Philip A. Fitch, Executive Secretary

SUBJECT: Change in Policy Regarding Documentation Review of Foreign  
Trained Teacher Credential Candidates

The Commission on Teacher Credentialing Licensing Staff provides courtesy evaluations for foreign trained credential candidates. To our knowledge, we are the only licensing board that reviews foreign credential materials. In the past, the number of foreign trained teachers was small. Today, however, the numbers are increasing and the need to translate many languages and understand many very different education systems make establishing equivalency difficult and time consuming. The Commission receives no monetary compensation for evaluating foreign transcripts.

The Commissioners voted at the July 20th Commission meeting to enter into an agreement with International Education Research Foundation, Inc. (IERFI) Credential Evaluation Service for review of foreign transcripts, documents, and degrees. IERFI is a recognized agent to which CTC refers candidates who are foreign trained for evaluation of degree equivalency. CTC already accepts IERFI review decisions for baccalaureate, masters, and doctoral training and would feel confident honoring whatever equivalency review decision was made by IERFI.

Effective September 1, 1990 any credential candidate trained outside of the United States or Canada must submit a completed Commission application including all fees in addition to an evaluation from IERFI. Fee arrangements for the evaluation by IERFI are to be made independently between that agency and the credential candidate.

The address for IERFI is:

International Education Research  
Foundation, Inc.  
P.O. Box 66940  
Los Angeles, California 90066  
Tel. (213) 390-6276

**EXAMPLE (continued):**

**India**

University marks sheets for all examinations undertaken, diplomas, and certificates must be submitted. "True copies" are not acceptable. College records are helpful but do not replace marks sheets.

**Philippines**

Private university transcripts showing the award of degrees must include the Special Order numbers.

**China (Taiwan), Japan, and Korea**

Transcripts of all educational records must be issued by the institution in English.

**United Kingdom**

Official certificates issued by the examining boards are required for GCE Ordinary and Advanced Level examinations. A degree (diploma) must be accompanied by a record of examinations passed.

**Bangladesh, Burma, Pakistan**

See India above.

**HOURS PER WEEK**

When the hours per week devoted to lecture and the hours spent in laboratory or practical work are not clearly noted on the academic records and it is impossible to secure this information from the educational institution, a detailed statement prepared by the individual may be submitted, accompanied by an explanatory letter.

**RESEARCH DEGREES**

In the absence of traditional academic records (transcripts, examination results, etc.), documentation of research degrees should include sufficient evidence in the form of letters or reports from chairmen, advisors, or departments to support the award of a research degree. Tutorials, seminars, teaching assignments, and other requirements met in addition to the research should be confirmed by the academic representative.

**WARNING**

Alterations or irregularities in records will result in cancellation of the application and evaluation. In such a case, no refund will be made, nor will the documentation submitted be returned. The agency for which the evaluation is intended will be notified of our decision as well as members of the National Association of Credential Evaluation Services.

**THIS SERVICE RESERVES THE RIGHT TO REFUSE TO PREPARE AN EVALUATION.**



**INTERNATIONAL EDUCATION  
RESEARCH FOUNDATION, INC.**

**ESTABLISHED 1969**

**CREDENTIALS  
EVALUATION  
SERVICE**



**Tel: (213) 390-6276**

**P.O. BOX 66940  
Los Angeles, California 90066**

**INTERNATIONAL EDUCATION RESEARCH FOUNDATION  
CREDENTIALS EVALUATION SERVICE  
P.O. BOX 66940  
LOS ANGELES, CALIFORNIA 90066**

REQUESTED INFORMATION

**CREDENTIALS EVALUATION SERVICE**  
P.O. Box 66940  
Los Angeles, California 90066

**Charter Member National Association  
of Credential Evaluation Services**

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**BOARD OF TRUSTEES**

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Incorporated in 1970  
Corporate Identification Numbers  
Federal: 23-706-1234  
State of California: 242-6378-2  
Public Benefit Number: 589009

**PURPOSE:**

Recognizing the increasing mobility of peoples and the consequent need to understand the cultures from which they come, the International Education Research Foundation, Inc. was established in 1969. Incorporated in the State of California as a non-profit public benefit, it is dedicated to conduct research and disseminate information about the education systems of the world. Its first project was publication of *The Country Index*.

The International Education Research Foundation established the Credentials Evaluation Service in 1971, to provide professional assistance in interpreting the educational backgrounds of persons who have studied outside of the United States of America and need statements of educational "equivalency." Such advisory statements prepared by the Service are accepted by U.S. agencies, state and local governments, colleges and universities, professional bodies, and business organizations.

The officers and evaluation staff of the Credentials Evaluation Service are well aware that there are no true equivalencies, only reasonable approximations of education systems based essentially on level and purpose. The standards followed are those approved by the National Council on the Evaluation of Foreign Educational Credentials. Each evaluation report represents the considered judgement of at least two qualified credentials analysts certifying to the validity of the opinion expressed. No liability is assumed for consequential damages when the desired equivalency cannot be recommended.

**COST:**

The fee depends upon the type and complexity of the evaluation. (See application and fee slip for regulations.) *The fee includes one original and one copy of the evaluation and is not refundable.* The Service reserves the right to impose an extra fee for additional service.

Requests for revisions of evaluations, with or without additional records, will require an additional fee.

**METHOD OF OPERATION:**

The activities of the Credentials Evaluation Service are conducted by mail. If further information is needed, the credentials analyst will telephone or write to the applicant, who is responsible for submitting the necessary records.

The Service requires at least one month to prepare an evaluation after the documentation is complete and reserves the right to take longer if considerable research and correspondence are needed or if the backlog of evaluation requests is large. However, every effort will be made to meet deadlines.

In submitting an application, the applicant accepts the conditions of the Service described in the application and brochure.

**CREDENTIALS REQUIRED:**

**Original educational materials are to be submitted accompanied by a complete set of photocopies (xerox). They may be sent by certified mail and the originals will be returned by certified mail.** All copies of records become the property of this Foundation and are retained for a period of two years, after which they are microfilmed and destroyed. Word for word, line for line translations must accompany all documents in languages other than English.

The Service may decline to prepare an evaluation if the records presented do not provide sufficient data to make an accurate evaluation.

The records needed to prepare the evaluation may differ by country but will generally include diplomas, certificates, examination reports, marks sheets, transcripts and index or student books, as appropriate. Please note the following examples which may apply to similar educational systems.

**EXAMPLES:**

**France**  
*Baccalaureat* must be accompanied by examination "notes" available from the Academie which issued the certificate.

**Germany**  
*Reifezeugnis, Allgemeine Hochschulreife* or other leaving certificate, student book, *schneife* and diplomas are needed.

**IMPORTANT - FOLLOW ALL INSTRUCTIONS BELOW:**

**C. Educational Chronology:**

- List below **all** schools, colleges, universities, or technical schools which you have attended or are attending. Begin with primary school and give exact dates.

Name of School, College or University	Indicate by ✓ if		City	Location State/Country	Entered Month Year	Departed Month Year	Length of Attendance	Certificate Diploma, or Degree
	Private	Public						

- If there are gaps in school attendance or if certain records are unavailable, please prepare an adequate written explanation on a separate sheet of paper and attach to this application.

**D. Check List of items which must accompany this application. Read carefully. An incomplete file or unsigned application will delay your evaluation.**

- Appropriate fee. See fee slip.
- All original educational documents (certificates, diplomas, university examination records). See brochure for additional details.
- Translations of all records not in English must accompany above records.
- Written statement of irregularities in school attendance or documentation.
- Precise, clear instructions where evaluation is to be sent or purpose for which this evaluation is intended.
- Have you checked with the agency to which evaluation is to be sent for type of equivalency needed? Yes  No

Have you read the Credentials Evaluation Service brochure? Yes  No

**IMPORTANT. DO NOT SUBMIT THIS APPLICATION UNLESS YOU AGREE TO THE FOLLOWING:**

- I agree to the terms and conditions specified in the Credentials Evaluation Service brochure and I understand that this evaluation is advisory in nature.
- If the Credentials Evaluation Service analysts determine that the evaluation statement requested in Paragraph B of the application cannot be issued, then I agree that the Credentials Evaluation Service shall not be responsible for any incidental or consequential damages which I may incur.
- I agree to reimburse the Credentials Evaluation Service for any and all costs, including legal expenses, which it may incur as a result of any claim that I (or anyone having any interest in my earnings or services) may make based on the evaluation determination which the Credentials Evaluation Service makes relying on this application.
- I hereby certify that the information provided in this application is true, accurate, and correct.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

and/or authorized signature \_\_\_\_\_

Name printed \_\_\_\_\_

**EVALUATION WILL NOT BE PROCESSED WITHOUT VALID SIGNATURE(S)**

# INTERNATIONAL EDUCATION RESEARCH FOUNDATION CREDENTIALS EVALUATION SERVICE

P.O. BOX 66940 LOS ANGELES, CALIFORNIA 90066 (213) 390-6276

IERF FILE # \_\_\_\_\_

Business Hours  
9:00 - 4:00 PST  
Monday - Friday  
Closed: Saturdays,  
Sundays, Holidays

## APPLICATION FOR CREDENTIALS EVALUATION STATEMENT

**A. Personal Data:**

PLEASE PRINT CLEARLY OR TYPE

1. Name. Give full legal name. (You must use the name you enter on this application in all your correspondence.)

\_\_\_\_\_  
Mr. Miss Mrs. Family Name First Middle

2. Name that appears on previous educational records if different from above.

\_\_\_\_\_  
Mr. Miss Mrs. Family Name First Middle

3. Current mailing address for answer to this application. (Notify the Service of any change.)

Number Street Apt. No. City State Country Zip Code

4. Permanent address (if different from above). 5. Country of Study \_\_\_\_\_

Number Street Apt. No. City State Country Zip Code

6. Date of Birth \_\_\_\_\_ Birthplace \_\_\_\_\_  
Month Day Year Country City State

7. U.S. Social Security No. \_\_\_\_\_ Day Tel. \_\_\_\_\_ Evening Tel. \_\_\_\_\_  
(area code) (area code)

8. Will you accept a collect telephone call if needed? No  Yes  Person to person?  Station to station?

9. Have you applied before to this Service? No  Yes  \_\_\_\_\_ Name used: \_\_\_\_\_  
Date File # \_\_\_\_\_

10. How did you learn of this Service? \_\_\_\_\_

**B. Evaluation Request:**

1. Complete name and address of agency (college, university, employer, etc.) for which the evaluation is intended: (if an evaluation is needed for a second agency, there will be an additional charge).

Evaluation to be mailed directly to the agency with a copy to you?  **RUSH FEE ENCLOSED** YES  NO   
Evaluation and copy mailed directly to you?

2. Type of statement requested: \* **CHECK ONLY ONE BOX IN COLUMNS 1 OR 2**

EQUIVALENCY LEVEL	1 Simple equivalency	2 Subject breakdown	3 GPA and/or grades
High school graduation equivalency			
Semester Unit Count			
Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> degree equivalency			
Doctor's degree equivalency (Ph.D., D.S., etc.)			
Nursing, dietetics, medical technology			
Physical therapy, Acupuncture			
Health Professions (medicine, pharmacy, dentistry, veterinary medicine, psychology/state boards)			

Be sure to indicate the highest equivalency requested. Consult the fee slip for the charge. Pay exactly the amount listed as **refunds are not made for overpayment or for cancellation of evaluation request.**

Fees payable in U.S. dollars, by money order or cashier's check.

**NO PERSONAL CHECKS.**

\*Colleges, laboratories, and many licensing boards require breakdowns. When grade point averages are needed and/or grades required for each course, there will be an additional charge.