



State of California  
Commission on Teacher Credentialing  
1900 Capitol Avenue  
Sacramento, CA 95811-4213  
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Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## FOREIGN TRANSCRIPT EVALUATION

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Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees\*, and other relevant documents prior to applying to the Commission for a California credential, permit, or certificate. A detailed, course-by-course, foreign transcript evaluation is required any time foreign course work is used to meet any credential requirement, even if the foreign course work has been accepted by a college or university in the United States. The only exception to this is for those individuals applying for an Emergency 30-Day Substitute Permit, for which a general report is sufficient.

Foreign transcripts must be evaluated by one of the approved organizations listed on this leaflet in order to be accepted by the Commission. These organizations are private enterprises who charge a fee for their services. Individuals seeking a foreign transcript evaluation must follow the procedures outlined by the organization providing the evaluation. **In all instances, original, official documentation will be required when requesting the evaluation.**

\*The bachelor's degree requirement for California certification refers to the equivalent of a four-year (or more) college-level program. Individuals who obtained a credential or teaching certificate in a jurisdiction outside of the United States should also submit a photocopy of that document to the evaluating agency

### AGENCIES APPROVED BY THE COMMISSION FOR FOREIGN TRANSCRIPT EVALUATION

#### **Academic & Professional International Evaluations, Inc. (APIE)**

P.O. Box 5787  
Los Alamitos, CA 90721-5787  
Telephone: (562) 594-6498  
[APIE@email.msn.com](mailto:APIE@email.msn.com)  
Website: <http://www.apie.org>

#### **Academic Credentials Evaluation Institute (ACEI)**

P.O. Box 6908  
Beverly Hills, CA 90212  
Toll Free: (800) 234-1597 (USA Only) or (310) 275-3530  
Fax: (310) 275-3528  
Email: [acei@acei-global.org](mailto:acei@acei-global.org)  
Website: <http://www.acei-global.org>

#### **ACEI - Application Mail Processing Centers**

**Los Angeles:** 9854 National Blvd, Box 186, Los Angeles, CA 90034

**West Los Angeles:** 9461 Charleville Blvd., Box 188, Beverly Hills, CA 90212

**Academic & Credential Records, Evaluation & Verification Services (ACREVS)**

**California (Silicon Valley – San Francisco – Bay Area)**

1776 Clear Lake Avenue  
Milpitas, California 95035-7014  
Telephone: (866) 583-4834 Toll Free or (408) 719-0015  
Fax: (510) 252-0876  
Email: [info@acrevs.com](mailto:info@acrevs.com)  
Website: <http://www.acrevs.com>

**American Education Research Corporation (AERC)**

382 East Rowland Street  
Covina, CA 91723-3154  
Telephone: (626) 339-4404  
Fax: (626) 339-9081  
Email: [AERC@verizon.net](mailto:AERC@verizon.net)  
Website: <http://www.aerc-eval.com>

**Educational Credential Evaluators, Inc. (ECE)**

P.O. Box 514070  
Milwaukee, WI 53203-3470  
Telephone: (414) 289-3400  
Fax: (414) 289-3411  
Email: [eval@ece.org](mailto:eval@ece.org)  
Website: <http://www.ece.org>

**Educational Records Evaluation Service (ERES)**

2480 Hilborn Road, Suite 106  
Fairfield, CA 94534  
Telephone: (866) 411-3737 or (707) 759-2866  
Email: [edu@eres.com](mailto:edu@eres.com)  
Website: <http://www.eres.com>

**Foreign Credential Services of America (FCSA)**

1910 Justin Lane  
Austin, TX 78757  
Telephone: (512) 459-4565  
Fax: [\(512\) 459-4565](tel:(512)459-4565)  
Email: [info@foreigncredentials.org](mailto:info@foreigncredentials.org)  
Website: [www.foreigncredentials.org](http://www.foreigncredentials.org)

**Foreign Credential Services of America West, Monterey, CA (FCSA-WEST)**

798 Lighthouse Ave, Suite 140  
Monterey, CA 93940  
Telephone: [\(831\) 372-1466](tel:(831)372-1466)  
Fax: [\(831\) 372-1441](tel:(831)372-1441)  
Website: [www.foreigncredentials.org](http://www.foreigncredentials.org)

**Institute for International Credentials Evaluations at California State University, Fresno (IICE)**

5150 North Maple Avenue, M/S JA56

At California State University, Fresno

Fresno, CA 93740-8026

Telephone: (559) 278-7622

Fax: (559) 278-7879

Email: [credeval@iicecsufresno.net](mailto:credeval@iicecsufresno.net)

Website: <http://www.fresnostate.edu/studentaffairs/issp/iice/>

**NOTE:** IICE closed June 30, 2014. Individuals in need of reports that were completed before this date can consult the Fresno State web page at <http://www.fresnostate.edu/studentaffairs/issp/iice/> for directions.

**International Education Research Foundation, Inc. Credentials Evaluation Service (IERF)**

P.O. Box 3665

Culver City, CA 90231-3665

Telephone: (310) 258-9451

Fax: (310) 342-7086

Email: [info@ierf.org](mailto:info@ierf.org)

Website: <http://www.ierf.org>

*Request a Detailed Report. On an IERF's application, Section 2, please check the following:*

1. *Professional Licensing/Certification.*

*Field: **Teaching***

*State: **CA***

**World Education Services (WES)**

P.O. Box 5087

Bowling Green Station

New York, NY 10274-5087

Telephone: (212) 966-6311

Fax: (212) 739-6100

Email: <http://www.wes.org/support/>

Website: <http://www.wes.org>

**Additional Information**

All of the listed evaluation agencies offer rush services at an additional cost. Contact the agency for more information on fees and other requirements for the evaluation.

If you are seeking a credential to teach in the public schools of California, refer to the leaflets below for specific requirements for teachers prepared outside of the United States.

- Elementary Teaching (Multiple Subject Teaching Credential) ([CL-871](#))
- Secondary Teaching (Single Subject Teaching Credential) ([CL-870](#))
- Special Education Teaching (Education Specialist Instruction Teaching Credential) ([CL-872](#))
- Day-to-Day Substitute Teaching (Emergency 30-Day Substitute Teaching Permit) ([CL-505P](#))
- All Other Teaching – visit the Commission's website at <http://www.ctc.ca.gov>