

Josef Silny & Associates, Inc.
International Education Consultants

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7101 SW 102 Avenue
Miami, FL 33173

Application for Evaluation of Foreign Educational Credentials

Information on Josef Silny and Associates, Inc., International Education Consultants (JS&A)

JS&A is an organization of highly qualified international education consultants. Mr. Silny is recognized nationally and internationally as an expert in the field of foreign credential evaluations and international admissions. He has been the Director of International Admissions at the University of Miami and the City University of New York. He has participated as panelist or workshop director at national professional conferences annually since 1974. He has held numerous committee chairmanships and memberships in national professional organizations and corporations. Mr. Silny has published a book and numerous articles in the field of international education. All international education consultants associated with Mr. Silny are highly qualified in the field of foreign credential evaluations. JS&A is a member of the National Association of Credential Evaluation Services, Inc. (NACES)

APPLICATION PROCEDURES

PLEASE BE AWARE THAT WE WILL NOT PROCESS YOUR REQUEST FOR ANY SERVICE UNLESS WE RECEIVE YOUR FILLED-OUT AND SIGNED APPLICATION AND CORRESPONDING FEES. JS&A WILL NOT BE RESPONSIBLE FOR DOCUMENTS SENT TO US PRIOR TO THE RECEIPT OF THE FILLED-OUT AND SIGNED APPLICATION AND CORRESPONDING FEES.

In order to receive an evaluation, an applicant must provide the following:

1. A completed Application for Evaluation of Foreign Educational Credentials signed by the applicant.
2. A non-refundable evaluation fee in U.S. dollars. Make the bank check or money order payable to Josef Silny & Associates, Inc. If you are paying by a credit card you must fill out the Credit Card Information form. All evaluation fees, including fees for rush report, 24 hour report, grade point average equivalent, extra copies, and translation are NON-REFUNDABLE.
3. EDUCATIONAL DOCUMENTS:
 - a) Official Diplomas and Certificates in the original language.
 - b) Official transcripts in the original language (names of courses, grades, and hours of instruction) for every year of study.
4. TRANSLATIONS: Documents in a language other than English must be accompanied by professional, certified English translations. Translations supplement, but do not replace the original documents. JS&A offers professional certified translations. JS&A is a Corporate Member of the American Translators Association. For further information on the JS&A Translation Service, call 305-273-1616 or e-mail or fax your request for translation estimate along with all pertinent documents.
E-mail: translation@jsilny.com Translation fax: 305-273-1984.
5. Please note: a Syllabus of university studies (description of each course or subject studied) may be required for Course-by-Course Evaluations, but you do not need to send this with your application. If it is needed, JS&A will request it.

Processing Information: Josef Silny & Associates, Inc. reserves the right to request to review original documents and may insist that transcripts or examination results be sent directly by the issuing institutions or examination boards to JS&A. For engineering and nursing licensure and the Florida Barbers' Board: transcript, degree, and course descriptions must be sent by the issuing institution(s) directly to JS&A. The documents you submit with your application, with the exception of any originals, will become the property of Josef Silny & Associates, Inc. and they will not be returned. Applicants must submit self-addressed and stamped envelopes for the return of their original academic credentials, or pay for delivery by secure means. Applicants must submit pre-addressed labels or envelopes for mailing of evaluation reports to any location other than the applicant's address. When it has been determined that documents submitted for evaluation or translation were forged or altered in any way, no evaluation report or translation will be prepared and the fees will not be refunded. All recipients indicated on the application form will be notified. It is the applicant's responsibility to submit the documents which need to be evaluated. JS&A will contact the applicant only for the documents without which the evaluation cannot be completed. If the application is not completed within three months, JS&A will close the file. A new evaluation fee will be required for updating the file. JS&A will keep applications with academic credentials for one year only. Please note that all fees are subject to change without notice.

Refusal of service: JS&A reserves the right to refuse service to anyone.

In preparing an evaluation report, every effort is made to consult appropriate resources, in order to provide the most accurate evaluation possible. JS&A will provide a list of the references used in making the specific evaluation upon written request.

TYPES OF EVALUATIONS

- A. Document-by-Document - This evaluation names and describes all diplomas, certificates, degrees, periods of education or training and gives a U.S. equivalent for each. This report is appropriate for freshman or graduate admission, for immigration purposes, for military enlistment and for employment.
- B. University and Post-Secondary Course-by-Course - This evaluation provides the same information as the document-by-document evaluation, but also gives course, grade, and credit equivalents in U.S. terms for university level study in other countries. This type of evaluation is usually required for transfer into a U.S. college or university. It is required for teacher certification, licensing or membership in professional associations (Engineering, Midwifery, Nursing, Barber and CPA programs require separate evaluations.)
- C. High School Course-by-Course - This evaluation lists high school courses taken, equivalent US high school units and equivalent US grades. This evaluation is required for students transferring into high schools in the United States and it is sometimes required for freshman admission.

PROCESSING TIME

1. Standard Processing Time: Evaluations are normally prepared in ten working days from the receipt of all required fees, information and documentation. Evaluations which require extensive research and correspondence may take longer to prepare.
2. Rush Evaluation Reports

a) 24-Hour Evaluation Report b) 2-Day Evaluation Report c) 5-Day Evaluation Report

Rush evaluation reports will be completed in a timely fashion, in accordance with the type of rush evaluation report requested, upon receipt of all required fees, information and documentation. If, for any reason, the evaluation report cannot be completed within the specified time after receipt of all required fees, information and documentation, the rush fee will be refunded and the evaluation will be completed as quickly as possible. The rush fee will be adjusted to reflect the actual processing time and a refund of the difference will be issued. Rush evaluation reports must be paid for by bank check, money order or credit card.

COST OF EVALUATIONS

1. Document-by-Document - U.S. \$80.00
 2. High School Course-by-Course - U.S. \$140.00 (For transfer into US high schools and admission to some university programs).
 3. University and Post-Secondary Course-by-Course - U.S. \$140.00 (For transfer admission and all licensing, except Engineering and Nursing).
 4. Accounting Course-by-Course - U.S. \$140.00 (\$140.00 for each additional State Board of Accountancy. Please indicate the state).
 5. Engineering Course-by-Course - U.S. \$300.00 (Licensure only). Add \$300.00 for each additional State Board of Professional Engineers.
 6. Midwifery Course-by-Course - U.S. \$300.00 (Licensure only).
 7. Nursing Course-by-Course - U.S. \$300.00 (Licensure only). The cost for each additional state board is \$300.00.
 8. Florida Barbers' Board Course-by-Course - U.S. \$250.00 (Licensure only).
 9. 24-Hour Evaluation - U.S. \$150.00 in addition to the basic fee.
 10. 2-Day Evaluation - U.S. \$100.00 in addition to the basic fee.
 11. 5-Day Evaluation Report - U.S. \$50.00 in addition to the basic fee.
 12. Grade Point Average Equivalent - U.S. \$40.00 in addition to the basic fee. (U.S. \$40.00 for each level of education).
 13. Upper Division Course Identification - U.S. \$30.00. in addition to the Course-by-Course evaluation fee. (Required by some colleges, universities and many boards of accountancy).
 14. High School Foreign Language Identification - U.S. \$30.00 in addition to the basic fee.
 15. Re-evaluation - Re-evaluations based on documents not submitted with the original request are considered new evaluations and a second payment of the basic fee is required. When an applicant requests that a Document-by-Document evaluation be changed to a Course-by-Course evaluation, the charge is U.S. \$140.
 16. Extra evaluation reports - Additional original evaluation reports requested at the time of evaluation cost \$15.00 each. Each evaluation report requested after the evaluation has been completed costs \$30.00 (evaluations may be available only within 3 years of the original date of issuance). Please add \$5.00 to the cost of each report that you wish to be mailed to you in a specially sealed JS&A envelope. Applicants must submit pre-addressed labels or envelopes for mailing of evaluation reports to any location other than the applicant's address
 17. Notarization of Copies of Original Documents - This service is provided for individuals applying to the Florida Department of Education's Bureau of Educator Certification or other agencies requesting notarized copies of original educational documents. The fee for this service is \$10.00 per document (diploma, transcript, etc.) Original documents must be presented with payment. If the service is requested by mail, a self-addressed and stamped envelope must be provided for the return of the original documents.
 18. Return of original documents by secure means:
 - Within the United States:
 - By certified mail: US\$ 15.00 per address
 - By courier: US\$ 40.00 per address
 - Outside of the United States:
 - International courier: US\$ 80.00 per address
- JS&A accepts no liability for loss or damage of academic credentials during mailing.

INFORMATION ABOUT EVALUATIONS

Method of Operation - To keep the cost of evaluations as low as possible, the evaluation service is conducted by mail. If there are questions concerning an application, Josef Silny & Associates, Inc. will e-mail, write, or telephone the applicant. If the applicant requests a personal interview, the charge will be U.S. \$60.00 per half hour. Interviews are by appointment only.

Reassessment of Education Systems - Evaluations are based upon the best information and resources currently available to foreign credential evaluators in the United States. Josef Silny & Associates, Inc. reserves the right to reassess educational systems as new and additional information becomes available.

Satisfaction with Evaluations - JS&A generally follows the Placement Recommendations of The National Council on the Evaluation of Foreign Educational Credentials. JS&A guarantees that all evaluations are prepared by highly qualified evaluators, but it cannot guarantee that the applicant will agree with the evaluation. Any questions or concerns about evaluations must be submitted in writing.

PERSONAL INFORMATION

If you have a U.S. Social Security Number, please list it: _____ / _____ / _____ Gender: _____
Male Female

Full name: _____
Last name Given name Middle name/Maiden name

Address: _____
City State Country (if not US) Zip Code

Date of birth: _____ Country of citizenship: _____ Country of birth: _____
Month / Day / Year

Telephone: _____ Fax: _____ E-mail: _____
Area code and number Area code and number

Type of Professional Service Requested:

<p>Basic Fees</p> <input type="checkbox"/> Document-by-document (US\$ 80.00 basic fee) <input type="checkbox"/> Course-by-course (US\$ 140.00 basic fee) <input type="checkbox"/> Course-by-course for CPA (US\$ 140.00 basic fee) <input type="checkbox"/> Licensing: Engineering or Nursing (US\$ 300.00 basic fee) <input type="checkbox"/> Florida Barbers' Board (US\$ 250.00 basic fee) <p>Rush Fees</p> <input type="checkbox"/> 24-Hour Evaluation (US\$ 150.00 + basic fee) <input type="checkbox"/> 2-Day Evaluation (US\$ 100.00 + basic fee) <input type="checkbox"/> 5-Day Evaluation (US\$ 50.00 + basic fee)	<p>Additional Services</p> <input type="checkbox"/> High School Grade Point Average (US\$ 40.00 + basic fee) <input type="checkbox"/> Undergraduate Grade Point Average (US\$ 40.00 + basic fee) <input type="checkbox"/> Graduate Grade Point Average (US\$ 40.00 + basic fee) <input type="checkbox"/> Upper Division Course Identification (US\$ 30.00 + basic fee) <input type="checkbox"/> High School Foreign Language Identification (US\$ 30.00 + basic fee) <input type="checkbox"/> Extra Evaluation Report (US\$ 15.00 per report) How many? _____ <input type="checkbox"/> Extra Report in Sealed Envelope (US\$ 20.00 per report) How many? ____ <input type="checkbox"/> Secure Return of Originals. US\$ _____ <input type="checkbox"/> Notarization Service (US\$ 10.00 per document) How many? _____ <input type="checkbox"/> Translation (quote provided upon request) _____ <input type="checkbox"/> Other _____
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Please explain the purpose of the evaluation: _____

From whom did you learn of Josef Silny & Associates, Inc.: _____

Have you used JS&A services previously? Translation: No: _____ Yes: _____ Date: _____
 Evaluation: No: _____ Yes: _____ Date: _____

If you want your evaluation to be sent to an agency, employer, or educational institution (at U.S. \$15.00/copy), please list their names and addresses below:

ACADEMIC HISTORY

Educational Institutions Attended (You must list all educational institutions you have attended. Begin with the first year of elementary school and include any school you are now attending.)

	Name of Institution	City, Country	Attendance From - To	Diplomas or Certificates	Year of Graduation
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

I certify that all information provided in this application is complete, factually accurate, and honestly presented. I certify that I have read the instructions and conditions and agree to the terms stated therein. I understand that the evaluation is advisory and is not binding upon any agency or institution that uses it. I release Josef Silny & Associates, Inc. from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation. Any litigation arising out of this agreement will have its venue in Miami-Dade County, Florida. The prevailing party in any litigation arising out of this agreement is entitled to reasonable attorney's fees and all costs accrued during the litigation.

Signature of the applicant: _____ Date: _____

ORGANIZATIONS WHICH ACCEPT EVALUATIONS DONE BY JS&A

JS&A is a Member of the National Association of Credential Evaluation Services, Inc. (NACES). Evaluations prepared by JS&A are accepted and recognized by the organizations listed below:

1. **U.S. Federal Government**

The United States Citizenship and Immigration Services
The United States Department of Agriculture
The United States Department of Defense
The United States Labor Department
The United States Office of Personnel Management
Federal Bureau of Prisons
Health Care Financing Administration

2. **U.S. Armed Forces**

Air Force
Army
Marines

3. **Licensing Boards**

Accounting: Alaska, Arkansas, California, Colorado, Connecticut, Florida, Georgia, Hawaii, Indiana, Kansas, Kentucky, Maryland, Michigan, Missouri, Nebraska, Nevada, New Hampshire, New Mexico, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, South Carolina, Tennessee, Utah, Vermont, Virginia, Washington, Wisconsin, Wyoming
Architecture: California
Barbers: Florida, South Dakota
Cosmetology: North Carolina, Utah, Vermont
Dentistry: Colorado
Engineering: Alabama, Florida, New Jersey, Texas
Law: California, Florida
Marriage and Family Therapy, Mental Health: Florida
Medical Laboratory: American Medical Technologists, American Society of Clinical Pathologists, Health Care Financing Administration, Connecticut, Florida, Georgia, Nevada, Tennessee
Nursing: Arizona, Florida, New Mexico, Missouri, North Carolina
Opticianry: Florida
Psychology: Delaware, District of Columbia, Florida, Maryland, Virginia
Respiratory Care: National Board for Respiratory Care, California, Florida
Speech-Language Pathology and Audiology: American Speech-Language-Hearing Association, Florida, Georgia

4. **State Departments of Education**

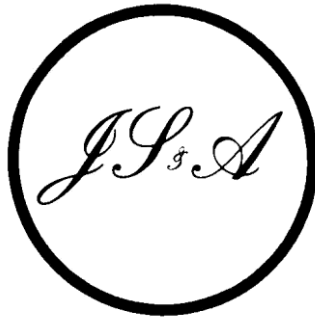
Alabama, Alaska, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Illinois, Iowa, Kansas, Kentucky, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, West Virginia, Wisconsin, Wyoming

5. **Other Governmental and Private Agencies**

American Association for Clinical Chemistry
Association of Colleges of Osteopathic Medicine
American Association of Colleges of Podiatric Medicine
Association of American Veterinary Medical Colleges
Broward County Sheriff's Office
CASPA - Central Application Service for Physician Assistants
Florida Department of Health and Rehabilitative Services
NCAA
Office of Personnel of: City of Miami, Ft. Lauderdale, Miami Beach, New York City, State of New York.

6. **Hundreds of Colleges and Universities**

Many other organizations which do not appear on this list may also accept evaluations done by JS&A. Applicants are advised to check with the agency, institution, or organization to which they intend to submit the evaluation to make certain that the evaluation will be recognized.



**Attachment of Nursing Theory and Clinical Clock Hours and Required Coursework
(TO BE COMPLETED BY CLIENT'S INSTITUTION ONLY)**

Client's Name: _____

Institution: _____

Address: _____

Date of Graduation: _____

Language of Nursing Instruction and Textbooks: _____

Applicant's License/Permit Number: _____

- Date Issued and Date of Expiration: _____

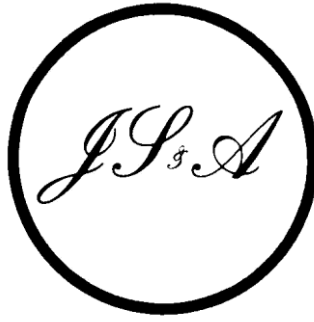
(Please note if this information is not available or does not exist)

<u>Nursing Education Categories</u>	<u>Theory Clock Hours</u>	<u>Clinical Clock Hours</u>
<u>Medical:</u>		
<u>Surgical:</u>		
<u>Obstetric:</u>		
<u>Pediatric:</u>		
<u>Psychiatric/Mental Health:</u>		
<u>Geriatric:</u>		

Total number of Theory Clock hours completed: ___ hrs.

Total number of Clinical Clock hours completed: ___ hrs.

**PLEASE INCLUDE COURSE DESCRIPTIONS, INCLUDING HOURS OF INSTRUCTION
(THEORY AND CLINICAL) OF ALL SUBJECTS LISTED IN THIS CHART.**



This chart is not required by the Florida Board of Nursing

<u>Required Coursework</u>	<u>Coursework Completed?</u>		<u>If Integrated, List Course(s)</u>
	YES	NO	
<u>Anatomy:</u>			
<u>Physiology:</u>			
<u>Psychology:</u>			
<u>Sociology:</u>			
<u>Nutrition:</u>			
<u>Pharmacology:</u>			

Please include course descriptions, including hours of instruction (Theory and Clinical) of all subjects listed in this chart.

Please provide us with your name, title, signature and institutional seal for our records.

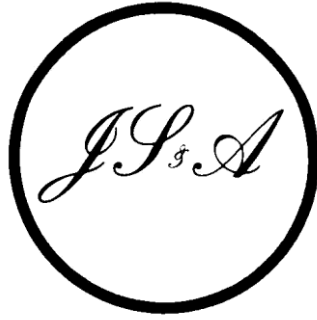
Name Title

Stamp:

Date: _____

The institution MUST send the completed charts along with the official student's graduation diploma(s), transcripts and course descriptions DIRECTLY to:

Josef Silny & Associates, Inc.
7101 SW 102 Avenue,
Miami, FL 33173
USA



EXCLUSIVELY FOR THE FLORIDA BOARD OF NURSING

APPLICANT'S NAME: _____

<u>UNIT OF STUDY:</u>	<u>COMPLETED</u>		<u>If integrated: (List course/s)</u>
	<u>YES</u>	<u>NO</u>	
<u>THEORETICAL AND CLINICAL INSTRUCTION</u>			
<u>Personal, Family and Community Health Concepts:</u> (Parent-Child Courses, Pediatrics Courses, Community Health, Public Health, Home Health, Health Promotion) *			
<u>Nutrition:</u>			
<u>Human Growth and Development Throughout the Life Span:</u> (Child Psychology, Psychology of Human Development, Developmental Psychology) *			
<u>Body Structure and Function:</u> (Anatomy, Physiology, Physiopathology) *			
<u>Interpersonal Relationship Skills:</u> (Introduction to Health Communication, Interpersonal Communication, Psychiatric Mental Health, Health History Assessment) *			
<u>Mental Health Concepts:</u> (Psychiatric Nursing, Mental Health Nursing, Psychology and Mental Health)*			
<u>Pharmacology and Administration of Medications</u>			
<u>Legal Aspects of Practice:</u> (Professional Issues Courses, Legal Issues and Trends, Legal Issues and Ethics, Practice and Ethics, Leadership)*			
<u>Interpersonal Relationships and Leadership Skills:</u> (Leadership and Management) * <i>This category is required ONLY for professional or registered nurses. This content is not required for practical nurses.</i>			

UNIT OF STUDY:	COMPLETED		If integrated: (List course/s)
	YES	NO	
<u>Professional Role and Function:</u> (Professional Issues in Nursing, Issues and Trends in Nursing)* <i>This category is required ONLY for <u>professional or registered nurses</u>. This content is not required for practical nurses.</i>			
<u>Health Teaching and Counseling Skills:</u> (Nursing Assessment, Nursing Process and/or Health Promotion) * <i>This category is required ONLY for <u>professional or registered nurses</u>. This content is not required for practical nurses.</i>			
<u>CLINICAL TRAINING EXPERIENCE</u>			
<u>Clinical Training - Acute Care:</u> {Care of critically ill patients: intensive care units (ICUs): pediatric ICUs, neonatal ICUs, cardiac care units, cardiac catheter labs, telemetry units, progressive care units, emergency departments, and recovery rooms, home healthcare, managed care organizations, outpatient surgery centers, clinics, and flight units...} *			
<u>Clinical Training – Long-term Care:</u> (Patient assessment; care planning; managing clinical emergencies; safe medication administration; ethical issues; residents’ rights; infection control; integrative care...) *			
<u>Clinical Training – Community Health Settings:</u> (Identification of common health problems in the community while treating patients and creation of intervention plans to correct or prevent the health and safety issues) *			

* Denotes course names which may pertain to the respective unit of study. However, this is not an all-inclusive list of courses which may apply.

Please provide us with your name, title, signature and institutional seal for our records.

_____ Name _____ Title _____

Stamp:

Date: _____

The institution MUST send the completed charts along with the official student’s graduation diploma(s), transcripts and course descriptions DIRECTLY to:

Josef Silny & Associates, Inc.
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USA

Josef Silny & Associates, Inc., International Education Consultants

CREDIT CARD INFORMATION

You must provide us with a photocopy of your credit card (front and back) AND a photocopy of your U.S. driver's license or U.S. or foreign passport.

Name of Cardholder:

As it appears on the credit card

First Middle Last

Name of Applicant:

If different from the cardholder

First Middle Last

Billing Address:

Number Street Apt #

City State Zip/Postal code Country

I authorize Josef Silny & Associates, Inc., to charge my: (check one):

VISA MASTER CARD in the amount of \$ _____

CREDIT CARD NUMBER: _____

Last 3 digits on the back of the card: _____

Expiration Date (month/year): _____

Signature of Cardholder (Required): _____

This signature authorizes Josef Silny & Associates, Inc. (JS&A) to charge the amount for the requested services in U.S. dollars and the cardholder agrees to be bound by all Terms and Conditions (including that all fees are non-refundable) as stated in the JS&A application.