



State Of California  
California Commission On Teacher Credentialing  
Box 944270  
1900 Capitol Avenue  
Sacramento, CA 94244-2700

Telephone:  
(916) 445-7254 or (888) 921-2682  
E-mail: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Web site: [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 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 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 pursuing 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 Commission recommends that individuals obtain a detailed report of their foreign course work. The detailed report is required when applying for all credentials, permits, and certificates except for the Emergency 30-day Substitute Teaching Permit, for which the general report is sufficient. Individuals who obtained a credential or teaching certificate in a jurisdiction outside of the United States should also submit a copy of that document to the evaluating agency.*

\*The bachelor's degree requirement for California certification refers to the equivalent of a four-year (or more) college-level program.

### For Additional Information

- If you are seeking a credential to teach elementary school in California, refer to the Multiple Subject Teaching Credential—Requirements for Teachers Prepared Outside of California leaflet ([CL-561\[pdf\]](#)).
- If you are seeking a credential to teach a specific subject at the middle school or high school level, refer to the Single Subject Teaching Credential—Requirements for Teachers Prepared Outside of California leaflet ([CL-560\[pdf\]](#)).
- If you are seeking a permit to substitute teach on a day-to-day basis, refer to the leaflet Emergency 30-Day Substitute Teaching Permits leaflet ([CL-505P\[pdf\]](#)).
- If you are seeking information about other credentials available in California, visit the Commission's website at [www.ctc.ca.gov](http://www.ctc.ca.gov).

### Agencies Approved by the Commission for Foreign Transcription Evaluation

#### Academic Credentials Evaluation Institute

P.O. Box 6908  
Beverly Hills, CA 90212  
(310) 275-3530  
(800) 234-1597  
Fax: (310) 275-3528  
Website: [www.acei1.com](http://www.acei1.com)

It is important that you provide complete and accurate information and follow the direction in their packet.

#### Academic & Professional International Evaluations, Inc.

P.O. Box 5787  
Los Alamitos, CA 90721-5787  
(562) 594-6498  
Website: [www.apie.org](http://www.apie.org)

It is important that you provide complete and accurate information and follow the direction in their packet.

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**American Education Research Corporation**

*P.O. Box 996  
West Covina, CA 91793-0996  
(626) 339-4404  
Fax: (626) 339-9081  
Website: [www.aerc-eval.com](http://www.aerc-eval.com)*

It is important that you provide complete and accurate information and follow the direction in their packet.

**Educational Credential Evaluators, Inc.**

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

Applications available from ECE or ECE's website.

**Educational Records Evaluation Service**

*601 University Avenue, Suite 127  
Sacramento, CA 95825  
(866) 411-3737 (916) 921-0790  
Fax: (916) 921-0793  
E-mail: [edu@eres.com](mailto:edu@eres.com)  
Website: [www.eres.com](http://www.eres.com)*

*Silicon Valley Office  
830 Hillview Court, Suite 200  
Milpitas, CA 95035-4562  
(408) 719-0015  
Fax: (408) 719-0017  
E-mail: [edusv@eres.com](mailto:edusv@eres.com)*

Please follow the instructions on the application and fee schedule, which are available on their website or by writing or calling ERES.

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

*5150 North Maple Avenue, M/S 56  
Joyal Administration, Room 211  
California State University, Fresno  
Fresno, CA 93740-8026  
(559) 278-7622  
Fax: (559) 278-7879  
E-mail: [iicecsufresno@cvip.net](mailto:iicecsufresno@cvip.net)*

It is important that you provide complete and accurate information to IICE and follow the directions in their application packet.

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**International Education Research Foundation, Inc. Credentials Evaluation Service**

*P.O. Box 3665  
Culver City, CA 90231-3665  
Telephone: (310) 258-9451  
Fax: (310) 342-7086  
E-mail: [info@ierf.org](mailto:info@ierf.org)  
Website: [www.ierf.org](http://www.ierf.org)*

Request a Detailed Report.

On an IERF's application, please check at Section 2:

- 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) 739-6239  
E-mail: [info@wes.org](mailto:info@wes.org)  
Website: [www.wes.org](http://www.wes.org)*

*San Francisco Regional Office  
P.O. Box 26879  
San Francisco, CA 94126-6879  
Telephone: (415) 677-9378  
Fax: (415) 677-9333  
E-mail: [sf@wes.org](mailto:sf@wes.org)*

You must indicate on their application that the evaluation is for a California teaching credential or permit. Please print all information. WES will electronically submit the transcript evaluation to the Commission on Teacher Credentialing.

On application, when asked for **Primary Purpose of Evaluation**, check the box for

Professional Licensing/Certification  
Field: **Teaching**  
State: CA

- ▶ *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.*