



**State of California  
Commission on Teacher Credentialing**

1900 Capitol Avenue  
Sacramento, CA 95811-4213  
Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## FOREIGN TRANSCRIPT EVALUATION

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### Introduction:

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  
[Email APIE](mailto:APIE@apietech.com)  
[APIE Website](http://www.apie.com)

***Academic Credentials Evaluation Institute, Inc. (ACEI)***

P.O. Box 6908  
Beverly Hills, CA 90212  
Telephone: (310) 275-3530  
[Email ACEI](mailto:ACEI@acei.com)  
[ACEI Website](http://www.acei.com)

***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 ACREVS](#)

[ACREVS Website](#)

***American Education Research Corporation (AERC)***

382 East Rowland Street

Covina, CA 91723-3154

Telephone: (626) 339-4404

Fax: (626) 339-9081

[Email AERC](#)

[AERC Website](#)

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

P.O. Box 514070

Milwaukee, WI 53203-3470

Telephone: (414) 289-3400

Fax: (414) 289-3411

[Email ECE](#)

[ECE Website](#)

***Educational Records Evaluation Service (ERES)***

2480 Hilborn Road, Suite 106

Fairfield, CA 94534

Telephone: (866) 411-3737 or (707) 759-2866

[Email ERES](#)

[ERES Website](#)

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

1910 Justin Lane

Austin, TX 78757

Telephone: (512) 459-4565

Fax: [\(512\) 459-4565](#)

[Email FCSA](#)

[FCSA Website](#)

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

798 Lighthouse Ave, Suite 140

Monterey, CA 93940

Telephone: [\(831\) 372-1466](#)

Fax: [\(831\) 372-1441](#)

[FCSA-WEST Website](#)

***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

**NOTE:** IICE closed June 30, 2014. Individuals in need of reports that were completed before this date can consult the [Fresno State web page](#) 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 IERF](#)

[IERF Website](#)

*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 WES](#)

[WES Website](#)

## **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) ([Credential Leaflet-871](#))
- Secondary Teaching (Single Subject Teaching Credential) ([Credential Leaflet-870](#))
- Special Education Teaching (Education Specialist Instruction Teaching Credential) ([Credential Leaflet-872](#))
- Day-to-Day Substitute Teaching (Emergency 30-Day Substitute Teaching Permit) ([Credential Leaflet-505P](#))
- All Other Teaching – visit the [Commission's website](#)