



Credential Verification Service for New York State Requirements

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Who is this service for?

The following health care professionals educated outside the United States who wish to practice in New York State:

- Registered nurses
- Practical nurses
- Physical therapists
- Physical therapist assistant
- Occupational therapists
- Occupational therapy assistants

What does this service do?

The Credential Verification Service for New York State verifies the authenticity of foreign educational and licensure credentials. In order to perform this verification you must complete: an application, a Credential Verification Service for New York State *Authorization for Verification of Academic Records/Transcripts* form and a Credential Verification Service for New York State *Authorization for Validation of Registration/License* form. A form is needed for each post-secondary (tertiary) school and each licensing authority.

CGFNS International then directly contacts each post-secondary (tertiary) school and licensure authority for which you filled out authorization forms, sends them the forms for verification of your attendance and licensure. These forms and requested documents must be mailed directly to CGFNS from the schools and licensure authorities. You may not forward them to us.

After CGFNS receives the required forms and documents from your school and licensure authorities, CGFNS prepares a report and sends it to the New York State Education Department. This report only outlines the authenticity of the documents submitted to us. It reports only on the authenticity of your official documents, and is not an analysis or determination regarding your education's sufficiency or whether you have met New York's licensure requirements.

You do not receive a copy of this report. Check your status at <https://www.cgfns.org/cerpassweb/login.jsp> and if your report has been sent, your status will display "Report Issued".

The New York State Education Department evaluates your credentials. You apply directly to New York State for licensure. Send New York State licensure forms to the New York State Education Department, not to

CGFNS. The New York State Education Department will contact you with more information about your eligibility.

Information about the application process

The response time for Canadian applicants is limited to 90 days. For applicants in all other countries, the response time is limited to 180 days. The response time begins when CGFNS sends the first request letters to your school and/or licensing authority. Request letters will not be sent until CGFNS receives full payment, a completed application and all authorization forms. If CGFNS does not receive the required documents by the end of the response time, we prepare a report and send it to the New York State Education Department noting those deficiencies.

If you have previously applied to CGFNS and received your academic records/transcripts and licenses/registrations, these documents can not be used for the Credential Verification Service for New York State. The New York State Education Department requires that academic records/transcripts and licensure be verified through the Credential Verification Service for New York State. That means we contact your schools and licensing authorities for you, unlike our other services.

If your New York Credential Verification Service application file remains incomplete after 90 days — meaning you have not paid the fees, completed, signed and had notarized the application or provided us with signed authorization forms — your application will be cancelled without refund. You will be required to submit a new application and the full fee to resume the service.

CGFNS must receive the following:

1. The completed online application or completed, signed and notarized paper *Credential Verification Service for New York State Application* form from www.cgfns.org/pdf/apps/CVS_Handbook.pdf
2. The U.S. dollar fee is located at www.cgfns.org/sections/apply/fees.shtml#4. Please see payment methods at the end of this document.
3. For practical nurses only, documentation of your secondary school education or external exam certificate, with literal English translations, including a *Certificate of Accuracy** (if not in English).
4. The completed *Credential Verification Service for New York State Authorization for Verification of Academic Records/Transcripts*
5. The completed *Credential Verification Service for New York State Authorization for Validation of Registration/License* form from each licensing agency where you have ever held a license/registration as a professional in your field. **continued on reverse side**

* The following, called the Certificate of Accuracy, must be typed or written at the end of the translation. The translator must sign the translation.

"Certificate of Accuracy — This is to certify that this is a true and correct English translation of the attached photocopy of the original [insert name of document] of [insert applicant name]"

CGFNS can also provide translations for the fee listed at <http://www.cgfns.org/sections/apply/fees.shtml#5>.

CGFNS is unable to accept any documents sent by email or fax. All official documents must be in paper format with the appropriate seals and signatures, directly sent to CGFNS by mail or courier.

Payment methods

Payment must be in U.S. dollars. If you have applied online and are sending payment through postal mail, please print out the voucher and submit it with your payment. Pay using one of these methods:

- By Visa, MasterCard or Discover credit card payment online at <https://www.cgfns.org/cerpassweb/login.jsp>

- By Visa, MasterCard or Discover credit card through postal mail, download the Credit Card Payment form located at www.cgfns.org/files/pdf/forms/Credit_Card_Payment_form.pdf
- A bank check or international money order (drawn on a U.S. bank) made payable to CGFNS/ICHP

Please **do not send cash** through the mail. Personal checks are not accepted. If paying by postal mail, send to CGFNS International, P.O. Box 8628, Philadelphia PA 19101-8628 USA