

CGFNS Credentials Evaluation Service

The CGFNS International Credential Evaluation Service (CES) Report analyzes the education and licensure earned outside of the United States by healthcare professionals (except physicians) and compares it to U.S. standards. In this objective evaluation, CGFNS carefully assesses the documents we receive from source agencies.

Choose From Two Types of Reports

CGFNS currently offers two types of CES Reports. We suggest you contact the organization (the recipient) that asked to receive your CES Report and find out which type of report they require. The two types of reports are described below:

- **Healthcare Profession Report** – This report gives general information about the education and professional registration/license that you earned outside the United States. The report identifies each credential and indicates the U.S. comparability. The Healthcare Profession report describes all foreign education and licensure in terms of similar U.S. professions. When we mail your CES Report to the requested recipient(s), we will attach a copy of your healthcare academic records.
- **Full Education Course-by-Course Report** – This report is more detailed. It contains the same information as the Healthcare Profession Report, and lists EVERY COURSE from your professional healthcare education program and provides comparable U.S. credit hours and grades for each course.

Both types of CES Reports contain an analysis of secondary and professional education, country-specific background information about schools attended by the applicant, complete dates of attendance, validations or registration/license information received directly from source authorities, and bibliographical references. All information is explained in terms of U.S. standards.

If you have applied for other CGFNS International services prior to applying for the Credentials Evaluation Service, you are still required to send all mandatory documentation from your school of general healthcare, as well as any additional schools where you have completed a specialty or post-basic program. There are different requirements for each CGFNS International service and the documentation in your file that was submitted for another CGFNS International program may not be sufficient to prepare a CES Report.

For the Credentials Evaluation Service, CGFNS International Must Receive:

1. The completed and signed **Credentials Evaluation Service Application Form**
2. A bank check or international money order (drawn on a U.S. bank in U.S. funds) made payable to CGFNS, or credit card payment (Visa, MasterCard or Discover), for the full Credentials Evaluation Service application fee in U.S. dollars within 60 days of the application date. **DO NOT SEND CASH.**
3. Documentation of your secondary school (high school) education, or external exam certificate (photocopy is acceptable), with literal English translations, including a Certificate of Accuracy (if not in English)
4. The completed “Request for Academic Records” form and full academic records/transcripts from each of your professional schools
5. The completed “**Request for Validation of Registration/License**” form from initial licensing agency where you have held a registration/license/certification as a professional in your field; or, in cases where your diploma authorizes legal practice, this same form mailed to CGFNS from the institution that issued your diploma. Note: Some licensing/registration authorities may charge a fee for verifying your license(s)/registration(s). You are responsible for any outside additional fees associated with processing your Credentials Evaluation Service application.
6. Certified English translation of all documents not in English, must come from school or licensing authority.
7. Verification of English Proficiency if required by state board of nursing for licensure.

Note: CGFNS is unable to accept any transcript or licensure documentation sent by email, fax or via the Internet. All official documentation must be in hard copy format with the appropriate seals and sent to CGFNS by mail or courier.

Requirements continued on back.

Credentials Evaluation Service Re-Process an Expired Full Education Course-by-Course Report Order or Re-Process an Expired Healthcare Profession & Science Report Order

(For service that has not resulted in the issuing of a Credentials Evaluation Service report during the first year of application due to program requirements not being met)

1. The completed and signed **Credentials Evaluation Service Re-Process an Expired Report Order Application Form**
2. A bank check or international money order (drawn on a U.S. bank in U.S. funds) made payable to CGFNS International, or credit card payment (Visa, MasterCard or Discover), for the full Credentials Evaluation Service Second-Year Re-Applicant application fee in U.S. dollars within 60 days of the second-year re-applicant application date. **DO NOT SEND CASH.**