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Provide all information requested on all pages. Note that inaccuracies will delay the processing of your application. Enter responses legibly. Submit original and retain a copy for your files. Mail the application to the address above.

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the renewal process six months before your current $\emph{VisaScreen}^{\circ}$ certificate expires.

Non-exempt applicants must submit English language proficiency scores from either ETS (Educational Testing Service) or IELTS (International English Language Testing System). TOEFL iBT test results must be electronically sent to CGFNS/ICHP by ETS and IELTS test results need to be requested to be made electronically available to CGFNS. Please note that you may submit your *VisaScreen*® renewal application prior to registering for the English language proficiency examinations.

ETS administration dates

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Waiver of the English requirement

The English requirement can be waived if you can provide proof of U.S. employment in the health care profession listed on your *VisaScreen*® certificate for at least 27–36 months — including nine months of the year before the date your renewal application is submitted. Your employer will need to submit an employment summary to CGFNS/ICHP on corporate letterhead with the appropriate signature for the English requirement to be waived.

15 VisaScreen® Renewal Application fees and payment information

Fees for CGFNS services are located online at http://www.cgfns.org/sections/apply/fees.shtml#1 and are subject to change. Full payment for all services must be made before your application and documents can be reviewed. If you use a credit card, you may pay online at https://www.cgfns.org/cerpassweb/intro.jsp or use the *Credit Card Payment Form* located at http://www.cgfns.org/sections/apply/forms.shtml. We accept Visa, Mastercard and Discover. Alternatively, you may submit an international money order or certified bank check paid in U.S. dollars, drawn on a U.S. bank, and made payable to CGFNS. Personal checks are not accepted. Please do not send cash.

16 Terms and Conditions of VisaScreen®: Visa Credentials Assessment Renewal Application

The following clarifies the obligations of the VisaScreen® provider (CGFNS/ICHP) and the applicant (you), as well as the manner in which this service is delivered.

- CGFNS may choose to evaluate only the documents it considers relevant to the *VisaScreen®* application.
- All documents submitted, including academic records/transcripts, become the property of CGFNS and will not be returned to you. Do not send original diplomas, degrees, certificates, registrations or licenses.
- No evaluation is conducted until CGFNS receives a complete application and full payment. Please include payment with your application.
- Fees are subject to change and are found at http://www.cgfns.org/sections/apply/fees.shtml.
- Any payment sent to CGFNS will be applied first to any unpaid balance from previous orders for products or services before it is applied as payment to this application.
- No refund is given after an application is submitted.
- The ICHP VisaScreen® certificate is valid for five years only when the official CGFNS and ICHP seals are affixed.
- If your application includes any forged, altered or falsified documents or information, CGFNS/ICHP will not issue a VisaScreen® certificate.



17 Attestation

I agree to the Terms and Conditions of the VisaScreen®: Visa Credentials Assessment Renewal Application outlined in Item 16 (above).

I certify that all information that CGFNS/ICHP has received as a part of this application now or in the past from me or from a third party on my behalf, is true and complete. I also certify that all documents which have been submitted to CGFNS/ICHP for any purpose have not been falsified, altered or tampered with by any person.

I understand that CGFNS/ICHP and others will rely on this application and on the documents and information submitted, and that if any of the items are falsified, altered or tampered with or if I alter an ICHP VisaScreen® certificate or misrepresent a copy as an original, CGFNS/ICHP may take action against me as it deems appropriate and the consequences could adversely affect my professional license, immigration status, employment and other matters from which I release CGFNS/ICHP from all liability.

I authorize CGFNS/ICHP to disclose the information and documents in this application, the status of any CGFNS certificates, reports or evaluations prepared by CGFNS/ICHP, any other information obtained by CGFNS/ICHP, and the results and reasons for any action taken against me by CGFNS to any person or organization I designate in writing or to any other recipient who CGFNS/ICHP may determine has a legitimate interest in receiving the same, such as government agencies and potential employers.

I understand that CGFNS/ICHP may revoke my ICHP VisaScreen® certificate if it determines that I was not eligible to receive it or that it was otherwise issued in error.

You must sign and date this application in order for it to be processed.

Your signature		
	Sign entire name	
Print your name	Date	
	Month / Day / Year	

