

APPLICATION FOR MEMBERSHIP

In order for an applicant for membership (hereafter referred to as Applicant) to be admitted as a member of the Association (AICE) and to maintain membership, all of the following criteria must be met at all times.

An Applicant for membership in AICE must provide evidence that it is either a private organization or an individual whose activities include evaluating the credentials from foreign educational institutions.

PART I

Name of Organization:

Date Started/Established:

TYPE

Not for Profit

For Profit

Corporate

Partnership

Sole Proprietor

Name of Contact Person

Street Address

City

State

Zip Code

Telephone: ()

FAX: ()

E-mail:

Website:

PART II

APPENDIX A CRITERIA FOR THE APPLICANT'S PERSONNEL

The applicant must submit documentation verifying the following on its senior evaluation staff:

1. **Years of Experience**

Senior evaluation staff has had not less than five (5) years of full-time experience (or the equivalent in part-time) substantive supervised experience in foreign student admissions or closely related foreign educational credential evaluation work covering all levels of education. This experience must have been acquired as an employee of an academic institution in the United States that has regional academic accreditation, or as an employee of an entity which is a member of AICE or the National Association of Credential Evaluation Services (NACES).

Applicant is to provide documentation in support of staffing.

2. Professional Affiliations

Senior evaluation staff maintains significant appropriate contacts with professional associations such as, but not limited to, AACRAO and NAFSA in the professional fields for which the Applicant evaluates foreign educational credentials for purposes of certification, licensure, registration, employment, or professional membership.

Applicant is to provide a list of its membership and professional affiliations.

3. Professional Activities

Senior evaluation staff keeps current and up to date with changes in educational system in other countries and shares this information regularly through publications, presentations at professional conferences of either AACRAO or NAFSA and/or through public service programs that provide an open exchange of expertise and information to persons involved in international education.

Applicant is to provide information on its policies concerning professional activities.

4. In-House Guidelines & Supervisory Responsibilities

Senior evaluation staff develops, maintains and adheres to procedures for identifying foreign educational credentials that are not authentic, and refuses to prepare an evaluation report based upon such credentials. Senior evaluation staff is responsible for the supervision of junior evaluators and support staff and has ultimate responsibility for all evaluations.

Applicant is to provide information on its procedures.

5. Junior Evaluation Staff

The Applicant must provide documentation verifying the following on its Junior evaluators (those who have not yet met the requirements for Senior evaluator as noted in Section 1 above):

- A. Junior evaluators are provided with on-going in-house training, including training in research methods and procedures.
- B. Junior evaluators are provided with opportunities for professional growth and development.

APPENDIX B REFERENCES AND RESOURCES

1. Standard References

The Applicant must have a reference library pertinent to the evaluation of foreign credentials that includes the standard references in the field as set forth in the NAFSA/ADSEC Bibliography. The reference library must be kept current.

Applicant is to provide a list of items in its reference library and its policies on maintaining the library current.

2. Catalogs/Syllabi/Course Descriptions

To supplement standard references, the Applicant's reference library must also include materials distributed by academic institutions, ministries of education and bi-national and multinational organizations, whether or not those materials appear in the NAFSA/ADSEC Bibliography. The reference library must be kept current.

Applicant is to provide a list of materials in its library.

3. Journals/Periodicals/Newsletters

To further supplement standard references, the Applicant must subscribe to industry-related journals, periodicals and newsletters.

Applicant is to provide a list of its subscriptions.

4. Archives of Sample Credentials

Applicant must maintain samples of educational credentials in its archives for credential verification and comparative purposes.

Applicant is to provide information on procedures concerning credential storage/archiving.

5. Translation Service

The Applicant must have access to adequate and reliable translation service for all the educational credentials written in a language in which the Applicant's evaluation staff is not proficient.

Applicant is to provide information on its policies concerning translations.

APPENDIX D RETENTION OF RECORDS

The Applicant must maintain for at least five years detailed records of all evaluations prepared.

Applicant is to provide information on its policies and procedures concerning retention of records.

APPENDIX E INFORMATION AVAILABLE TO THE PUBLIC

1. Organization Profile

The Applicant (if a private organization) must make available to the public, on request, the following information:

- A. The composition of its Board of Directors, Board of Advisors, or other governing group (if there is one)
- B. The officers and administrators
- C. The members of the senior evaluation staff and their qualifications
- D. A clear statement of the Applicant's evaluation policies
- E. The scope of services offered by the applicant, and the fees charged for such services
- F. The Applicant's application procedures

The Applicant is to provide information concerning items A through F.

2. If the Organization is an Individual

Attach a detailed curriculum vitae of work experience highlighting responsibilities, professional affiliations (as required in Appendix A, Sections 1, 2, and 3, as well as Section regarding Senior Evaluation Staff). Please include what materials you have available.

3. Endorsements

The Applicant's brochure shall not state or imply endorsement by any professional organization or group unless that organization or group has granted specific endorsement in writing.

Applicant is to provide a sample of all its promotional material (brochure/application/press kit)

APPENDIX F EVALUATION REPORTS

1. Each of the Applicant's evaluation reports must consider and review all necessary and relevant documentation concerning an individual's educational history. The document(s) evaluated and purpose for the evaluation must be clearly stated in the evaluation report.
2. In preparing any evaluation report, the Applicant must make every effort to consult appropriate resources in order to provide the most accurate evaluation possible, consistent with the purpose of the request.
3. Each evaluation report must include at least the following information:
 - A. The name(s) and location of the institution(s) attended with dates of attendance.
 - B. The indigenous name of the qualification received or the program followed (if incomplete)
 - C. The year the qualification was awarded, or the years of enrollment if a program was not completed
 - D. The major field studies
 - E. The Applicant's judgment concerning the U.S. equivalent of the qualifications received.

Applicant is to provide 3 samples of its evaluation reports.

4. Evaluation reports based upon incomplete documentations or upon reconstructed documentation must be clearly so stated.

Applicant is to provide statement on its procedures concerning incomplete documents or reconstructed documents.

This application must be submitted in triplicate. Binders may be used if so desired. A non-refundable Application fee of \$100.00 must accompany the application.

If the original application (includes Parts I & II) is approved by AICE, the Applicant will receive sample credentials (Part III) to evaluate and present reports as if for a client.

PART III

APPENDIX G EVALUATION OF SAMPLE CREDENTIALS PROVIDED BY AICE

1. Applicant is to evaluate sample credentials selected by AICE to demonstrate evaluation skills and conformity with national evaluation standards. The Applicant is to return the completed evaluations (as it would to client) to include U.S. equivalency of credential and/or level of education, as well as U.S. semester units of credit, grade and course level (lower/upper division) equivalency of the enclosed sample credentials.

Applicant is to present 3 sets of each completed evaluation of sample credentials.

Application for Membership should be directed to:

Membership Committee
Executive Office
Association of International Credential Evaluators, inc.
P.O. Box 6756
Beverly Hills, CA 90212