

The Foreign Degree Evaluation Process

If you hold a foreign degree and are working in the Early Childhood Education field in Pennsylvania, you will need to complete this process to be placed on the Career Pathway.

If you have questions that are not answered here, please reach out to Amy Barrett at amybar@pakeys.org.

1

Collect all documentation related to any degrees you hold, including high school diploma. This should include any transcripts you have for all levels of education attained.

2

Select a NACES or AICE accredited organization for your evaluation.

The list of acceptable organizations can be found on page two of the Foreign Degree Reimbursement Form. Each organization has its own processes, timelines, and price ranges. You may choose the organization from the list that best suits your needs. Please keep the following in mind:

- All evaluations must be completed as “credit for credit” so that Career Pathway Verifiers may count applicable ECE credits. Many transcript evaluation organizations offer several levels of service.
- Please ensure you retain your receipt for potential reimbursement.
- Evaluations from outside organizations not on the list will not be accepted for either reimbursement or Career Pathway Application. Please note that this is an evaluation requirement, not just a translation requirement.

3

When the evaluation is complete, please include the evaluation report with your Career Pathway Application documentation.

- For a list of items required to complete your Career Pathway Application, [click here](#).
- For step-by-step instructions on completing your Career Pathway Application, [click here](#).

4

Fill out the [Foreign Degree Reimbursement Form](#) and submit as instructed.

- Applications are processed as received.
- Payment will not be made until documentation is received in its entirety.
- Should you need assistance with the reimbursement process, please fill out and submit the FDE Authorization Form.
- Payments are made once per quarter. Please allow 12 weeks for processing.

I, _____, authorize the below individuals to be included on all correspondence regarding the Foreign Degree Reimbursement process through the Pennsylvania Key. I understand this agreement only applies to Foreign Degree Reimbursement and communications with The Pennsylvania Key.

Individual Signature _____ Date _____

Authorized Contact Signature _____ Date _____

Authorized Contact Role (please select one):

Director

Assistant Director

Education Coordinator

ELRC Quality Coach

Pennsylvania Key Staff Review: _____ Date _____