

THE FOREIGN DEGREE EVALUATION PROCESS



If you hold a foreign degree and are working in the Early Childhood Education field in Pennsylvania, you need to complete this process to be placed on [Pennsylvania's Early Childhood Education \(ECE\) Career Pathway](#).

1. COLLECT ALL DOCUMENTATION RELATED TO ANY DEGREES YOU HOLD INCLUDING YOUR HIGH SCHOOL DIPLOMA.

This should include any transcripts you have for all levels of education attained.

2. SELECT AN ACCREDITED MEMBER FROM THE [NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES \(NACES\)](#) OR [ASSOCIATION OF INTERNATIONAL CREDENTIAL EVALUATORS, INC. \(AICE\)](#) FOR YOUR EVALUATION.

Each organization has its own processes, timelines, and price ranges. Of the two organizations above, choose the organization that best suits your needs. Also keep in mind:

- All evaluations must be course-for-course to count applicable ECE credits. Many transcript evaluation organizations offer several levels of service.
- Retain your receipt for potential reimbursement.
- Evaluations from outside organizations are not acceptable for reimbursement or Career Pathway placement. **NOTE:** The evaluation is a requirement and not just a translation requirement.

3. WHEN THE EVALUATION IS COMPLETE, INCLUDE THE EVALUATION REPORT WITH THE CAREER PATHWAY APPLICATION DOCUMENTATION.

Learn more about the Career Pathway and the materials needed for successful application and placement at pakeys.org/career-pathway.

4. FILL OUT THE [FOREIGN DEGREE REIMBURSEMENT FORM](#) AND SUBMIT AS INSTRUCTED.



ADDITIONAL INFORMATION

- 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, fill out and submit the [FDE Authorization Form](#).
- Payments are made once per quarter. Allow 12 weeks for processing.

Need assistance? Email registry@pakeys.org or call 1-800-284-6031.