

**Virginia Department of Education
Division of Teacher Education and Licensure
P.O. Box 2120
Richmond, Virginia 23218-2120**

Graduates of Foreign Institutions of Higher Learning

Please refer to the following information regarding teacher licensure in Virginia and the credential evaluation process applicable to individuals educated outside the United States of America.

Individuals seeking an initial educational license in Virginia must hold at least a baccalaureate degree from a regionally accredited college or university. In addition to the bachelor's degree from a regionally accredited college or university, individuals must meet the Professional Studies requirements, endorsement requirements for the teaching area sought, testing requirements, child abuse and recognition requirement, and the emergency first aid, cardiopulmonary resuscitation, and use of automated external defibrillators requirement. If an individual attended a college/university outside of the United States of America, an evaluation must be completed by one of the agencies listed below:

Center for Educational Documentation
Post Office Box 170116
Boston, MA 02117
Telephone: (617) 338-7171
Fax: (617) 338-7101
E-mail: info@cedevaluations.com
Web Address: www.cedevaluations.com

International Consultants of Delaware, Inc.
P. O. Box 8629
Philadelphia, PA 19101
Telephone: (215) 222-8454 ext 603
Fax: (215) 349-0026
E-mail: icd@icdel.com
Web Address: icderal.com

Global Credentials Evaluators
P.O. Box 9203
College Station, TX 77842
Telephone: 800-707-0979
Fax: (959) 690-6342
Web Address: www.gceus.com

Josef Silny and Associates, Inc.
7101 SW 102 Avenue
Miami, FL 33173
Telephone: (305) 273-1616
Fax: (305) 273-1338
E-mail: info@jsilny.com
Web Address: www.jsilny.com

World Education Services
P.O. Box 5087
Bowling Green Station
New York, New York 10274
Telephone: (212) 219-7330
E-mail: support@wes.org
Web Address: www.wes.org

International Education Research Foundation
Credentials Evaluation Service
P.O. Box 3665
Culver City, CA 90231-3665
Telephone: (310) 258-9451
Fax: (310) 342-7086
Web Address: www.ierf.org

**American Association of Collegiate
Registrars and Admissions Officers**
Foreign Credential Evaluation Service
One Dupont Circle NW Suite 520
Washington, DC 20036-1135
Telephone: (202) 293-9161
Fax: (202) 872-8857
E-mail: oies@aacrao.org
Web Address: www.aacrao.org

SpanTran Educational Services
7211 Regency Square Boulevard
Suite 205
Houston, TX 77036-3197
Telephone: (713) 266-8805
Fax: (713) 789-6022
Web Address: www.spantran-edu.com

Foundations for International Services, Inc.
505 Fifth Avenue South, Suite 101
Edmonds, WA 98020
Telephone: (425) 248-2255
Fax: (425) 248-2262
Web Address: www.fis-web.com

Foreign Consultants, Inc.
10955 Westmoor Drive, Suite 400
Westminister, CO 80021
Telephone: (303) 585-0978
Fax: (303) 379-2161
E-mail: info@foreignconsultants.com
Web Address: www.foreignconsultants.com

Institute of Foreign Credential Services (IFCS)
12 Cedar Street
Dobbs Ferry, NY 10522
Telephone: (914) 693-2840
Fax: (914) 231-7781
E-Mail: Info@ifcsevals.com
Web Address: www.ifcsevals.com

The individual must obtain an evaluation from one of the agencies listed above of his/her credentials (including a listing of the courses completed and the semester-hour equivalent for each course) and a statement regarding the equivalency of the program of study to the four-year baccalaureate degree (or post baccalaureate degree, if applicable) from a regionally accredited college or university. In lieu of an official transcript from the foreign institution, the Department of Education will accept the credential evaluation of the degree(s) and course work equivalencies. Individuals must submit documentation to a Virginia school division or nonpublic school for consideration for employment. Upon hiring the individual, the employing agency will submit the documentation and the request for a Virginia license to this office.

Individuals may wish to complete a teaching program prior to applying for teaching positions. Please refer to the following link for a list of colleges and universities that offer teaching programs.

Virginia colleges and universities that offer approved programs:

http://www.doe.virginia.gov/teaching/educator_preparation/college_programs/colleges.shtml

Colleges and universities listed by endorsement programs:

http://www.doe.virginia.gov/teaching/educator_preparation/college_programs/colleges_by_endorsements.pdf

Please review the information on Virginia's Career Switcher Program, http://www.doe.virginia.gov/teaching/educator_preparation/career_switcher/index.shtml. This is a program designed for individuals who wish to teach and who have completed at least five years of professional work experience in another career.

Please visit the Virginia Department of Education's Web site, <http://www.doe.virginia.gov/>, for complete information on licensure in Virginia. Click on "Teaching in Virginia" on the left hand side of the page. Then click on "Licensure" on the right hand side of the page.