Application for Evaluation of Foreign Educational Credentials for Boards of Nursing

Information on Josef Silny and Associates, Inc., International Education Consultants (JS&A)

JS&A is an organization of highly qualified international education consultants. Mr. Silny is recognized nationally and internationally as an expert in the field of foreign credential evaluations and international admissions. He has been the Director of International Admissions at the University of Miami and the City University of New York. He has participated as panelist or workshop director at national professional conferences annually since 1974. He has held numerous committee chairmanships and memberships in national professional organizations and corporations. Mr. Silny has published a book and numerous articles in the field of international education. All international education consultants associated with Mr. Silny are highly qualified in the field of foreign credential evaluations. JS&A is a member of the National Association of Credential Evaluation Services, Inc. (NACES)

APPLICATION PROCEDURES - Please be sure to read the complete information on our website at www.jsilny.org.

PLEASE BE AWARE THAT WE WILL NOT PROCESS YOUR REQUEST FOR ANY SERVICE UNLESS WE RECEIVE YOUR FILLED-OUT AND SIGNED APPLICATION AND CORRESPONDING FEES. JS&A WILL NOT BE RESPONSIBLE FOR DOCUMENTS SENT TO US PRIOR TO THE RECEIPT OF THE FILLED-OUT AND SIGNED APPLICATION AND CORRESPONDING FEES.

In order to receive an evaluation, an applicant must provide the following:

1. A completed Application for Evaluation of Foreign Educational Credentials signed by the applicant.
2. A non-refundable evaluation fee in U.S. dollars. Make the bank check or money order payable to Josef Silny & Associates, Inc. (We cannot accept postal money orders or payments through Western Union). If you are paying by a credit card you must fill out the Credit Card Information form. All evaluation fees, including fees for rush report, 24 hour report, grade point average equivalent, extra copies, and translation are NON-REFUNDABLE.
3. EDUCATIONAL DOCUMENTS:
   a) Official Diplomas and Certificates in the original language.
   b) Official transcripts in the original language (names of courses, grades, and hours of instruction) for every year of study.
   c) A Syllabus of university studies (description of each course or subject studied) is required.
4. TRANSLATIONS: Documents in a language other than English must be accompanied by professional, certified English translations. Translations supplement, but do not replace the original documents. JS&A offers professional certified translations. JS&A is a Corporate Member of the American Translators Association. For further information on the JS&A Translation Service, call 305-273-1616 or e-mail or fax your request for translation estimate along with all pertinent documents.

Processing Information: For nursing licensure: transcript, degree, and course descriptions must be sent by the issuing institution(s) directly to JS&A. Academic credentials received directly from foreign institutions are considered confidential and cannot be given to applicants. The documents you submit with your application, with the exception of any originals, will become the property of Josef Silny & Associates, Inc. and they will not be returned. Applicants must submit self-addressed and stamped envelopes for the return of their original academic credentials, or pay for delivery by secure means. Only those originals submitted by the applicant will be returned. Applicants must submit pre-addressed labels or envelopes for mailing of evaluation reports to any location other than the applicant’s address. When it has been determined that documents submitted for evaluation or translation were forged or altered in any way, no evaluation report or translation will be prepared and the fees will not be refunded. All recipients indicated on the application form will be notified. It is the applicant’s responsibility to submit the documents which need to be evaluated. JS&A will contact the applicant only for the documents without which the evaluation cannot be completed. If the application is not completed within three months, JS&A will close the file. A new evaluation fee will be required for updating the file. JS&A will keep applications with academic credentials for one year only. Please note that all fees are subject to change without notice. Refusal of service: JS&A reserves the right to refuse service to anyone. In preparing an evaluation report, every effort is made to consult appropriate resources, in order to provide the most accurate evaluation possible. JS&A will provide a list of the references used in making the specific evaluation upon written request.
PROCESSING TIME

1. **Standard Processing Time:** Evaluations are normally prepared in ten working days from the receipt of all required fees, information and documentation. Evaluations which require extensive research and correspondence may take longer to prepare.

2. **Rush Evaluation Reports**
   a) 24-Hour Evaluation Report  
   b) 2-Day Evaluation Report  
   c) 5-Day Evaluation Report

Rush evaluation reports will be completed in a timely fashion, in accordance with the type of rush evaluation report requested, upon receipt of all required fees, information and documentation. If, for any reason, the evaluation report cannot be completed within the specified time after receipt of all required fees, information and documentation, the rush fee will be refunded and the evaluation will be completed as quickly as possible. The rush fee will be adjusted to reflect the actual processing time and a refund of the difference will be issued. Rush evaluation reports must be paid for by bank check, money order or credit card.

COST OF EVALUATIONS

1. **Nursing Course-by-Course** – U.S. $325.00 (Licensure only). The cost for each additional state board is $300.00.
2. **24-Hour Evaluation** - U.S. $150.00 in addition to the basic fee.
3. **2-Day Evaluation** - U.S. $100.00 in addition to the basic fee.
4. **5-Day Evaluation Report** - U.S. $50.00 in addition to the basic fee.
5. **Re-evaluation** - Re-evaluations based on documents not submitted with the original request are considered new evaluations and a second payment of the basic fee is required.
6. **Extra evaluation reports** - Additional original evaluation reports requested at the time of evaluation cost $20.00 each. Each evaluation report requested after the evaluation has been completed costs $30.00 (evaluations may be available only within 3 years of the original date of issuance). Please add $5.00 to the cost of each report that you wish to be mailed to you in a specially sealed JS&A envelope. Applicants must submit pre-addressed labels or envelopes for mailing of evaluation reports to any location other than the applicant’s address.
7. **Return of original documents by secure means:**
   - **Within the United States:**
     - By certified mail: US$ 15.00 per address
     - By courier: US$ 40.00 per address
   - **Outside of the United States:**
     - International courier: US$ 80.00 per address

JS&A accepts no liability for loss or damage of academic credentials during mailing.

8. The applicants are responsible for any verification fees charged by their universities.

INFORMATION ABOUT EVALUATIONS

**Method of Operation** - To keep the cost of evaluations as low as possible, the evaluation service is conducted by mail. If there are questions concerning an application, Josef Silny & Associates, Inc. will e-mail, write, or telephone the applicant. If the applicant requests a personal interview, the charge will be U.S. $60.00 per half hour. Interviews are by appointment only.

**Reassessment of Education Systems** - Evaluations are based upon the best information and resources currently available to foreign credential evaluators in the United States. Josef Silny & Associates, Inc. reserves the right to reassess educational systems as new and additional information becomes available.

**Satisfaction with Evaluations** - JS&A generally follows the Placement Recommendations of The National Council on the Evaluation of Foreign Educational Credentials. JS&A guarantees that all evaluations are prepared by highly qualified evaluators, but it cannot guarantee that the applicant will agree with the evaluation. Any questions or concerns about evaluations must be submitted in writing.
PERSONAL INFORMATION

If you have a U.S. Social Security Number, please list it: ____________________________ / / __________  Gender: ________  ________

Full name: __________________________________________  ____________________________  ____________________________  

  Last name       Given name      Middle name/Maiden name

Address: ____________________________________________  ____________________________________________  

  City   State   Country (if not US)   Zip Code

Date of birth: ____________________  Country of citizenship: ___________________  Country of birth: ____________________

Telephone: __________________________  Fax: __________________________  E-mail: __________________________

  Area code and number             Area code and number

Type of Professional Service Requested:

Basic Fees

☐ Licensing: Nursing (US$ 325.00 basic fee)  ☐ Rush Fees

☐ 24-Hour Evaluation (US$ 150.00 + basic fee)  ☐ 2-Day Evaluation (US$ 100.00 + basic fee)

☐ 5-Day Evaluation (US$ 50.00 + basic fee)  ☐ Additional Services

☐ Extra Evaluation Report (US$ 20.00 per report) How many?  

☐ Extra Report in Sealed Envelope (US$ 25.00 per report) How many?  

☐ Secure Return of Originals. US$  

☐ Translation (quote provided upon request)  

☐ Other  

Please indicate for which State Board of Nursing this evaluation has been requested for:

_________________________________________________________________________________________________________________________________________

From whom did you learn of Josef Silny & Associates, Inc.: ________________________________________________________

Have you used JS&A services previously?  Translation:  No:  Yes:  Date:  Evaluation:  No:  Yes:  Date:

If you want your evaluation to be sent to an agency, employer, or educational institution (at U.S. $20.00/copy), please list their names and addresses below:

________________________________________________________________________________________________________

________________________________________________________________________________________________________

________________________________________________________________________________________________________

ACADEMIC HISTORY

Educational Institutions Attended (You must list all educational institutions you have attended. Begin with the first year of elementary school and include any school you are now attending.)

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City, Country</th>
<th>Attendance From - To</th>
<th>Diplomas or Certificates</th>
<th>Year of Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>6.</td>
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I certify that all information provided in this application is complete, factually accurate, and honestly presented. I certify that I have read the instructions and conditions (including that all fees are (non-refundable) and agree to the terms stated therein. I understand that the evaluation is advisory and is not binding upon any agency or institution that uses it. I release Josef Silny & Associates, Inc. from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation. Any litigation arising out of this agreement will have its venue in Miami-Dade County, Florida. The prevailing party in any litigation arising out of this agreement is entitled to reasonable attorney's fees and all costs accrued during the litigation.

Signature of the applicant: ____________________________  Date:  __________
JS&A is a Member of the National Association of Credential Evaluation Services, Inc. (NACES). Evaluations prepared by JS&A are accepted and recognized by the organizations listed below:

1. **U.S. Federal Government**
   - The United States Citizenship and Immigration Services
   - The United States Department of Agriculture
   - The United States Department of Defense
   - The United States Labor Department
   - The United States Office of Personnel Management
   - Federal Bureau of Prisons
   - Health Care Financing Administration

2. **U.S. Armed Forces**
   - Air Force
   - Army
   - Marines

3. **Licensing Boards**
   - **Accounting:** Arizona, Arkansas, California, Colorado, Connecticut, District of Columbia, Florida, Indiana, Kentucky, Michigan, Missouri, Nebraska, Nevada, New Mexico, New York, Ohio, Oklahoma, Pennsylvania, South Dakota, Tennessee, Utah, Vermont, Virginia, Wisconsin, Wyoming
   - **Architecture:** Alaska, California
   - **Barbers:** Florida, South Dakota
   - **Cosmetology:** North Carolina, Tennessee, Utah, Vermont
   - **Engineering:** Alaska, Florida, Louisiana, Maryland, New Jersey, Puerto Rico, Texas
   - **Law:** California, Florida, Texas
   - **Marriage and Family Therapy, Mental Health:** Florida
   - **Medical Laboratory:** American Medical Technologists, American Society of Clinical Pathologists, Health Care Financing Administration, Connecticut, Florida, Georgia, Nevada, Tennessee
   - **Midwifery:** Florida
   - **Nursing:** Arizona, Florida, New Mexico, Missouri
   - **Opticianry:** Florida
   - **Psychology:** Delaware, District of Columbia, Florida, Maryland, Virginia
   - **Respiratory Care:** National Board for Respiratory Care, California, Florida
   - **Speech-Language Pathology and Audiology:** American Speech-Language-Hearing Association, Florida, Georgia

4. **State Departments of Education**

5. **Other Governmental and Private Agencies**
   - American Association for Clinical Chemistry
   - Association of Colleges of Osteopathic Medicine
   - American Association of Colleges of Podiatric Medicine
   - Association of American Veterinary Medical Colleges
   - Broward County Sheriff’s Office
   - CASPA - Central Application Service for Physician Assistants
   - Florida Department of Health and Rehabilitative Services
   - NCAA
   - Office of Personnel of: City of Miami, Ft. Lauderdale, Miami Beach, New York City, State of New York.

6. **Hundreds of Colleges and Universities**

   Many other organizations which do not appear on this list may also accept evaluations done by JS&A. Applicants are advised to check with the agency, institution, or organization to which they intend to submit the evaluation to make certain that the evaluation will be recognized.
Attachment of Nursing Theory and Clinical Clock Hours and Required Coursework
(TO BE COMPLETED BY CLIENT’S INSTITUTION ONLY)

Client’s Name: ____________________________________________________________
Institution: ________________________________________________________________
Address: __________________________________________________________________
Date of Graduation: _______________________________________________________
Language of Nursing Instruction and Textbooks: _________________________________
Applicant’s License/Permit Number: __________________________________________
- Date Issued and Date of Expiration: _________________________________________

(Please note if this information is not available or does not exist)

<table>
<thead>
<tr>
<th>Nursing Education Categories</th>
<th>Theory Clock Hours</th>
<th>Clinical Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surgical:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obstetric:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pediatric:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychiatric/Mental Health:</td>
<td></td>
<td></td>
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<tr>
<td>Geriatric:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of Theory Clock hours completed: ______ hrs.

Total number of Clinical Clock hours completed: _____ hrs.

PLEASE INCLUDE COURSE DESCRIPTIONS, INCLUDING HOURS OF INSTRUCTION
(THEORY AND CLINICAL) OF ALL SUBJECTS LISTED IN THIS CHART.
This chart is not required by the Florida Board of Nursing

<table>
<thead>
<tr>
<th>Required Coursework</th>
<th>Coursework Completed?</th>
<th>If Integrated, List Course(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Anatomy:</td>
<td></td>
<td></td>
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<tr>
<td>Physiology:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology:</td>
<td></td>
<td></td>
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<tr>
<td>Sociology:</td>
<td></td>
<td></td>
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<tr>
<td>Nutrition:</td>
<td></td>
<td></td>
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<tr>
<td>Pharmacology:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please include course descriptions, including hours of instruction (Theory and Clinical) of all subjects listed in this chart.

Please provide us with your name, title, signature and institutional seal for our records.

__________________________________________  ______________________________________
Name                                              Title

Stamp:  

Date: ____________________

The institution MUST send the completed charts along with the official student’s graduation diploma(s), transcripts and course descriptions DIRECTLY to:

Josef Silny & Associates, Inc.
7101 SW 102 Avenue,
Miami, FL 33173
USA
**APPLICANT’S NAME:**

<table>
<thead>
<tr>
<th>UNIT OF STUDY:</th>
<th>COMPLETED</th>
<th>List courses in which these topics are integrated:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>THEORETICAL AND CLINICAL INSTRUCTION</strong></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td><strong>Personal, Family and Community Health Concepts:</strong></td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>(Parent-Child Courses, Pediatrics Courses, Community Health, Public Health, Home Health, Health Promotion) *</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>Nutrition:</strong></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td><strong>Human Growth and Development Throughout the Life Span:</strong></td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>(Child Psychology, Psychology of Human Development, Developmental Psychology) *</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>Body Structure and Function:</strong></td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>(Anatomy, Physiology, Physiopathology) *</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td><strong>Interpersonal Relationship Skills:</strong></td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>(Introduction to Health Communication, Interpersonal Communication, Psychiatric Mental Health, Health History Assessment) *</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>Mental Health Concepts:</strong></td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>(Psychiatric Nursing, Mental Health Nursing, Psychology and Mental Health)*</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>Pharmacology and Administration of Medications</strong></td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>Legal Aspects of Practice:</strong></td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>(Professional Issues Courses, Legal Issues and Trends, Legal Issues and Ethics, Practice and Ethics, Leadership)*</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td><strong>Interpersonal Relationships and Leadership Skills:</strong></td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>(Leadership and Management) *</td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

*This category is required ONLY for professional or registered nurses. This content is not required for practical nurses.*
UNIT OF STUDY:

<table>
<thead>
<tr>
<th>Professional Role and Function:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Professional Issues in Nursing, Issues and Trends in Nursing)</em></td>
</tr>
<tr>
<td>This category is required ONLY for professional or registered nurses.</td>
</tr>
<tr>
<td>This content is not required for practical nurses.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Teaching and Counseling Skills:</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(Nursing Assessment, Nursing Process and/or Health Promotion)</em></td>
</tr>
<tr>
<td>This category is required ONLY for professional or registered nurses.</td>
</tr>
<tr>
<td>This content is not required for practical nurses.</td>
</tr>
</tbody>
</table>

CLINICAL TRAINING EXPERIENCE

**Clinical Training - Acute Care:**
Care of critically ill patients: intensive care units (ICUs); pediatric ICUs, neonatal ICUs, cardiac care units, cardiac catheter labs, telemetry units, progressive care units, emergency departments, and recovery rooms, home healthcare, managed care organizations, outpatient surgery centers, clinics, and flight units…*

**Clinical Training – Long-term Care:**
(Patient assessment; care planning; managing clinical emergencies; safe medication administration; ethical issues; residents’ rights; infection control; integrative care…) *

**Clinical Training – Community Health Settings:**
(Identification of common health problems in the community while treating patients and creation of intervention plans to correct or prevent the health and safety issues) *

* Denotes course names which may pertain to the respective unit of study. However, this is not an all-inclusive list of courses which may apply.

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Please provide us with your name, title, signature and institutional seal for our records.

____________________  _______________________
Name                   Title

Stamp:

Date: __________________

The institution MUST send the completed charts along with the official student’s graduation diploma(s), transcripts and course descriptions DIRECTLY to:

Josef Silny & Associates, Inc.
7101 SW 102 Avenue,
Miami, FL 33173
USA
CREDIT CARD INFORMATION

You must provide a front and back photocopy of your credit card AND a photocopy of your U.S. driver’s license or foreign passport.

Name of Cardholder:
As it appears on the credit card
First
Middle
Last

E-mail address: __________________________________________ Phone No.: ___(______)________________________
area code phone

Name of Applicant:
If different from the cardholder
First
Middle
Last

Billing Address:
Number
Number
Street
Apt #
City
State
Zip/Postal code
Country

I authorize Josef Silny & Associates, Inc. to charge my (check one):

☐ VISA  ☐ MASTER CARD  ☐ DISCOVER

in the total amount of $__________________________ (total amount must be filled in in order to process your order).

CREDIT CARD NUMBER: ________________________________

3-digit security code on back of card: ________________________________

Expiration Date (month/year): ______________ / ______________

Signature of Cardholder (Required): ____________________________ Date: ____________________________

This signature authorizes Josef Silny & Associates, Inc. (JS&A) to charge the amount for the requested services in U.S. dollars and the cardholder agrees to be bound by all Terms and Conditions (including that all fees are non-refundable) as stated in the JS&A application.