



Company Contact
Information



Website Link



Mail applications to:
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Miami, FL 33173

**Josef Silny & Associates, Inc.
International Education Consultants**

Tel.: (305) 273-1616
Fax. (305) 273-1338/Translation Fax: (305) 273-1984
E-Mail: info@jsilny.org
Web Site: www.jsilny.org

OR EMAIL TO:
payment@jsilny.org

**Application for Evaluation of Foreign Educational Credentials
for Kentucky Board 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 a 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.

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
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.

E-mail: translation@jsilny.org Translation fax: 305-273-1984

Processing Information: For nursing licensure: transcript, and degree, must be sent by the issuing institution(s) directly to JS&A and will be verified. 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. 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. 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. JS&A does not discriminate among applicants as to the age, sex, race, religion, national origin, disability, or marital status.

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. Licensing: Nursing - U.S. \$130 basic fee
2. 24-Hour Evaluation - U.S. \$150 in addition to the basic fee
3. 2-Day Evaluation - U.S. \$100 in addition to the basic fee
4. 5-Day Evaluation Report - U.S. \$50 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 \$130 is required.
6. Extra evaluation reports - Additional original evaluation reports requested at the time of evaluation cost \$20 each. Each evaluation report requested after the evaluation has been completed costs \$30 (evaluations may be available only within 3 years of the original date of issuance). Please add \$5 to the cost of each report that you wish to be mailed to you in a specially sealed JS&A envelope.
7. Return of original documents by secure means:
 - Within the continental United States: - By Priority Mail: U.S. \$20 per address
 - By courier: U.S. \$45 per address
 - Outside of the United States - By international courier: U.S. \$85 per addressIf the fee paid by the applicant does not cover the cost of the courier, we may use USPS Priority Mail Express instead.
Those in extended delivery areas will be billed for the balance of the fee.
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.

JS&A does not accept courier airbills filled out by applicants.

INFORMATION ABOUT EVALUATIONS

Sending your evaluation - Your evaluation will be sent electronically to Kentucky Board of Nursing. If you would like to send your evaluation to yourself, or anyone else, select an extra evaluation report service and list the name and address in this application.

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 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: Male Female

Full name: _____
Last name Given name Middle name/Maiden name

Street Address: _____ Apartment # _____
(if applicable)

_____ City State Zip code Country (if not U.S.)

Date of birth: _____ Country of citizenship: _____ Country of birth: _____
Month / Day / Year

Telephone: _____ Fax: _____ E-mail: _____
Area code and number Area code and number

Type of Professional Service Requested:

Basic Fees

Licensing: Nursing (U.S. \$130 basic fee)

Rush Fees

24-Hour Evaluation (U.S. \$150 + basic fee)

2-Day Evaluation (U.S. \$100 + basic fee)

5-Day Evaluation (U.S. \$50 + basic fee)

Additional Services

Extra Evaluation Report (U.S. \$20 per report) How many? _____

Extra Report in Sealed Envelope (U.S. \$25 per report) How many? _____

Secure Return of Originals U.S. \$ _____

Translation (quote provided upon request) U.S. \$ _____

Other U.S. \$ _____

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: _____

Your evaluation report will be sent electronically to Kentucky Board of Nursing.

If you want your evaluation to be sent to an agency, employer, or yourself (at U.S. \$20 per report), 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.)

	Name of Institution	City, Country	Attendance From - To	Diplomas or Certificates	Year of Graduation
1.	_____	_____	-	_____	_____
2.	_____	_____	-	_____	_____
3.	_____	_____	-	_____	_____
4.	_____	_____	-	_____	_____
5.	_____	_____	-	_____	_____
6.	_____	_____	-	_____	_____

I, the undersigned applicant, certify and represent that all information provided in this Application is complete, factually accurate, and honestly presented, and that I have read and understand the instructions and conditions (including that all fees are **non-refundable**). I agree to the terms stated herein. I understand that the evaluation is advisory and is not binding upon any agency or institution that uses it. Further, in consideration of the payment by the undersigned applicant, and the mutual undertakings by the parties as stated in this Application ("Agreement"), the undersigned applicant releases JS&A, its officers, directors, employees, and agents, from any liability or damages resulting from: (a) the use to which I or any agency or institution puts the evaluation, and (b) for the loss of any original documents. In addition, any litigation arising out of this Agreement will be under Florida law, and venue will be in Miami-Dade County, Florida. The prevailing party to 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: _____

 Application must be signed by hand or digital signature (not typed). By signing you agree to all terms on this agreement.

ORGANIZATIONS WHICH ACCEPT EVALUATIONS DONE BY JS&A

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**
 - USCIS -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:** Arkansas, California, Colorado, Connecticut, District of Columbia, Florida, Indiana, Kentucky, Michigan, Nebraska, Nevada, New Mexico, Ohio, Pennsylvania, South Dakota, Tennessee, Utah, Vermont, Virginia, Wisconsin, Wyoming
 - Architecture:** Alaska, California
 - Barbers:** Florida, Minnesota, South Dakota
 - Cosmetology:** Georgia, Louisiana, North Carolina, Tennessee, Utah, Vermont
 - Engineering:** Alaska, Florida, Louisiana, Maryland, New Jersey, Puerto Rico, Texas, Virginia
 - Law:** California, Florida, Texas
 - Marriage and Family Therapy, Mental Health:** Florida
 - Massage Therapy:** Florida, Michigan, Nevada, Utah, Virginia
 - Medical Laboratory:** American Medical Technologists, American Society of Clinical Pathologists, Health Care Financing Administration, California, Connecticut, Florida, Georgia, Nevada, North Dakota, Tennessee
 - Nursing:** Alabama, Arizona, Arkansas, Colorado, Florida, Hawaii, Idaho, Kentucky, Louisiana, Michigan, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, North Dakota, Oregon, Puerto Rico, South Carolina, Texas, Washington, Wyoming
 - Opticianry:** Florida
 - Psychology:** California, Delaware, District of Columbia, Florida, Maryland, Ohio, Oregon, Virginia
 - Respiratory Care:** National Board for Respiratory Care, California, Florida
 - Social Work:** Florida
 - Speech-Language Pathology and Audiology:** American Speech-Language-Hearing Association, Florida, Georgia
 - Texas Medical and Dental Schools Application Service**
- 4. State Departments of Education**
 - Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming
- 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
 - National Career Development Association
 - 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.



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CREDIT CARD INFORMATION

You must include the credit card holder's copies of the front and back of the credit card and 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 and number

Name of Applicant:

If different from the cardholder _____
First Middle Last

Billing Address:

Street address Apartment number (if applicable)

City State Zip code Country (if not U.S.)

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

VISA MASTER CARD DISCOVER

in the **TOTAL** amount of U.S. \$ _____ **← (TOTAL amount of your order must be filled in to process your payment.)**

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.