



Company Contact  
Information



Website Link



Mail applications to:  
7101 SW 102 Avenue  
Miami, FL 33173

OR EMAIL TO:  
processing@jsilny.org

**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

**Application for Evaluation of Substantial Equivalency  
of an EAC/ABET Engineering and Engineering Technology Degrees**

This application is **only** for individuals who graduated from a regionally accredited institution of higher education in the United States. Individuals who attended an institution of higher education outside of the United States must fill out the Application for Boards of Professional Engineers Applicants: <http://www.jsilny.org/pdf/professionalengineeringboard.pdf>

**APPLICATION PROCEDURES – Please be sure to read the complete information on our website at [www.jsilny.org](http://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 Substantial Equivalency of an EAC/ABET Engineering or Engineering Technology Degree signed by the applicant.
2. A non-refundable evaluation fee of US \$400 (basic fee) is required. This fee is for only **one** board of professional engineers. A separate fee of US \$400 is required for each additional state board of professional engineers. Make the bank check or money order payable to Josef Silny & Associates, Inc. If you are paying by credit card you must fill out the Credit Card Information form. All evaluation fees, including fees for rush services, extra evaluation reports, etc. are **NON-REFUNDABLE**. Please note that all fees are subject to change. Re-evaluations based on documents not submitted with the original request are considered new evaluations and a second payment of the basic fee U.S. \$400 is required.
3. EDUCATIONAL DOCUMENTS:  
Transcripts showing the degrees earned, graduation dates and detailed course descriptions must be sent to us directly by the issuing colleges or universities.  
**It is the responsibility of applicants to submit the academic credentials which need to be evaluated.**

**PROCESSING INFORMATION**

The academic credentials received by our company will be kept on file for one year only and will not be given to the applicant. It is the applicant's responsibility to arrange for the necessary academic credentials to be sent by the issuing institution to our office. If the application is not completed within three months, we will close the file. A new evaluation fee will be required for updating the file. Any questions or concerns about the evaluation must be submitted in writing during the year in which the application and credentials are kept on file.

**PROCESSING TIME**

1. Standard Processing Time: Evaluations are normally prepared in 15 to 20 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

10-Working Days Rush Evaluation Report

Rush evaluation reports will be completed in a timely fashion, 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.

## **SATISFACTION WITH EVALUATIONS**

Our evaluations are based on the FBPE requirements. 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 within the year during which the application and academic credentials are kept on file. Refusal of service: JS&A reserves the right to refuse service to anyone.

## **MAILING FEES**

In addition to the \$400 evaluation fee for each board of professional engineers, you are also required to pay for the Mailing Fee for each address.

Mailing fees (per address) – First Class Mail or electronic mail – U.S. \$10, Priority Mail U.S. \$25, Domestic Courier U.S. \$50, International Mail U.S. \$90

**PERSONAL INFORMATION**

Gender: \_\_\_\_\_  
Male Female

Full name: \_\_\_\_\_  
Last name First name Middle name Maiden name

Address: \_\_\_\_\_  
Apartment Number (if applicable)  
\_\_\_\_\_  
City State Zip code Country (if not US)

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:**

**Evaluation Basic Fees**

- Bachelor in Engineering EAC/ABET Equivalency (US \$400 basic fee)
- Bachelor in Engineering Technology EAC/ABET Equivalency (US \$400 basic fee)

**Evaluation Rush Fees**

- 10-Day Rush Evaluation (US \$100 + basic fee)

**Additional Services**

- Extra Evaluation Report (US \$20 per report) How many? \_\_\_\_\_
- Extra Report in Sealed Envelope (US \$25 per report) How many? \_\_\_\_\_
- Mailing fee U.S. \$ \_\_\_\_\_
- Secure Return of Originals US \$ \_\_\_\_\_
- Other US \$ \_\_\_\_\_

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: \_\_\_\_\_

**One evaluation report will be sent electronically to the FBPE.**

If you want your evaluation sent to you or elsewhere (at U.S. \$20 per report + mailing fee), please list name and address below:

**Please specify method of delivery per address in the U.S.**

(1<sup>st</sup> address):  electronically (\$10)  Domestic courier (\$50)  Priority Mail (\$25)  
 First Class Mail (\$10)  International courier (\$90)

(2<sup>nd</sup> address):  electronically (\$10)  courier (\$50)  Priority Mail (\$25)  
 First Class Mail (\$10)  International courier (\$90)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____

This application is a legal contract between you and our company. We expect you to read this application and follow the requirements specified in this application. 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**). Once the application is entered into our system, it cannot be canceled. 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, Florida, Indiana, Kentucky, Michigan, New Mexico, Ohio, Pennsylvania, South Dakota, Tennessee, Virginia  
**Architecture:** Alaska, California  
**Barbers:** Colorado, Delaware, Florida, Hawaii, Illinois, Kansas, Michigan, Minnesota, Missouri, Montana, Nevada, New Hampshire, New Jersey, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Wyoming  
**Cosmetology:** Colorado, Delaware, Georgia, Hawaii, Illinois, Kansas, Louisiana, Michigan, Minnesota, Missouri, Montana, New Hampshire, New Jersey, North Carolina, Pennsylvania, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Wyoming  
**Engineering:** Alaska, Florida, Louisiana, Maryland, New Jersey, Puerto Rico, Texas, Virginia  
**Law:** California, Florida, Texas  
**Marriage and Family Therapy, Mental Health:** Florida  
**Massage Therapy:** California, Florida, Hawaii, Iowa, Maryland, Michigan, Nevada, Texas, Utah, Virginia  
**Medical Laboratory:** American Medical Technologists, American Society of Clinical Pathologists, Health Care Financing Administration, California, Florida, Georgia, Hawaii, Nevada, New York, North Dakota, Tennessee, West Virginia  
**Nursing:** Alabama, Arizona, Arkansas, California (vocational nursing only), Colorado, District of Columbia, Florida, Hawaii, Idaho, Illinois, Indiana, Kentucky, Louisiana, Massachusetts, Michigan, Missouri, Montana, Nebraska, Nevada, New Hampshire (license by endorsement only), New Mexico, North Dakota, Northern Mariana Islands, Oklahoma, Oregon, Pennsylvania, Puerto Rico, South Carolina, Texas, Utah, Vermont, Virginia, Washington, Wyoming  
**Opticianry:** Florida  
**Psychology:** Alabama, Arizona, California, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Iowa, Kansas, Kentucky, Maine, Maryland, Michigan, Minnesota, Missouri, Nebraska, Nevada, New Hampshire, New Jersey, New York, North Carolina, Ohio, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia and Wyoming.  
**Respiratory Care:** National Board for Respiratory Care, California, Florida  
**Social Work:** Florida  
**Speech-Language Pathology and Audiology:** Alabama, American Speech-Language-Hearing Association, Arizona, Florida, Georgia, Hawaii, Kansas, Maryland, Massachusetts, Michigan, Minnesota, Nevada, New Hampshire, New Jersey, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Tennessee, Texas, Utah, Vermont, Washington  
**Texas Medical and Dental Schools Application Service**

### 4. Teacher Certification

Alabama, Alaska, Arizona, Arkansas, California, 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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Website: [www.jsilny.org](http://www.jsilny.org)

## 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.