

## DOCUMENTATION FOR NON-ACCREDITED AND FOREIGN DEGREES

### 1. TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

Applicants must speak and write the English language. Proficiency in English may be evidenced by possession of an accredited Bachelor's degree [as defined by 133.21(c)] taught exclusively in English, or passage of the TOEFL. The TOEFL representative is:

#### TOEFL Services

##### Educational Testing Service

P. O. Box 6151

Princeton, NJ 08541-6151

Telephone: (609) 771-7100

<http://www.ets.org>

The TOEFL code for this agency is 9653. Applicants requesting a waiver from the TOEFL requirement must submit a written request and supporting reasoning to the Executive Director. A waiver from the TOEFL requirement may be granted by the Executive Director upon receipt of one of the following:

- a) a letter from the applicant's employer which verifies the applicant's proficiency in the written and oral communication of the English language; or
- b) transcripts which verify six full-time semesters (6 credit hours per semester) toward an advanced engineering degree in the United States.

### 2. DEGREE EVALUATION

Applicants possessing degrees from non-accredited programs must furnish, at their own expense, a detailed evaluation of course work completed. The degree evaluation must include an "Equivalency Transcript" (a detailed evaluation of coursework with grades) and be sent directly to the Board office by the evaluation service. The foreign degree evaluation services selected by the Board are:

NCEES Credentials Evaluations  
P.O. Box 1686  
Clemson, SC 29633  
1- 800-250-3196 or 864-654-6824  
FAX: 864-654-6033  
Web Site:

[http://www.ncees.org/credentials\\_evaluations.php](http://www.ncees.org/credentials_evaluations.php)

SpanTran Evaluation Services, Inc.  
2400 Augusta Drive, Suite 451  
Houston, TX 77057  
713-266-8805  
FAX 713-789-6022

Web Site: [www.spantran.com](http://www.spantran.com)

E-mail: [inquiries@spantran.com](mailto:inquiries@spantran.com)

Josef Silny and Associates  
7101 SW 102 Avenue  
Miami, FL 33171  
Tel: 305-273-1616  
Fax: 305-273-1338 / Translation Fax: 305-273-1984  
Web Site: [www.jsilny.com](http://www.jsilny.com)  
E-mail: [info@jsilny.com](mailto:info@jsilny.com)

Foreign Credential Services of America  
Dr. William Paver  
1910 Justin Lane  
Austin, TX 78757-2411  
512-459-8428  
FAX 512-459-4565  
Web Site: [www.fcsa.biz](http://www.fcsa.biz)  
E-mail: [mailto:info@fcsa.biz](mailto:mailto:info@fcsa.biz) or [paver@mail.utexas.edu](mailto:paver@mail.utexas.edu)

Educated Choices, LLC  
127 Inwood Ave.  
Upper Montclair, NJ 07043  
973-746-6512  
FAX 973-746-6597  
Web Site: [www.educatedchoices.com](http://www.educatedchoices.com)  
E-mail: [info@educatedchoices.com](mailto:info@educatedchoices.com)

**Applicants requesting a waiver from evaluation of a degree must submit a written request and supporting reasoning to the Executive Director. See rule 133.33(b).**

**A waiver from the degree evaluation may be granted by the Executive Director under the following conditions:**

**3. ENGLISH TRANSLATION**

All documents supporting an application which are written in a language other than English must be accompanied by a certified English translation.

**4. OFFICIAL TRANSCRIPTS REQUIRED**

Per Board Rule 133.33(a), the applicant must have the school furnish an official transcript directly to the TBPE.