

# International Education Evaluation (OPR) Guide

## What is an International Education Evaluation completed by the Ohio Professional Registry (OPR)?

An International Education Evaluation is a comparison of the professionals' academic accomplishments to standards in the United States. The International Education Evaluation Report is used for internal Ohio Professional Registry (OPR) use only and cannot be transferred to another employer, registry or academic institution. A completed and verified evaluation may allow an education document to be verified in the Ohio Professional Registry and may count towards a Career Pathway Level if found to be US equivalent.

## Who needs an International Education Evaluation?

A professional who has completed education outside of the United States that is now working in the State of Ohio Early Childhood System will need to have their records evaluated to United States Equivalency for use in the Ohio Professional Registry. For high school education, the document will be reviewed to determine if an evaluation is needed. All college education will need to have an evaluation completed.

## How do I obtain an International Education Evaluation?

A professional seeking to have their academic records evaluated for US equivalency can obtain an International Education Evaluation in one of two ways:

1. The Ohio Professional Registry International Education Evaluation
2. Obtain their own credential evaluation by a third-party agency

## How much does an International Education Evaluation in the Ohio Professional Registry (OPR) cost?

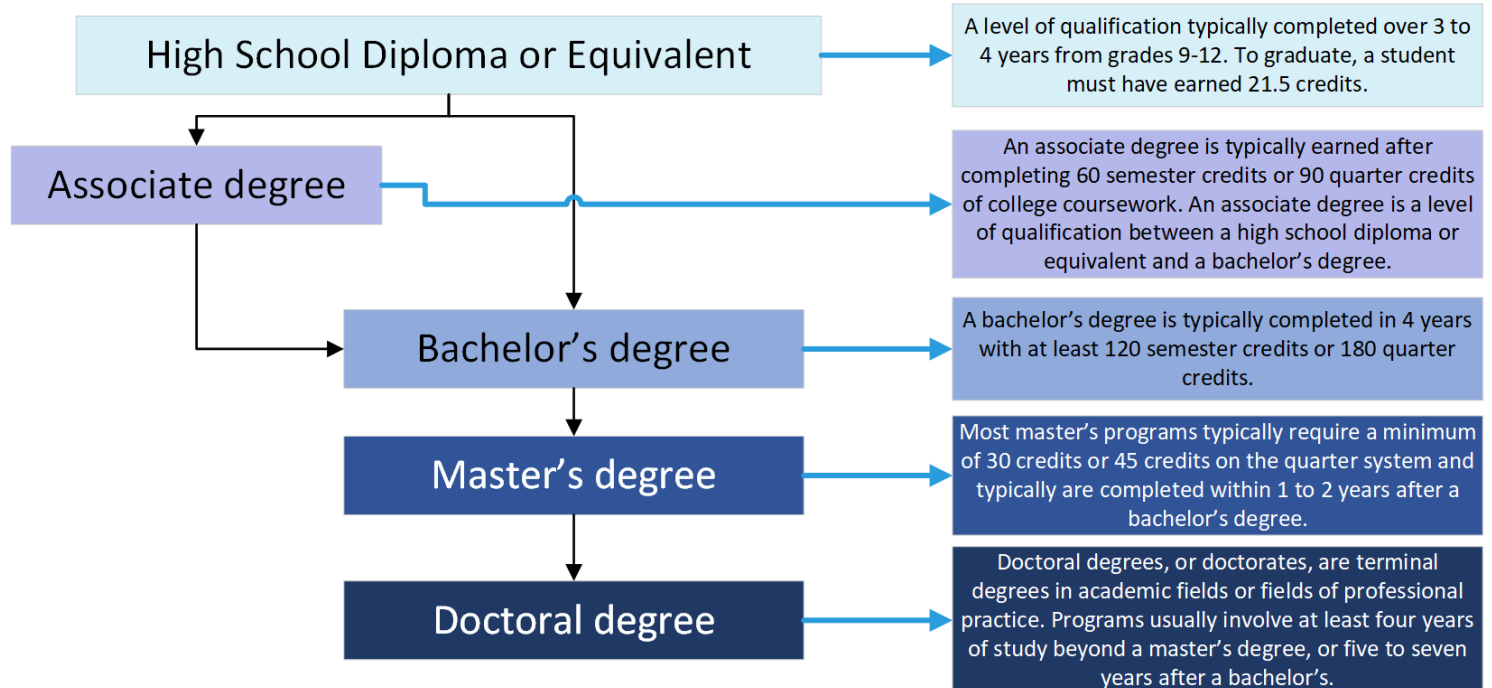
The International Education Evaluation completed by the Ohio Professional Registry is free.

Third-party evaluations costs vary. Refer to the third-party evaluation information section on page 5 of this guide.

## How is an International Education document evaluated?

All records will be reviewed and an attempt to evaluate the records with a US equivalency will began once the application is submitted. The OPR will review all International Education Evaluation Applications within 30 business days from the date of submission.

Please note the OPR uses the United States Benchmarking system and will evaluate each document into an equivalency into one of the following U.S. and Career Pathway Model accepted education levels.



## How do I complete an International Education Evaluation in the Ohio Professional Registry (OPR)?

To begin the evaluation process, the professional must first collect all original academic documents in the country's native language. Once collected the professional complete the following:

1. Log in or create a profile in the Ohio Professional Registry.
2. Complete the International Education Evaluation application by clicking on the Applications tab in their profile.
3. Select the International Education Evaluation application link.
4. Review pre-filled items from your registry profile. If the personal information, education or employment information is not correct in the application, the professional must update that information in their registry profile prior to submitting the application.
5. Fill in necessary information for each academic achievement they wish to have evaluated.
6. Select the education level requested for evaluation, either High School or Equivalent or a College/University.
7. Enter academic achievement specific information- example: school name and graduation date.
8. Upload all original academic records for the one academic achievement (one application per academic achievement)
9. Click "Submit Application".

## Documentation needed for an International Education Evaluation (OPR)

The documentation required depends on a variety of factors: the country where education was obtained, the education requirements for graduation in each country, whether an examination board was used or if education achievement is documented at the academic institution itself.

Generally, for most countries, one or more of the following types of original academic records will be required for evaluation of High School or Equivalent education:

Secondary School General Certificate  
Examination records from the official examination board  
Diploma  
Higher Secondary Certificate  
Marks Sheet

Generally, for most countries, one or more of the following types of original academic records will be required for evaluation of College/University education:

Statement of Marks  
Degree Certificate with Academic Transcript

## Do I need to obtain a translation prior to submitting my application?

For most languages, a translation is not necessarily needed for an evaluation to be completed.

Languages where a translation is not required but may be requested. These languages are based on the English characters with Latin origin such as but not limited to:

- Spanish
- French
- Italian
- German

Languages where a literal translation is required. These languages are based on another character format such as but not limited to:

- Chinese
- Japanese
- Mandarin
- Mongolian
- Hebrew
- Korean
- Arabic
- Greek
- Napali
- Hindi
- Cyrillic alphabets such as Russian

Literal translations are the rendering of text from one language to another, one word at a time with or without conveying the sense of the whole text.

## **I need a literal translation. What are the requirements for the translation?**

### High School or Equivalent Education

If required, a literal translation for high school or equivalent can be completed by the original document holder or another person/agency and does not require a notary or a certified translator to complete. The translation must be word for word translation and not a general subjective translation of the entire document.

### College or University Education

If required, a literal translation for college or university needs to be completed by a third-party (not a relative of the applicant) and does not require a notary or a certified translator to complete. There are times the OPR may request the professional to obtain a certified translation from a translation company or to provide a notarized statement of authenticity and accuracy from the translator.

## **How do I know if my education documents were accepted and verified?**

Once a professional has submitted their application and successfully paid for the evaluation, the application will show in their registry profile under the Applications Tab and will show a status of "Submitted". Within 30 business days, the OPR staff will review the application and make any status change that is needed. If additional information is required to complete the application such as a translation or additional documentation, the OPR staff will change the status of the application to "Additional Action Needed" and provide a note as to what additional information is needed. The status will stay in "Additional Action Needed" status until the additional documentation has been submitted.

If, after every attempt to complete an evaluation, enough information wasn't provided or there are no resources available to determine equivalency, the OPR staff member will mark the application "Unable to Verify" which means the application was denied and we cannot process an evaluation. A note will be provided as to why the evaluation application was denied.

If the required documentation was submitted timely and an evaluation can be completed on the academic records provided, the professional will see the education documents verified in their profile with the International Education Evaluation Report attached to those documents.

## **What is an International Education Evaluation Report?**

An International Education Evaluation Report is the document the OPR staff will use to determine equivalency. It is a rubric the OPR staff will use to measure the information received from the professional and compile the information found on our evaluation resources. These resources are industry standard trusted resources used by the major credential evaluation services. Every educational achievement will be accompanied with the International Education Evaluation Report dictating the results of the evaluation, even if the documents were found to not be U.S. equivalent.

## Who will accept my International Education Evaluation Report?

The International Education Evaluation Report is only used for internal Ohio Professional Registry use only and cannot be transferred to another employer, registry or academic institution. A completed and verified evaluation will allow an education document to be verified in the Ohio Professional Registry and will count towards a Career Pathway Level if found to be US equivalent.

## What do I do if my education documents aren't equivalent to a US education achievement?

If, after every attempt to complete an evaluation, enough information wasn't provided or there are no resources available to determine equivalency, the OPR staff member will mark the application "Unable to Verify" which means the application was denied and we cannot process an evaluation. A note will be provided as to why the evaluation application was denied.

A professional can always obtain another evaluation report from a third-party agency and resubmit the education documents with the third-party report to their registry profile for review. The guidelines for a third-party evaluation can be found below.

## Third-Party Evaluation Information

Should one choose to or have already completed a credential evaluation from a third-party vendor the documents should be evaluated from a member agency through either [National Association of Credential Evaluation Services \(NACES\)](#) or [Association of International Credential Evaluators, Inc \(AICE\)](#). The professional can view their members by clicking on the titles of the agencies which will direct them to the member agencies lists.

When a third-party evaluation is obtained, the required steps for review in the Ohio Professional Registry are: scan evaluation and original documents from education institution into one PDF file, upload to the Education section (not the Application) for review. **If the third-party evaluation does not state the education is equivalent to a degree recognized by the current Career Pathway Model, the record cannot be verified.**

To view more credential evaluation resources or to view the required documents guidelines the OPR uses to determine equivalency, please visit <https://www.wes.org/required-documents/>.