

## EXAMINATION APPLICANT FOREIGN EDUCATION INFORMATION

RE 223 (Rev. 1/11)

### GENERAL INFORMATION

What is “foreign education”?

This Department defines “foreign education” as: college course credits and degrees earned at institutions outside the United States.

“Foreign education” to be used as part or all of the required qualifications for the real estate examination must be translated (if necessary) and evaluated before it can be submitted to the Department of Real Estate for processing.

If you have transcripts showing a degree earned outside the United States, we require that you have them translated and/or evaluated at one of the credentialing services listed below, since they provide both services.

If you are trying to substitute a course(s) (i.e., Business Law, Economics or Accounting) taken at an institution outside the United States, we need verification stating that the institution is accredited *and* that the course(s) taken is equivalent to a specific course taken at an accredited institution in the United States. The number of units per course should be broken down in semester or quarter units.

If you are a broker applicant and your experience is being substituted by a degree earned outside the United States, you must submit verification that the institution is accredited and that your four-year degree is equivalent to a four-year degree earned from an accredited institution in the United States.

### CREDENTIALING SERVICES

Translation and evaluation is available through the following facilities:

- ❖ Academic Credentials Evaluation Institute, Inc. (ACEI)  
P.O. Box 6908  
Beverly Hills, CA 90212  
*Telephone: (310) 275-3530*  
*Web address: www.acei.com*
- ❖ ACREVS Inc.  
Academic & Credential Records, Evaluation & Verification Service  
1776 Clear Lake Ave  
Milpitas, CA 95035-7014  
*Telephone: (408) 719-0015/(866) 583-4834*  
*Web address: www.acrevs.com*
- ❖ Center for Applied Research, Evaluations, & Education, Inc.  
P.O. Box 18358  
Anaheim, CA 92817  
*Telephone: (714) 237-9272*  
*Web address: www.iescaree.com*
- ❖ Educational Records Evaluation Service, Inc.  
601 University Avenue, Suite 127  
Sacramento, CA 95825-6738  
*Telephone: (916) 921-0790/(866) 411-3737*  
*Web address: www.eres.com*
- ❖ Education Evaluators International, Inc.  
11 South Angell St Ste 348  
Providence, RI 02906

*Telephone: (401) 521-5340*

*Web address: www.educei.com*

- ❖ FTES  
P.O. Box 1948  
Davis, CA 95616  
*Telephone: (530) 758-3875*  
*Web address: www.ftes.biz*
- ❖ International Consultants of Delaware, Inc.  
Credentials Evaluation Service  
P.O. Box 8629  
Philadelphia, PA 19101-8629  
*Telephone: (215) 222-8454 Ext. 603*  
*Web address: www.icdel.com*
- ❖ International Education Research Foundation, Inc.  
Credentials Evaluation Service  
P.O. Box 3665  
Culver City, CA 90231-3665  
*Telephone: (310) 258-9451*  
*Web address: www.ierf.org*

### TRANSLATION OF DOCUMENTS

Translation is available at any accredited United States college or university. Sometimes an evaluation of credits can be obtained from this source.

Translation is available from the consul of the country where the foreign education/degree was earned.

Translation from any translation bureau is also acceptable.

### WHAT MUST BE SUBMITTED

To apply for a real estate examination the following documents must be submitted:

- A Salesperson Examination Application (RE 400A) or Salesperson Exam/License Application (RE 435);
- A Broker Examination Application (RE 400B) or a Broker Exam/License Application (RE 436);
- The appropriate examination fee;
- Verification of accreditation from the credentialing agency for the degree equivalency and/or individual subject(s) shown in semester or quarter units; and
- A copy of your transcripts from accredited institutions in the United States or private real estate schools approved by this Department, if any.

**Note:** If the experience requirements are not satisfied by the foreign education evaluation, broker applicants must submit an Employment Verification (RE 226) or a copy of their degree, earned through an accredited United States college or university.

Upon receipt of this information, your documents will be evaluated. If additional documents or qualifications are needed, you will be contacted in writing. **Note:** Your application and fee will be held for a two year period if you do not qualify at this time.

If any further information is required, please do not hesitate to contact this Department.