

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF EDUCATION**  
 Division of Teacher Education and Licensure  
 P.O. Box 2120, Richmond, Virginia 21218-2120

A baccalaureate degree is the minimum requirement for an educational license in Virginia. If you attended a college/university outside of the United States of America, you will need to write to one of the agencies listed below. You must obtain an evaluation of your credentials (including a listing of the courses completed and the semester hour equivalent for each course) and a statement regarding the equivalency of your program of study to the four-year baccalaureate degree. In lieu of an official transcript from the foreign institution you attended, the Department of Education will accept the statement. (Please refer to the "Routes to Licensure in Virginia" on the Department of Education's Web site, [www.doe.virginia.gov](http://www.doe.virginia.gov), for additional information on the alternate route to licensure). Your complete application packet must be submitted by an employing Virginia school division, employing Virginia nonpublic school, or the Virginia college/university where you completed an approved teacher preparation program.

**Center for Educational Documentation**  
 Post Office Box 231126  
 Boston, MA 02123  
 Telephone: (617) 338-7171  
 Fax: (617) 338-7101  
 Email: [info@cedevaluations.com](mailto:info@cedevaluations.com)  
 Web Address: [www.cedevaluations.com](http://www.cedevaluations.com)

**International Consultants of Delaware, Inc.**  
 109 Barksdale Professional Center  
 Newark, DE 19711  
 Telephone: (302) 737-8715 Fax: (302) 737-8756  
 Web Address: [www.icdel.com](http://www.icdel.com)  
 Email: [icd@icdel.com](mailto:icd@icdel.com)

**Global Credentials Evaluators**  
 P.O. Box 36  
 28 Westhampton Way  
 Richmond, VA 23713  
 Telephone: 804-617-2629  
 Fax: 512-528-9293  
 Email: [info@gcevaluators.com](mailto:info@gcevaluators.com)  
 Web address: [www.gceus.com](http://www.gceus.com)

**Josef Silny and Associates, Inc.**  
 7101 SW 102 Avenue  
 Miami, Florida 33173  
 Telephone: (305) 273-1616 Fax: (305) 273-1338  
 Translations: 305 273-1984  
 Web Address: [www.jsilny.com](http://www.jsilny.com)  
 Email: [info@jsilny.com](mailto:info@jsilny.com)

**World Education Services**  
 Post Office Box 5087  
 Bowling Green Station  
 New York, New York 10274  
 Telephone: (212) 966-6311  
 Fax: (212) 739-6120  
 Email: [info@wes.org](mailto:info@wes.org)  
 Web Address: [www.wes.org](http://www.wes.org)

**International Education Research Foundation**  
 Credentials Evaluation Service  
 Post Office Box 3665  
 Culver City, CA 90231-3665  
 Telephone: (310) 258-9451  
 Fax: (310) 342-7086  
 Web Address: [www.ierf.org](http://www.ierf.org)

**American Association of Collegiate Registrars and Admissions Officers**  
 Foreign Credential Evaluation Service  
 One Dupont Circle N W Suite 520  
 Washington, DC 20036-1135  
 Telephone: (202) 293-9161  
 Fax: (202) 872-8857  
 Web Address: [www.aacrao.org/](http://www.aacrao.org/)

**SpanTran Educational Services**  
 7211 Regency Square Boulevard  
 Suite 205  
 Houston, TX 77036-3197  
 Telephone: (713) 266-8805  
 Fax: (713) 789-6022  
 Web Address: [www.spantran-edu.com](http://www.spantran-edu.com)

**Foundations for International Services, Inc.**  
 14926 35<sup>th</sup> Avenue West, Suite 210  
 Lynwood, WA 98087  
 Telephone: 425-248-2555 Ext. 114  
 FAX: 425-248-2262  
 Web Address: [www.fis-web.com](http://www.fis-web.com)