



### **Requirements for Endorsed Membership with AICE include:**

An applicant to endorsed membership must have its physical headquarters in the United States. Said location must house the print/resource library, archives of sample credentials, and client documentation. The applicant must be predominantly engaged in comparative analysis of international educational credentials in terms of US equivalency.

### **Application Phase I:**

- Applicant must declare if it is the owner, part-owner(s), or potential owners have any affiliations (including but not limited to minority share-holder, owner, member of the board of directors, advisor to, or consultant to) another credential evaluation agency. Full disclosure is required.

Leadership has evaluated international educational credentials for a minimum of 5 years, full-time, or the part-time equivalent.

- Evaluation staff must include at least one individual in both the executive team and evaluation staff who fulfills AICE's requirements as a "Professional Credential Evaluator" and who has at least one area of "Specialized Credential Evaluation Expertise" as described in the AICE Credential Evaluation Standards document.
- Expertise as a Senior Evaluator must have been acquired as a supervised employee of a regionally accredited U.S. academic institution or as an employee of an AICE member organization or other AICE-recognized associations in the credential evaluation field at all academic levels and in all major educational systems.
- Senior evaluation staff must maintain appropriate contacts with professional associations such as, but not limited to, AACRAO, NAFSA and AICE in the professional fields for which the Applicant evaluates educational credentials for purposes of further education, certification, licensure, registration, employment and/or immigration, professional membership, enlistment in the Armed Forces or law enforcement.
- Senior evaluation staff must keep current and up to date with changes in educational systems in other countries and share this information through publications, presentations and/or through service programs.

- Procedures must be in place for identifying foreign educational credentials that are not authentic, and applicant must refuse to prepare an evaluation report based upon such credentials.
- Applicant must maintain samples of educational credentials in its archives.
- Applicant must have access to adequate and reliable translation services for all languages in which the Applicant's staff is not proficient.
- Applicant must have a written policy regarding retention, security and privacy for applicant documents submitted electronically or otherwise.
- If accepted as an Endorsed Member, Applicant must agree to meet AICE's evaluation methodology and reporting criteria as described in the Standards document.
- Organizational profile must be available to the public.
- At least 3 signed and dated professional references on official letterhead from institutions that accept evaluation services from the Applicant must be provided.
- A nonrefundable fee of \$1,000 must be submitted with Part I of the application.

#### **Application Phase II:**

- If all parts of Application Phase I are satisfied, Applicant must proceed to Phase II. AICE will provide Applicant with sample documents to evaluate.
- Applicant must provide AICE a list of its bibliography of references and resources that includes not only standard print references in the field but also materials distributed by academic institutions, ministries of education, and binational and multinational organizations, in addition to current electronic resources.

#### **Application Phase III:**

- If the sample evaluations submitted in Phase 2 are deemed to satisfy AICE requirements, AICE will require a site visit of the main office in the United States of the applicant, the cost of which must be paid by the Applicant. Note: if Phase I of the application process is not completed within the year of original submission, Applicant shall pay a Reactivation fee of \$1,500.00 upon resubmission/reactivation of the application. If your organization fulfills the requirements outlined in Phase I above, please contact the membership committee at [info@alice-eval.org](mailto:info@alice-eval.org) to obtain a complete application form.

March 2022